



Westlock & District Agricultural Society

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Policy & Regulations for Trade Show

1. The Westlock & District Agricultural Society (management) will maintain a security service and take reasonable precautions to safeguard the Exhibitor's property, however, management and /or any of their representatives assumes no liability for loss by the Exhibitor. The Exhibitor shall indemnify the Management and hold them harmless from and against all liability, claims, damages or expenses for or arising out of any act or neglect by the exhibitor in and about the booth.
2. All Vendors are expected to present & conduct themselves in an ethical business-like fashion. Failure to do so will result in dismissal from the Trade Show.
3. **All booth spaces will be assigned by the coordinator.** Tables and chairs provided by Ag Society. The Exhibitor understands that the coordinator may not be able to assign the Exhibitor the space applied for. In the event that more than one Exhibitor applies for the same exhibit space(s), that space will be awarded to the first Exhibitor forwarding the required payment on the said space. The coordinator reserves the sole and absolute discretion to award and allocate exhibit space.
4. A **PAID** booth is a confirmed booth **first come first served**.
5. Cancellation: if you cannot attend the sale, you must have a written cancelation notice 20 days prior to the sale to receive a full refund. Any cancellations after the 20 days are non-refundable.
6. Set up, for daily vendors is half an hour prior to Trade Show opening and must remain set up for the duration of the Day. 3-Day vendors can set up Friday and remain set up for the duration of the weekend until Sunday at 5pm.
7. A cabaret Saturday August 17, 2024, but there will be Security fencing and security will be present to ensure no one enters the Trade Show area.
8. Pancake Breakfast Sunday August 18, 2024, starts at 9:00am-11:00am. Security fences will remain in place until all vendors are present. Trade Show opens at 10:00am.
9. Vendors are required to clean up their space of any garbage at the end of each day.

10. The Vendor who registered for the table is required to attend and run their own table. Down lines are not permitted.
11. Exhibitor agrees to display only products listed on their application. Two or more firms may not exhibit in a single space unless approved by the coordinator.
12. Product duplications – if there is a complaint of a duplicate product from another vendor, once brought to the attention of the Ag. Society we will verify product listing on the registration forms. If a vendor has not indicated specifically and descriptively the products on your table on the registration form that vendor will be asked to remove that said item from the table.
13. Vendors selling foods may only sell **Low Risk** Foods and must ensure to follow and abide by all Alberta Health Services rules and regulations. Vendor must also to have all permits and certifications required.
14. Pets, weapons, smoking, illegal drugs and alcohol are not permitted in the venue.
15. If you require an outdoor spot: Tents and power not supplied by the Ag Society. Tents and generators to be provided by the vendor if required. Tents must be secured on all 4 corners with 20lbs weights.
16. **Violating any policy or regulation-** will result in a warning. Further violations will result in your removal from the mailing list and a possible ban from the Trade Shows and Craft Sales.

We hereby acknowledge that we have read the summary of rules and regulations and agree that these rules and regulations are a part of this contract and those contained herein shall be binding.

Name (please print): _____

Signature: _____

Date: _____