

SWIFT CURRENT AGRICULTURAL & EXHIBITION ASSOCIATION

FRONTIER DAYS REGIONAL FAIR & RODEO

2018 COMMERCIAL EXHIBITS

Rules, Regulations and General Information

Dear Exhibitor:

The Frontier Days Regional Fair & Rodeo is set for 4 days commencing Thursday, June 28th through Sunday, July 1st, 2018. All indoor exhibits, displays and concessions will be in the Stockade building. Outdoor displays and concessions will be along the street coming into the exhibition through Docs Town Heritage Village; and in areas South of the Stockade exhibit building and towards the livestock areas.

Please read the enclosed information thoroughly. When applying for space at the Fair, provide generous information on the products you wish to sell or exhibit.

COMMERCIAL EXHIBITS MOVE IN/MOVE OUT and DISPLAY HOURS:

All displays must be in place by 12:00 Noon, Thursday, June 28th and remain set-up until building close on the evening of Sunday, July 1st.

**** Failure to comply with the above will result in the forfeiture of the “ Performance Bond ” ****

Move-in Hours

Wednesday, June 27th 1:00 PM - 9:00 PM
Thursday, June 28th 8:00 AM - 12:00 NOON

Move-out Hours

Sunday, July 1st 8:00 PM - 12:00 AM
Monday, July 2nd 10:00 AM - 4:00 PM

The Stockade Exhibits building will be open to the public as follows:

Thursday, June 28 th	4:00 - 10:00 PM
Friday, June 29 th - Saturday, June 30 th	12:00 Noon - 9:00 PM
Sunday, July 1 st	12:00 Noon - 8:00 PM

ALLOCATION OF DISPLAY BOOTH SPACE:

The Swift Current Agricultural & Exhibition Association reserves the right to refuse rental space to anyone. It should be noted that all products for sale must be safe and meet Canada Consumer and Corporate Affairs Regulations and be CSA approved.

Previous Exhibitors will be given priority of choice of Booth location; following that all other exhibitors will be allocated booth space on a first come, first serve basis. **Past Exhibitors must request this space and make a \$ 100.00 deposit by February 15, 2018 to reserve their choice of Booth location; and then must have the balance of the application fee paid in full by April 1, 2018 to hold the location.** If the balance of the application fee is not paid by **April 1, 2018**; the Exhibit Space will be allocated to other applicants on a first come, first serve basis. The \$ 100.00 deposit **will be forfeited**, with no refund forthcoming. The Exhibits Committee will be solely responsible for assigning booth space to exhibitors.

EXHIBIT SPACE:

Inside Exhibit space is available in the following allotments:

10' X 10' = \$ 300.00 + GST

10' X 20' = \$ 500.00 + GST

10' X 30' = \$ 700.00 + GST

10' X 40' = \$ 900.00 + GST

Additional cost over 40' @ \$ 200.00 per 10' frontage

*** Booth Space must be adjoining to take advantage of the above discounts ***

*** There will be an additional charge of \$ 100.00 for corner booths ***

Outside Exhibit space is available as follows:

up to 300 sq. ft. = \$ 350.00 + GST

Additional space will be sold at \$ 1.00/sq. ft.

All buildings, tents and enclosures to be put up during the Fair **must have prior approval** of the Commercial Exhibits Chairperson.

Exhibitors are prohibited from assigning or apportioning the whole or any part of the space allotted for exhibiting or selling merchandise other than those listed on the Privilege Contract.

DISPLAY SERVICES PROVIDED:

1. Drapery provided for indoor space includes, 10 ft. high Blue backs and 4 ft. High Grey sides. Tables, tablecloths, chairs, extension cords and other exhibit aids are **not** included. Tables however can be rented at a price of \$20.00 (plus GST) per table for the duration of the show.
2. Electrical will be provided at no charge for one 15 Amp – 110 V outlet per booth, if required. Please indicate your requirements on the application. Any extra electrical requirements will be your responsibility and cost. Exhibitors are responsible to provide their own electrical paraphernalia, this includes extension cords.
3. Internet access is available at no charge for the entire show. Please indicate your requirements on the application **{Access code will be available at the Show Office}**.
4. Security will be provided from 10:00 PM to 12:00 PM (Noon) each day. However, it is suggested that Exhibitors use their own discretion in packing away valuables.
5. Exhibitor parking is allowed on the grounds Southwest of the Stockade Exhibit building (**Designated Area Only**). Parking on other paved areas, or on the East side of the building will result in vehicles being towed away at the owner's expense. Parking is also available in the grassed areas to the West and Southwest of the Exhibit building. Camping / Outside Electrical Services are also available on the grounds **for a nominal fee. NO PARKING in FIRE LANES** , vehicles will be ticketed by the City and may be towed at owner's expense.

PERFORMANCE BOND INFORMATION:

All Exhibitors are required to submit a postdated cheque, for June 15th, 2018 in the amount of \$ 100.00 for the Performance Bond; or provide authorization to charge the \$ 100.00 Bond fee to their Credit Card { **COMPLETE ATTACHED FORM** }. The Performance Bond, as well as one half of the rental fee, must accompany the application form to exhibit at the Frontier Days Regional Fair & Rodeo. **Balance of the exhibit fees are due and payable prior to April 1, 2018.** Failure to comply with the rules and regulations set out in this information letter and the contract, signed by the Exhibitor, will result in the automatic forfeiture of the “ Performance Bond ”, at the discretion of the Exhibits Committee. Upon satisfactory compliance with the rules and regulations, the “ Performance Bond” will be returned to the Exhibitor.

EXHIBITERS INSURANCE AND LIABILITY:

It is essential that all Exhibitors meet all fire, health and any other related Provincial regulations. Liability, public liability, theft, fire, and other insurance coverage are required for each Exhibitor at the Frontier Days Regional Fair & Rodeo. Proof of coverage must accompany the final contract and confirm the minimum requirements as set out below by the Swift Current Agricultural & Exhibition Association.

Minimum Insurance requirements for Exhibitors:

“The Lessee will obtain and keep in force during the term, Comprehensive General Public Liability insurance respecting the use, occupancy, and conduct of business in accordance with the Lessor’s minimum insurance requirements, with insurer’s acceptable to the Lessor, for the amount not less than \$ 1,000,000.00. The Policy will name the Exhibition as an additional named insured with the cross-liability clause and the Lessee shall promptly furnish to the Lessor, copies of insurance policies or other satisfactory evidence of thirty (30) days prior to opening. If such evidence of insurance is not provided, the Lessor may at its sole discretion, immediately cancel the Exhibit space rental.”

In general, the Privilege Contract provides that each applicant will be liable at all times and will hold harmless and indemnify Swift Current Agricultural & Exhibition Association for all costs, expenses and damages they may suffer as a result of, but not limited to, those items listed below:

- injury to or death of the applicants own employees and contractors;
- loss of or damage to the applicants own property and that of its employees and contractors;
- any loss, direct, indirect or consequential, that the applicant, its employees or contractors may suffer as a result of an interruption to the business of the applicant regardless of how caused;
- any and all types of losses suffered by any parties arising from the applicants operations.

EXHIBITOR PASSES / COMPLIMENTARY SOCIAL:

Prior to move-in please register at the Exhibits Office located in the Stockade lobby and obtain your gate and vehicle passes, brunch/social tickets and other information. Each exhibitor will receive two (2) four day gate passes, two (2) vehicle passes and, two (2) complimentary brunch/social tickets with their exhibit space.

Additional gate / vehicle passes and brunch tickets must be purchased at the Exhibits Office, no exceptions.

Four (4) day Admission Pass	\$ 10.00	Single (1) day Admission Ticket	\$ 3.00
Vehicle Pass	\$ 5.00	Brunch/Social Ticket	\$ 5.00

The Complimentary Brunch or Social will take place for all exhibitors on Thursday, June 28th in the Stockade Exhibitors Building.

PRIZE DRAWS:

Prize draws are welcome, however they must be advertised at the booth and be in plain view, if applicable. Draws for the prizes must be made before closing time on the final day of the Fair. Prizes not picked up by the winners must be left at the Exhibits Office, or the administration office in the Palliser Pavilion. A prize draw form must accompany the prize, with a description of the prize won and contact information of the person who has been drawn for the prize. Failure to comply will result in the forfeiture of the "Performance Bond".

PAYMENT FOR RENTAL SPACE:

Signed exhibit contracts should be forwarded, along with the deposit, to the Swift Current Agricultural & Exhibition Association by **April 1, 2018** to guarantee exhibit space. If the exhibitor cancels by written notice prior to **April 30, 2018** the Fair will cancel the contract and refund the exhibitor all payments received. If the exhibitor cancels by written notice between **May 1 - 31, 2018** the Fair will cancel the contract and refund all payments received less a \$ 100.00 Administration fee. Cancellations received after **June 1, 2018** will result in the Fair cancelling the contract and the forfeiture of all monies received, with no refund forthcoming. **Full payment for all contracts is due by April 1, 2018.**

*** Exceptions will be handled as per incident and request ***

Swift Current Agricultural & Exhibition Association accepts Debit cards, Visa, and Mastercard for your convenience.

We are looking forward to another successful Fair in 2018, and look forward to receiving your application before the **deadline of Wednesday, June 14, 2018**. Thank-you for your consideration.

FOOD CONCESSION SPACE:

All applications are subject to review and approval by Commercial Exhibits committee. Applications not approved will have their full fee refunded.

CONCESSION SPACE RATES:

10' X 10'	= 20% of Gross sales or \$ 400.00 + GST minimum fee , whichever is greater
10' X 20'	= 20% of Gross sales or \$ 600.00 + GST minimum fee , whichever is greater
10' X 30'	= 20% of Gross sales or \$ 800.00 + GST minimum fee , whichever is greater
10' X 40'	= 20% of Gross sales or \$ 1,000.00 + GST minimum fee , whichever is greater

Additional cost over 40' @ \$ 200.00 per 10' frontage

*** There will be an additional charge of \$ 100.00 for corner booths ***

Outside Concession space is available as follows:

up to 300 sq. ft. = 20% of Gross sales or \$ **500.00 + GST minimum fee**, whichever is greater

Additional space will be sold at \$ 1.50/sq. ft.

**** The Minimum fees as set out above are due upon application to secure Rental Space ****

PLEASE COMPLETE, SIGN AND RETURN THE APPLICABLE APPLICATION
FORM ALONG WITH YOUR **DEPOSIT** TO:

Swift Current Agricultural & Exhibition Association
P.O. Box 146
Swift Current, SK S9H 3V5
Phone # (306) 773 – 2944
Fax # (306) 773 – 7015

APPLICATION A : INDOOR EXHIBIT SPACE
FRONTIER DAYS - June 28 - July 1, 2018 Swift Current, Sask.

Booth #

EXHIBITOR NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ **PROVINCE/STATE:** _____

POSTAL/ZIP CODE: _____ **PHONE No. ()** _____

CELL No. () _____ **FAX No. ()** _____

E-MAIL: _____

WEB SITE: _____

DESCRIPTION OF EXHIBIT AND PRODUCT/SERVICES (Please be specific and include brand name where applicable. Only products listed may be sold or displayed at your exhibit booth):

INSIDE EXHIBIT SPACE: 10' X () ft. frontage X \$ _____ = \$ _____

CORNER BOOTH PREMIUM - \$ 100.00 = \$ _____

NUMBER OF TABLES REQUIRED _____ @ \$ 20.00 = \$ _____

INTERNET ACCESS REQUIRED: YES / NO = \$ _____ N/C _____

NUMBER OF CAMPING SPACES _____ @ \$ 100.00 = \$ _____

Additional Four(4)day Admission Passes _____ @ \$ 10.00 = \$ _____

Additional Single(1)day Admission Passes _____ @ \$ 3.00 = \$ _____

Additional Vehicle Passes _____ @ \$ 5.00 = \$ _____

Additional Brunch Tickets _____ @ \$ 5.00 = \$ _____

SUB-TOTAL: \$ _____

GST 5% : \$ _____

TOTAL: \$ _____

METHOD OF PAYMENT:

VISA #: _____

MASTERCARD #: _____

CHEQUE DETAILS : _____

AMOUNT ENCLOSED : \$ _____

We hereby make application for exhibit space at " Frontier days " June 28 - July 1, 2018. We fully understand and agree to the Rules and Regulations set out in this brochure. We fully understand that this is an application only, and that final approval of this application rests with the Association.

SIGNATURE: _____ **DATE:** _____

APPLICATION B : OUTSIDE EXHIBIT SPACE

FRONTIER DAYS - June 28 - July 1, 2018 Swift Current, Sask.

Booth #

EXHIBITOR NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ PROVINCE/STATE: _____

POSTAL/ZIP CODE: _____ PHONE No. () _____

CELL No. () _____ FAX No. () _____

E-MAIL: _____

WEB SITE: _____

DESCRIPTION OF EXHIBIT AND PRODUCT/SERVICES (Please be specific and include brand name where applicable. Only products listed may be sold or displayed at your exhibit booth):

OUTSIDE EXHIBIT SPACE: up to 300 sq. ft. @ \$ 350.00	= \$ _____
Additional exhibit space _____sq/ft. @ \$ 1.00/sq. ft.	= \$ _____
NUMBER OF TABLES REQUIRED _____ @ \$ 20.00	= \$ _____
INTERNET ACCESS REQUIRED: YES / NO	= \$ <u>N/C</u> _____
NUMBER OF CAMPING SPACES _____ @ \$ 100.00	= \$ _____
Additional Four(4)day Admission Passes _____ @ \$ 10.00	= \$ _____
Additional Single(1)day Admission Passes _____ @ \$ 3.00	= \$ _____
Additional Vehicle Passes _____ @ \$ 5.00	= \$ _____
Additional Brunch Tickets _____ @ \$ 5.00	= \$ _____

SUB-TOTAL: \$ _____

GST 5% : \$ _____

TOTAL: \$ _____

METHOD OF PAYMENT:

VISA #: _____

MASTERCARD #: _____

CHEQUE DETAILS : _____

AMOUNT ENCLOSED : \$ _____

We hereby make application for exhibit space at " Frontier days " June 28 - July 1, 2018. We fully understand and agree to the Rules and Regulations set out in this brochure. We fully understand that this is an application only, and that final approval of this application rests with the Association.

SIGNATURE: _____ DATE: _____

APPLICATION C : INDOOR FOOD CONCESSION

FRONTIER DAYS - June 28 - July 1, 2018 Swift Current, Sask.

Booth #

EXHIBITOR NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ PROVINCE/STATE: _____

POSTAL/ZIP CODE: _____ PHONE No. () _____

CELL No. () _____ FAX No. () _____

E-MAIL: _____

WEB SITE: _____

DESCRIPTION OF EXHIBIT AND PRODUCT/SERVICES (Please be specific and include brand name where applicable. Only products listed may be sold or displayed at your exhibit booth):

INSIDE FOOD CONCESSION SPACE:

20% of gross product sales, or

10' X 10' \$ 400.00 = \$ _____

10' X 20' \$ 600.00 = \$ _____

10' X 30' \$ 800.00 = \$ _____

10' X 40' \$ 1,000.00 = \$ _____

whichever is greater

** any additional inside concession space will be @ \$ 2.00/sq.ft. = \$ _____

CORNER BOOTH PREMIUM - \$ 100.00 = \$ _____

NUMBER OF TABLES REQUIRED _____ @ \$ 20.00 = \$ _____

INTERNET ACCESS REQUIRED: YES / NO = \$ N/C

NUMBER OF CAMPING SPACES _____ @ \$ 100.00 = \$ _____

Additional Four(4)day Admission Passes _____ @ \$ 10.00 = \$ _____

Additional Single(1)day Admission Passes _____ @ \$ 3.00 = \$ _____

Additional Vehicle Passes _____ @ \$ 5.00 = \$ _____

Additional Brunch Tickets _____ @ \$ 5.00 = \$ _____

SUB-TOTAL: \$ _____

GST 5% : \$ _____

TOTAL: \$ _____

METHOD OF PAYMENT:

VISA #: _____

MASTERCARD #: _____

CHEQUE DETAILS : _____

AMOUNT ENCLOSED : \$ _____

We hereby make application for exhibit space at " Frontier days " June 28 - July 1, 2018. We fully understand and agree to the Rules and Regulations set out in this brochure. We fully understand that this is an application only, and that final approval of this application rests with the Association.

SIGNATURE: _____ **DATE:** _____

APPLICATION D : OUTSIDE FOOD CONCESSION
 FRONTIER DAYS - June 28 - July 1, 2018 Swift Current, Sask.

Booth #

EXHIBITOR NAME: _____
CONTACT PERSON: _____
ADDRESS: _____
CITY: _____ **PROVINCE/STATE:** _____
POSTAL/ZIP CODE: _____ **PHONE No. ()** _____
CELL No. () _____ **FAX No. ()** _____
E-MAIL: _____
WEB SITE: _____

DESCRIPTION OF EXHIBIT AND PRODUCT/SERVICES (Please be specific and include brand name where applicable. Only products listed may be sold or displayed at your exhibit booth):

OUTSIDE FOOD CONCESSION SPACE: up to 300 sq. ft.

20% of gross product sales or \$ 500.00, whichever is greater = \$ _____
 ** any additional outside concession space will be @ \$ 1.50/sq.ft. = \$ _____
 NUMBER OF TABLES REQUIRED _____ @ \$ 20.00 = \$ _____
 INTERNET ACCESS REQUIRED: YES / NO = \$ N/C _____
 NUMBER OF CAMPING SPACES _____ @ \$ 100.00 = \$ _____
 Additional Four(4)day Admission Passes _____ @ \$ 10.00 = \$ _____
 Additional Single(1)day Admission Passes _____ @ \$ 3.00 = \$ _____
 Additional Vehicle Passes _____ @ \$ 5.00 = \$ _____
 Additional Brunch Tickets _____ @ \$ 5.00 = \$ _____

SUB-TOTAL: \$ _____
 GST 5% : \$ _____
 TOTAL: \$ _____

METHOD OF PAYMENT:
 VISA #: _____
 MASTERCARD #: _____
 CHEQUE DETAILS : _____
 AMOUNT ENCLOSED : \$ _____

We hereby make application for exhibit space at " Frontier days " June 28 - July 1, 2018. We fully understand and agree to the Rules and Regulations set out in this brochure. We fully understand that this is an application only, and that final approval of this application rests with the Association.

SIGNATURE: _____ **DATE:** _____

PERFORMANCE BOND FORM

FRONTIER DAYS: JUNE 28 - July 1, 2018 Swift Current, SK

**** PLEASE COMPLETE, SIGN AND RETURN THIS FORM WITH YOUR
PERFORMANCE BOND PAYMENT METHOD, YOUR APPLICATION FORM AND YOUR DEPOSIT
TO:
SWIFT CURRENT AGRICULTURAL & EXHIBITION ASSOCIATION
P.O. Box 146
SWIFT CURRENT, SK S9H 3V5
PHONE #: 306-773-2944**

We hereby make application for exhibit space at "Frontier Days" June 28, 29, 30, & July 1, 2018. We fully understand and agree to the rules and regulations set out in this brochure. We fully understand that this is an application only, and final approval of this application rests with the Association.

EXHIBITOR NAME: _____
CONTACT PERSON: _____
TELEPHONE #: _____

SIGNATURE: _____ **DATE:** _____

PERFORMANCE BOND: = \$ 100.00

METHOD OF PAYMENT:

VISA #: _____

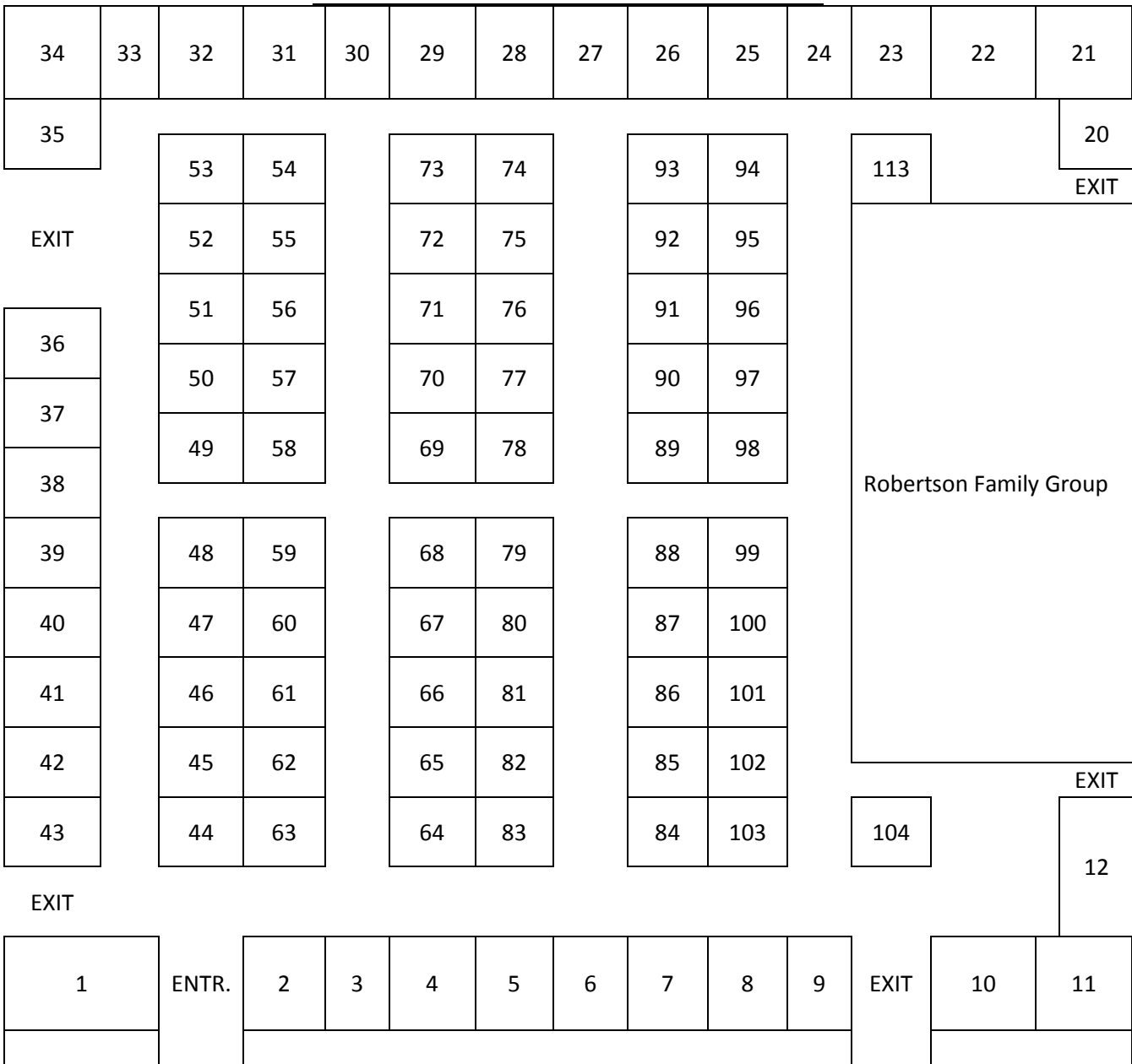
MASTERCARD #: _____

EXPIRY DATE: _____

CHEQUE #: _____ (postdated for June 15, 2018)

AMOUNT ENCLOSED: = \$ 100.00

STOCKADE EXHIBITS FLOORPLAN



BOOTH SIZE: 10' X

Please circle your answer.

CORNER BOOTH: YES/NO

POWER: YES/NO

INTERNET: YES/NO

BOOTH CHOICES:

1st Choice: _____ 4th Choice: _____ 7th Choice: _____

2nd Choice: _____ 5th Choice: _____ 8th Choice: _____

3rd Choice: _____ 6th Choice: _____ 9th Choice: _____