



July 16-18th, 2010
Winnipeg Convention Centre, Winnipeg, Manitoba
www.huntfest.ca
Please complete and return to:
HUNTFEST 2010
Suite 200, 11263 180 St., Edmonton, AB T5S 0B4
Phone: (780)444-1512 Fax: (780)443-4591
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APPENDIX A. TERMS & CONDITIONS OF CONTRACT

GENERAL EXHIBITOR INFORMATION

1. Show Information

Show Dates:

July 16-18th, 2010

Show Times:

Friday, July 16 - 12:00pm to 6:00pm

Saturday, July 17 - 10:00am to 6:00pm

Sunday, July 18 - 10:00am to 5:00pm

Location:

Winnipeg Convention Centre, Winnipeg, MB

2. Exhibitor Package

- a. All exhibitors will be provided with an exhibitor package when they arrive onsite, which will include two (2) weekend entrance passes, parking permits to access the exhibitor lot, as well as tickets for the Exhibitor Appreciation Event. Packages are to be picked up at the HUNTFEST Show Office.
- b. Show passes will be need to be worn the entire duration of the show, including after hours access to the tradeshow exhibit area. Each person working an exhibit booth will require a separate pass.
- c. Additional Entrance passes and Exhibitor Appreciation passes will be available for purchase from the Show Office during the course of the show. All Exhibitors will receive additional passes at a discounted rate of \$5/pass/day

3. Move In/Move Out

- a. All exhibitors will be granted access to the Twin Rinks to set up/tear down their booth during the following times

Set up:

Thursday, July 15 - 12:00pm to 8:00pm

Friday, July 16 - 8:00am to 11:30am

**All exhibits must be ready for the public and manned by 12:00pm on Friday, July 16.*

Tear Down:

Sunday, July 18 - 5:15pm – 9:00pm

**All exhibits must be cleared, with all items removed by 9pm on Sunday, July 18.*

- b. PLEASE NOTE: No vehicles will be allowed in any Winnipeg Convention Centre buildings or on the HUNTFEST grounds after the move in deadline as stated in point 3a.
- c. All exhibitors are required to have their full booth set up and manned during all the show hours of the event. Any exhibitor, who does not comply, does not have their booth set up by the deadline above, or who tears down all or part of their exhibit early will be considered in breach of this agreement. They will be considered in bad standing with Wild TV and will not be invited back to exhibit at HUNTFEST in future years without express permission from Show Management.

4. Show Office Hours

- a. The show office will serve as the headquarters for HUNTFEST and will be open according to the following schedule:

Friday, July 16 - 8:00am to 6:30pm

Saturday, July 17 - 9:00am to 6:30pm

Sunday, July 18 - 9:00am to 6:00pm

GENERAL REGULATIONS

1. All exhibitors must adhere to the full rules and regulations outlined in this contract, as well as the rules and regulations of the Province of Manitoba and the Winnipeg Convention Centre.
2. **PUBLIC LIABILITY INSURANCE** - All exhibitors are required to carry a minimum of **\$2,000,000 Comprehensive General Liability coverage**. Please ask for our preferred insurance contacts if you do not already have this coverage and would like more information. Proof of insurance will need to be provided to Show Management prior to arriving at the show. Additional insurance may be required depending on the nature of the vendor and goods being displayed. The policy of insurance must protect show management and insure the exhibitor against all claims, demands, actions or proceedings for sums of money, damages, costs, penalties and losses and all liability which may be imposed by law for loss of life, personal injury, or damage to or loss of property arising from or in any way connected with the exhibitor's presence or operations at the show.
3. All of the exhibitor's property at the show is at the sole risk of the exhibitor and Wild TV assumes no responsibility or damage thereto.
4. The exhibitor agrees to obey any non-smoking regulations in effect at the facility and agrees to ensure that its officers, agents, employees, and those for whom in law they are responsible for, obey any such regulations.
5. The exhibitor agrees to observe all union contracts and labour relations agreements in force, agreements between Wild TV, the Winnipeg Convention Centre and the official contractors serving the show facility and companies operating in the building in which the show is taking place and to observe the labour laws of the jurisdiction in which the building is located. The exhibitor will not do anything directly or indirectly connected with their display which might be a violation of any laws, bylaws, ordinances or regulations of any government or regulatory body.
6. The exhibitor agrees to obtain, at its own expense, any licences or permits which are required, including without limitation, from government bodies, trade or industry associations, and any other third parties, for the operation of its trade or business during the show and to pay all taxes that may be levied against it as a result of the operation of its trade or business in their space allocated.
7. The exhibitor accepts all risks associated with the use of the exhibit space and environs. The exhibitor shall not make any claim or demand or take any legal action, whatsoever, against Wild TV, the show sponsors or the facility in which the show is held, for any loss, damage or injury howsoever caused, to the exhibitor, its officers, employees, agents or their property.
8. The exhibitor agrees to indemnify and hold harmless Wild TV, show sponsors and the facility, their respective officers and employees, against all claims, costs and charges of every kind resulting from their occupancy of the exhibit space or its environs, for personal injuries, death, property damages or any other damage sustained by the exhibitor or its officers, agents, employees or those for whom in law they are responsible, or Wild TV or a visitor to the show.
9. **DAMAGE** - The Licensee shall not injure, mar or in any manner deface or damage the premises or property of The Winnipeg Convention Centre and shall not cause or permit anything to be done whereby loss of or damage to the premises or property of The Winnipeg Convention Centre or Wild TV might occur. If the premises or property of The Winnipeg Convention Centre or Wild TV is lost or damaged through the act, default or negligence of the Licensee, its servants, agents, employees, invitees or contractors, the Licensee will pay to The Winnipeg Convention Centre or Wild TV such sum as is necessary to replace or restore the lost or damaged premises or property.
10. **SAFETY** – The Winnipeg Convention Centre practices safety and accident prevention. All booths and exhibits shall be installed, operated and removed in a safe and hazard free manner.
11. **CONDUCT OF EXHIBITS** - Show Management reserves the right to require the Licensee to withdraw any item from public sale or view that it deems objectionable as well as the right to change any exhibit or concession locations so as to enhance the quality and/or presentation of the Show. Wild TV reserves the right to reject the Exhibitor's display in order to enhance the quality and/or presentation of the Show.
12. **DELIVERY OF GOODS** – Employees of the Event will not receive goods on behalf of the Exhibitor. Arrangements for delivery and storage of goods are the responsibility of the Exhibitor. Delivery of goods to the location prior to the Show is prohibited unless express permission is obtained from Show Management beforehand.
13. **RAFFLE TICKETS** – The selling of raffle tickets or soliciting of donations by Licensee from its booths is prohibited unless written permission is given by Show Management.
14. **CONTRAVENTION OF LAWS** – The Exhibitor is responsible for complying with all applicable federal, provincial and municipal laws with respect to its products and exhibit. This includes, but is not limited to, labour standards legislation with respect to minimum wages and benefits of employees working at its exhibits, municipal business license, social insurance numbers and immigration requirements.
15. **SALES TAXES** – The Exhibitor is responsible for collecting and remitting to the appropriate government authority all sales and other taxes as applicable with respect to the sale of products or services from the booth. All listed product prices shall include applicable taxes (i.e. GST).
16. **GOVERNMENT INSPECTORS** – The Exhibitor will provide to all government inspectors or agents all information required in the conduct of their investigations and will not impede or overrule the work of any government inspector in any area of their jurisdiction.
17. **FIRE REGULATIONS** – The Exhibitor is responsible for obtaining its own fire or other insurance. If the Exhibitor uses any type of fuel such as gas, oil or propane in its exhibit, the Licensee shall contact the City of Winnipeg Fire Department, Fire prevention branch at 311 to discuss all matters pertaining to the installation of such equipment. Each exhibitor is required to supply and maintain a legal and functioning fire extinguisher for their booths. The extinguisher must be up to date and certified.

The City of Winnipeg Fire Department prohibits the use of the following materials within your exhibit:

- Acetate fabrics
- Corrugated paper box board

- No seam paper
- Paper backed foil unless glued securely to suitable backing

The following materials shall be flameproof if used for display or decorative purposes:

- All cloth materials
- Flowers artificial
- Foliage artificial
- Paper cardboards or compress paperboard less than 1/8" thick is considered to be paper
- Plastic material
- Split wood and bamboo fibers
- Styrofoam
- Textiles, straw, grass, hay, wood chips, shavings
- Flammable liquids or gases shall not be stored inside the building.

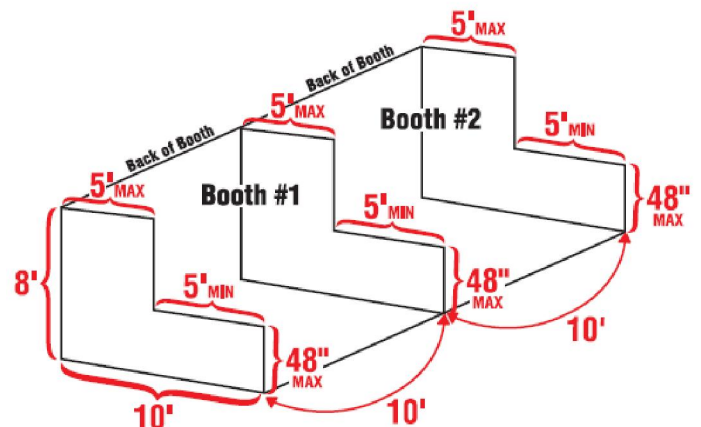
18. **AEROSOLS** – Prior approval must be obtained from Show Management for any exhibits containing or consisting of pressurized containers of product classified as a flammable liquid.
19. **MOTORIZED EQUIPMENT** - Any motorized vehicle or equipment on display, if gasoline or battery powered shall contain less than 1/4 tank of fuel and must be equipped with locked fuel tank batteries must be disconnected. There must also be a drop cloth to collect any fluid that may leak from vehicle.
20. **NOISE** – Undue noise in the operation of exhibits or noisy or unseemly methods employed in sales or demonstration activities will not be permitted. The decision of what constitutes undue noise or unseemly methods rests exclusively with the Show Management.
21. **PUBLIC ADDRESS SYSTEMS** – Public address systems may be used only with the permission of the Show Management.
22. **PETS** – No animals of any description are permitted in or about the Exhibitor's booth.

PRODUCT ELIGIBILITY

1. All items exhibited at HUNTFEST must be related to hunting, recreational shooting sports, or related outdoor activities. Items not directly related to these sports or activities, or in keeping with the general nature of the Show, are prohibited. Show Management reserves final discretion over the approval of items being exhibited at the show.
2. Full disclosure of items an exhibitor is planning to bring is required during the application process. Once an exhibitor and product list is approved, any additions or changes to the application or products requires approval from Show Management.

BOOTH SPECIFICATIONS

1. Standard Booth size is 10' wide x 10' deep (or multiples thereof).
2. Exhibit must fit within assigned space. Extending into aisles is a violation of fire code.
3. Distribution of promotional literature and/or product information, and product demonstrations, must be conducted only within the contracted booth space, not in the aisles.
4. Display in any part of the front half of the booth may be no more than 48" high.
5. Display in the back half of the booth may be 8' high, or higher if vertical space permits. No images or messages permitted on back side of signs or banners above 8' height when there is an exhibitor behind you.
6. Display on sides of booth in back half of booth may extend to 8' height or above if needed and ceiling height permits, and approval has been received from Show Management. Back of display extending above 8' must remain blank.
7. When an exhibitor has multiple booths in a straight line, exhibit material may be allowed to be placed higher than 48" in the linear center of the booths, upon Show Management approval.
8. Exhibitors using see-through material (wire racks, lattice, etc.) must maintain the height requirements. In some cases neighboring exhibitors will give permission to place such material in the front half of the booth. Event management retains the right to adjust placement.
9. Line of sight visibility must be maintained in the front half of all booths in any given row. Every exhibitor and attendee has the right to a full view down the aisle.
10. All booths with power must note that power may cycle out during the course of the night, resulting in temporary power loss to the booth. No perishable items or equipment that requires constant power are to be used over night in exhibitor booths.



11. **For outside exhibits, tents may be rented at the sole cost of the exhibitor. All tents must be commercial grade tents approved by Show Management prior to arriving at the show. The use of pop up tents or weighted canopy tents is strictly prohibited.**
12. No exhibitor is permitted to supply their personal or company generator for use at the Event. Power requirements are to be submitted in the separate order form attached to this agreement and the exhibitor is responsible for payment of the applicable power charge.

BOOTH REGULATIONS

1. Space cannot be sublet, shared or assigned to a second party without the prior knowledge and written consent of Show Management. There is an additional \$200 fee for sharing a booth.
2. Costs for any booth unloading/loading, moving or adjustments requiring chargeable labor and/or equipment use will be borne by exhibitor.
3. Exhibit must be attended during all show hours.
4. Signs cannot be placed on walls, columns or other fixtures.
5. **Show management reserves the right to relocate or reassign an exhibitor when circumstances warrant**, so long as said relocation or reassignment is in the best interest of the Show.
6. All booths must remain in place until official close of show at 5:00 pm Sunday and must remove its display and equipment from the show site by the final move-out time limit, or in the event of failure to do so, the exhibitor agrees to pay for such additional cost as may be incurred.
7. Exhibitors leaving early will be removed from the master contact list for subsequent years.
8. No carts are allowed on show floor during public hours. Cart presence during those hours violates building and insurance rules and voids exhibitor's event insurance. Products to restock booth during expo hours must be hand-carried in. Carts can be used **ONLY** during non-show hours.

FOOD & BEVERAGE EXHIBITS

1. All food & beverage vendors must be in compliance with Health Canada standards for the operation of a temporary food facility.
2. Applicable permits will need to be obtained before setting up exhibit on the Event grounds.
3. Inspections by Health Canada and Show Management will occur on the morning of Friday, August 14th
4. **PERCENTAGE PAYMENTS** - (when applicable) the Exhibitor will pay each day during the Show to Wild TV (Show Management) a predetermined percentage fee for each concession location as outlined in the Agreement. The percentage fee will be remitted daily by a representative of the Exhibitor and will be calculated in accordance with the previous day's receipts. Report forms will be supplied by the Wild TV to be completed each day by the Exhibitor. Failure to report and pay percentage fees may result in the Exhibitor Agreement being cancelled by the Show Management. Wild TV reserves the right to audit the Exhibitor.

FIREARMS & AMMUNITION POLICY

1. All firearms, ammunition and other shooting or archery related products are subject to the HUNTFEST Product Eligibility Regulations as well as the Canadian Gun Show Regulations (Firearms Act) available for download in full from www.huntfest.ca.
2. All exhibitors must hold a license authorizing the possession of the firearms that the exhibitor displays or has been provided with a confirmation number of the declaration by a customs officer under section 3 of the Importation and Exportation of Firearms Regulations (Individuals) for the firearms that the exhibitor displays.
3. During the hours of the show, the exhibitor must ensure their booth is under constant supervision by a person who is at least 18 years of age and either holds a license authorizing the possession of firearms or has been provided with a confirmation number of their declaration by a customs officer under section 3 of the Importation and Exportation of Firearms Regulations (Individuals).
4. All firearms must not be loaded at any point during the duration of the show, must not be removed from the booth at any time and must have a secure locking device to render the firearm inoperable. In the case of an automatic firearm that has a removable bolt or bolt carrier, the bolt or bolt carrier is to be removed and stored in a room that is different from the room in which the automatic firearm is displayed.
5. All ammunition must be stored in a container or receptacle that is kept securely locked and that is constructed so that it cannot be broken open or into.

CANCELLATION AND TERMINATION

1. This contract may only be cancelled if notice, in writing, is received by Wild TV by the deadlines listed below. All deposits received up to the date of notice of cancellation are non-refundable. In the event the exhibitor fails to make payment as detailed below or fails to comply in any respect with the terms of this contract, Wild TV reserves the right to cancel this contract without notice and all rights of the exhibitor hereunder shall cease and terminate. Any payment made by the exhibitor on account hereof will be retained by show management as liquidated damages for breach of his contract and show management may thereupon rent said space. Failure to appear at the event does not release exhibitor from responsibility for payment of the full cost of the space rented. Exact deadlines for payment and cancellations are below:

Deposit	– Due with Application
Remaining Balance	– Due 2 months prior to show (latest June 11th, 2010)
Cancellations:	– Before June 11, 2010 – may qualify for all refunds less a \$75.00 processing fee
	– June 11 –June 16, 2010 – forfeit of booth deposit & \$75.00 processing fee
	– After June 16, 2010 – forfeit of all booth payment (may qualify for refund of incidentals)

CANCELLATION OR CURTAILMENT OF SHOW

1. In the event that the facility in which the show is to be held or is held is destroyed or becomes unavailable for occupancy, for reasons beyond the control of Wild TV and sponsors, or if for any reason Wild TV is unable to permit the exhibitor to occupy or the space, or if the show is cancelled or curtailed, Wild TV and sponsors will not be responsible for any loss of profits, damage or expense of whatever nature exhibitor may suffer. The reasons listed include, but are not limited to, such reasons as: casualty, explosion, fire, lightning, flood, weather, epidemic, earthquake or other Acts of God, acts of public enemies, riots or civil disturbances, strike, lockout or boycott.