

The Kinsmen Club of Stony Plain (Kinsmen) will be hosting the “**Kinsmen General Store**” on May 31, June 1 and 2, 2019; located at 5100 - 41 Avenue, Stony Plain, Alberta during the **Stony Plain Kinsmen Farmers’ Days Rodeo & Exhibition (“the Event”)**.

This document provides information and a Rental Agreement for this event. Details are also provided on the Kinsmen website at www.stonyplainkinsmen.ca.

TIME LINES FOR BOOKING YOUR BOOTH: Space will be held for exhibitors returning from last years until March 31, 2019. Starting April 1, 2019, all un-rented booth space will be made available to new exhibitors. ****Please note: There are NO “one day” booth rentals. Full weekend only****

PAYMENT: Payment for the booth rental **MUST** accompany your Rental Agreement at the time of booking. You may pay directly to the Kinsmen Club of Stony Plain by cheque. Within two weeks of the Event (i.e. booking after May 15), payment must be made by money order, certified cheque or cash; and must be pre-approved by the Kinsmen. If payment is not included with the Rental Agreement, your space is NOT guaranteed and can be reassigned. At this time, we do not accept credit card payments. We apologize for any inconvenience.

DATES AND HOURS OF OPERATION (available for both indoor and outdoor market spaces):

Friday, May 31:	6 pm – 9 pm
Saturday, June 1:	9 am – 7 pm
Sunday, June 2:	10 am – 5 pm (end of rodeo performance)

SET-UP TIME:

Indoor and Outdoor booth space:

Thursday, May 30, 2019 from 6-9 pm, and Friday, May 31, 2019 from 10 am - 5 pm.

EXHIBITOR PACKAGES: Can be picked-up during set-up hours at the Kinsmen Volunteer desk; or by making arrangements with the Kinsmen General Store coordinator. Please pick these up before setting up your booth as it will include your site assignment and other important information.

NO PRODUCT EXCLUSIVITY: No exhibitor will be offered exclusivity regarding product or service, however, the Kinsmen reserves the right to limit the number of companies offering the same type of product or service.

SHARING OF BOOTHS: This applies to single booth rentals only. Sharing requires permission from the Kinsmen at time of booking. If you are sharing a booth the Kinsmen **MUST** be advised of who you are sharing with; and the Kinsmen have the right of refusal if there is a conflict with other exhibitors.

BOOTH RENTAL COSTS: (GST included).

Indoor booths: \$150.00 (Friday, Saturday and Sunday). Booth size is 8’ wide x 8’ deep. Booths include: pipe and curtain back wall and sidewalls, 6’ table and 2 folding chairs. Indicate on your application if you will require power. (Power is limited and will be assigned on a first come, first serve basis). Please note that utility and other vendor booth requests may be subject to an additional fee.

Outdoor sites: Minimum 10’ X 10’ space. Cost starting at \$2.00 per square foot.

NOTE - Food concessions will be charged a \$50 “surcharge”.

STONY PLAIN KINSMEN “GENERAL STORE”

RULES & REGULATIONS

The following Rules & Regulations have been established to promote a successful marketing experience for all Exhibitors and we request your compliance. Complete the enclosed Rental Agreement and include full payment. Mail a completed Rental Agreement and cheque to: Stony Plain Kinsmen Club P.O. Box 2231, Stony Plain, AB, T7Z 1X7.

SHOW SUPPLIER (Kinsmen Club of Stony Plain)

There will be support staff available during the Show and during the move in and move out times. The Kinsmen Club of Stony Plain is not responsible to provide tools or aids in setting up your booth. Be prepared to bring your own supplies such as: tape, pens, masking tape, shower hooks to hang your signage, electrical extension cords, safety pins, etc.

The Kinsmen Club of Stony Plain reserves the right to relocate booth space due to extenuating circumstances beyond their control.

INDOOR EXHIBITOR MOVE IN & SET UP

Access to the Pavilion for move-in will be scheduled on Thursday, May 30, 2019 from 6-9 pm, and on Friday, May 31, 2019 from 10 am - 5 pm. All stock must be in your booth by Friday at 6 pm.

OUTDOOR BOOTHS AND DISPLAY AREA MOVE IN & SET-UP

Access for tractors, cars and other equipment will be scheduled on Thursday, May 30, 2019 from 6-9 pm, and on Friday May 31, 2019, from 10 am - 2 pm. Equipment must be in place by Friday at 2:00 pm. Alternate access times can be coordinated with the General Store coordinator. The Kinsmen must pre-approve all outdoor displays and equipment prior to set-up.

EXHIBITORS MOVE OUT

Exhibitor materials must be removed immediately after public Show hours, on the final day of the rental agreement term. **NO MOVE OUTS ARE PERMITTED UNTIL END OF DAY!** There is NO provision to leave items to be picked up on Monday.

RULES OF THE FACILITY (especially Indoor exhibits)

- No open flames (including candles).
- No smoking in the facility.
- Helium Balloons are allowed for display purposes only. (No Helium Tanks allowed).
- Only air-filled balloons may be given away at your booth.
- No straw or hay for display.
- No heaters in booth.
- No animals are allowed in the General Store area.

FOOD SAMPLES OR PRODUCT SALES

These are only permitted if the sample or product relates to your business operations. Food Samples must be approved by the Stony Plain Kinsmen Club prior to the Show. These also are subject to rulings of the Alberta Health Services and The Town of Stony Plain.

Sorry, no popcorn is allowed in the Show other than from food concessions.

DISPLAY SIGNS

All signs must be kept within the confines of the booth.

GOOD NEIGHBOR POLICY

For everyone's benefit, exhibit height along the back wall and the first four feet of the sidewalls (from the back walls) may not exceed an overall height of eight feet and along the remainder of the sidewalls may not exceed an overall height of three feet. No Exceptions will be made except for larger booths. All requests for Exceptions must be approved by the Kinsmen in advance of set-up. Exhibitors are given the dimensions of their booths and are asked to ensure no encroachment into aisles, walkways or other booths.

GOVERNMENT REGULATIONS

We are subject to inspection by the Health Board and the Fire Department. It is the Exhibitor's responsibility to ensure you pass these guidelines. All Exhibitors must abide by local bylaws and fire regulations.

DRAW FORMS

If you have a draw at your booth, it is the Exhibitor's responsibility to contact the winner(s) of your draw. Exhibitors MUST inform the Kinsmen of the winners, in case they contact us for information.

LITERATURE

Exhibitors are free to distribute only their own literature at their respective booth; therefore, no other literature may be distributed and no distribution may occur outside of the exhibitor's booth.

THE EXHIBITOR

The Exhibitor is responsible for the continued cleaning and removal of garbage or other refuse from their booth at all times, including set-up and take-down.

INDOOR BOOTH RENTAL INCLUDES

Booth size is 8' wide x 8' deep. Booths include: pipe and curtain back wall and sidewalls, 6' table and 2 folding chairs. Indicate on your application if you will require power. (Power is limited so will be assigned on a first come, first serve basis). Please note that utility and other vendor booth requests may be subject to an additional fee. If you require additional services, you must contact Kinsmen Club of Stony Plain prior to the Show.

INSURANCE

The General Store area will be locked after public Show hours and security will be on-site during Show hours and through the evening. However, we ask that you carry trade show insurance through your preferred insurance broker. The Kinsmen Club and the Town of Stony Plain are not responsible for loss, damage or theft of goods or displays, of any type.

QUESTIONS

Inquiries should be directed to the General Store coordinator Bev at 780-910-6226.

KINSMEN GENERAL STORE TERMS AND CONDITIONS

1. All General Store Rental Agreements must be accompanied by full payment. Booth assignments will be done on the following basis:
 - a) Space will be reserved for last year's exhibitors until March 31, 2019.
 - b) Starting April 1, 2019 booth space will be available to any new exhibitors on a "first-come basis".
2. All cancellations must be in writing and delivered by registered mail to the Kinsmen at PO Box 2231, Stony Plain, Alberta T7Z 1X7 and are subject to an administrative fee as follows. If received:
 - a) Prior to April 1, 2019, a refund of full booth rental fee less 25%;
 - b) From April 1-30, 2019, a refund of full booth rental fee less 50%; and
 - c) After May 1, 2019, a refund of full booth rental less 50%, only if the assigned space is re-rented.
 - d) In the event of a cancellation of the Kinsmen General Store event by the Kinsmen or due to other causes, the Exhibitor will receive a full refund of rent paid and the Kinsmen will not be responsible for any loss or damage suffered by the Exhibitor as a result of the cancellation.
3. The Exhibitor agrees to abide by all the rules and regulations adopted by the Kinsmen regarding the Kinsmen General Store as distributed to Exhibitors.
4. The Exhibitor's property shall be placed on display and exhibited at the Exhibitor's sole risk and the Kinsmen assume no responsibility for any loss or damage thereto.
5. The Exhibitor shall indemnify and save harmless the Kinsmen and the Town of Stony Plain from and against any damage, expense or liability arising from any injury, damage or loss to the Exhibitor, his agents, servants or employees, or to the property of the Exhibitor occurring in the Assigned Space at the Pavilion, or the approaches or entrances thereto. The Exhibitor is responsible for the placement and cost of insurance related to lease of space, exhibition of equipment and participation in the Kinsmen General Store. Due to the potential of inclement weather, outdoor Exhibitors shall secure their tent and other free standing materials and equipment with sandbags or weights.
6. The Kinsmen reserve the right to reject or prohibit exhibits or Exhibitors that the Kinsmen consider objectionable and to relocate exhibits or Exhibitors due to extenuating circumstances beyond their control, or when in the judgment of the Kinsmen, such moves are necessary to maintain the character of good order of the Kinsmen General Store.
7. Under no circumstances shall any portion of your physical exhibit be removed from the licensed space during the continuance of the Show. Exhibits **MUST REMAIN INTACT** until Show closing on Sunday June 2, 2019, depending on the rental term. Failure to comply with any condition of the rental agreement may cause the Exhibitor to be ineligible to participate in future General Store events.
8. The Exhibitor will not do anything directly or indirectly connected with the Exhibitor's display that may be a violation of any law, bylaw, ordinance or regulation of any government body. Concession spaces require local health board and fire department permits, and must conform to all applicable regulations. All food samples or products must be approved by the Kinsmen prior to the Show.
9. Exhibitor booths must be staffed during the Kinsmen General Store Show hours.
10. The Exhibitor agrees that back walls and the first four feet of the sidewalls (from the back walls) may not exceed an overall height of eight feet and that the remainder of the sidewalls may not exceed an overall height of three feet. NO Exceptions will be made except for the large booths.

THANK YOU FOR SUPPORTING OUR EVENT!

www.stonyplainkinsmen.ca

STONY PLAIN KINSMEN GENERAL STORE RENTAL AGREEMENT

BETWEEN the Kinsmen Club of Stony Plain
(called the "Kinsmen")
- and -

(called "the Exhibitor"),

IN CONSIDERATION of the mutual covenants contained in this Agreement, the parties agree as follows:

- Use of Assigned Space** - The Kinsmen shall allow the Exhibitor to use the space described below ("the Assigned Space") for the period specified, subject to the Terms and Conditions on the reverse of this Agreement. The Assigned Space is the space determined by the Kinsmen. The Exhibitor acknowledges that the Kinsmen have the discretion to re-assign space to the Exhibitor.
- Rent** - The Exhibitor Agrees to pay the sum of \$ _____ for the rental of the Assigned Space, according to the enclosed cost schedule for Indoor booth: _____. Outdoor booth: _____.
Is power required? _____. **Specify requirements:** _____.
- Term** - The Exhibitor, shall be entitled to use of the Assigned Space at the Kinsmen General Store during the specified Show times and to reasonable access to the Assigned Space before and after this period for assembly and removal of exhibits. Booths must be vacated immediately following Show closing on the final possession date of this agreement. There is NO provision to leave product on site for pick it up at a later time.
- Terms and Conditions**
The Exhibitor acknowledges that they have read the Terms and Conditions on the reverse of this Agreement, and agrees to be bound by them.

Type of Business (Product / Service): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

Permission to promote your business information on the Kinsmen website: YES ____ NO ____

No exhibitor will be offered exclusivity regarding product or service. The Kinsmen reserve the right to limit the number of similar products and / or services.

Please print your Company name & phone number, as you would like it to appear in any General Store advertising.

Company Name: _____

Mailing Address: _____

Postal Code: _____ Contact Person: _____

Email: _____ Website: _____

Telephone: _____ Fax: _____

Payment Options: Cheque #: _____ Other: _____ Amount Paid: \$ _____