



Vendor Application

CK EXPO

John D Bradley Convention Centre
565 Richmond St, Chatham

Saturday, April 25th, 2020
10 am - 6 pm

AMT: \$

Chq# /e-trans# /
Pay Pal/ Cash

Business Name: _____

as will appear on our Website

Contact Name: first _____ last _____

Phone: _____ **email:** _____

Website: _____

Facebook page link (business) _____ **(personal)** _____

Type of Business/ Product: _____

Please be specific. Attach additional page if you're selling many different kinds of items.

BOOTH SIZE	COST	HST	NET COST	TOTAL COST
10' X 5'	\$79.65	\$10.35	\$90	
10' X 10'	\$110.61	\$14.39	\$125	
10' X 10' corner	\$146.01	18.99	\$165	
electricity	\$26.55	\$3.45	\$30	
ONE table and TWO chairs FREE per vendor. List additional items required:				
8' banquet tables	\$8.85	\$1.15	\$10	
chairs	\$4.43	\$0.57	\$5	
			TOTAL OWING	

PAYMENT:

- ♦ **DUE APRIL 3, 2020**
- ♦ **E-transfer to info@ckexpo.ca**
- ♦ **Cheque payable to CK Expo: mail to 2-421 Sandys, Chatham, ON N7L 4C8**
- ♦ **Cash to Rob Bellamy or at GME, 55 St Clair St, Chatham, ON N7L 3H8**



I intend to donate to the SILENT AUCTION.

I will bring my item when I set up my booth and will advise re approximate value.

MOVE IN

Friday, April 24th: 2:00pm – 7:00pm **&** **Saturday**, April 25th: 7:00am – 9:00am

MOVE OUT

Saturday, April 25th: 6:00pm – 8:00pm

**If you cannot be out by 8pm,
PRIOR arrangements
must be made !**

Authorized Signature

Print Name

Date

TERMS AND CONDITIONS

1. Booth space will be rented on a first-come first-serve basis. Management will decide acceptance to maintain a good variety and a balance of healthy competition.
2. Management reserves the right to reject or prohibit the participation in a show of any Vendor who is objectionable, to other participants or displays, sells, promotes objectionable products, materials or merchandise that management deems not appropriate in keeping with show standards and show theme. This applies to a person, conduct, printed matter, souvenirs or novelties which may affect the overall show presentation.
3. **Vendors must not interfere with the business of other Vendors** and are required to notify CK Expo for approval of any change or addition to the line up of products to be sold.
4. Vendor selection and exhibit space allocation is solely at the discretion of CK Expo which reserves the right to relocate exhibits which may be affected by a change in the floor plan or in the interest of optimum traffic control and exhibit exposure. CK Expo, its employees, or representatives cannot be held liable if Vendors in competition with one another are placed in proximity.
5. The Vendor shall not assign, sublet or apportion all or part of the rights and space granted to him pursuant to this contract without written permission from CK Expo.
6. The Vendor shall comply with all rules and regulations respecting the conduct and management of the show including any and all city and provincial fire and hydro regulations; public facility regulations; federal, provincial and municipal laws which apply to the Vendor's use of the facilities for the show.
7. Incomplete applications will be returned before consideration is given for acceptance.
8. No refunds on cheques once they have been cashed except in exceptional circumstances as determined by CK Expo.
9. The Vendor shall pay a \$35.00 service charge for each and every cheque returned to CK Expo from the Vendor's bank, trust company, credit union, or other financial institution, whatever the reason.
10. Vendors must remain for the full duration of the show. Vendors must not tear down, pack away or remove any part of their display until after closing time (6pm).
11. If for any reason the Show cannot be held due to the unavailability of the facility rented and/or is beyond the control of CK Expo, any monies collected by CK Expo for that specific event will be refunded less administration costs.
12. **FAILURE TO ATTEND.** Vendors must notify CK Expo in advance if they are unable to attend the show. Failure to do so may result in forfeiture of any or all future shows without refund.
13. **SECURITY.** Bonded security will be provided Friday overnight. CK Expo will undertake to ensure reasonable security for booths and merchandise during closing hours of the show, but will not be liable for loss or damage due to fire, flood, theft, act of God or anything beyond the control of CK Expo, its agents, employees or representatives. Security will NOT be provided during move in, move out or during open hours of the show.
14. CK Expo, its agents, employees or representatives thereof are not liable for damages, inconvenience, presumed loss of sales or exposure resulting from presumed misrepresentation of the show, its size, scope, activities, personalities, Vendors taking part, attendance, size or location of facility, amenities, hours of operation, reasonable access to the physically disadvantaged, public admission fees in any and all correspondence, advertising materials and conversations. CK Expo will undertake to promote the show to the best of its ability in a media campaign that could include where possible, Social Media, Newspaper, Radio, Posters, Outdoor Signage, Notices in Tourist Information Brochures, etc.
15. Merchandise is to be professionally presented. Fixtures and signage should be professionally prepared to enhance your booth.
16. **Table skirts are the responsibility of each Vendor.** They are NOT provided.
17. The Vendor shall set up the booth(s) within the time specified on the Application Form and Vendor Package. Vendors must be at their booths 20 minutes before show time. Booths must not be left unattended. If Vendor's booth is covered and the Vendor is not at their respective booth(s) when the show opens, CK Expo will have the right to uncover the Vendor's booth without incurring liability of any kind.
18. If you do not cover high unfinished walls that back onto another booth, the Vendor beside you shall have the right to request you pay for 8' drapes from the show decorator. The cost is approximately \$30.00 per side.
19. **EXTENSION CORDS are the responsibility of each Vendor to access to power.** Heavy duty tape is required to be used on any cords crossing public pathways to safeguard against accidents. A rubber trim matting is also advisable.
20. Posting, distributing or dissemination of advertising materials not pertaining to events hosted by CK Causeplay or CK Expo is not permitted. This includes apparel advertising other events.
21. CK Expo shall have the right to terminate the Vendor's lease at any time, if in their opinion, the Vendor is displaying or selling products not representative of the type or caliber for which the Vendor was selected and/or displaying, selling or promoting products other than was specified by the Vendor on the Application Form.
22. The Bradley Centre's WiFi can never be guaranteed. If you have an internet dependent debit terminal, please bring an ethernet cable in case of network failure.