

PARKSVILLE QUALICUM BEACH
INSIDESCOOP.

Inside Scoop
Tourism Trade Show
Friday, June 9th, 2017
1:00 pm – 6:00 pm

Venue: Qualicum Beach Civic Centre
747 Jones Street
Qualicum Beach, BC
Canada V9K 1S4

Co-Hosted by
Qualicum Beach Chamber of Commerce
And Parksville Qualicum Beach Tourism Association
Contact: Anne at (250) 752-0960
members@qualicum.bc.ca

PARKSVILLE
QUALICUM BEACH



Exhibitor Guide

Setup:

Friday, June 9, 2017 9:00 am – 11 am - Hall & Foyer

Take Down:

Friday, June 9, 2017 6:00 pm to 7:00 pm

Exhibitors are not to commence removing any part of their display prior to the close of the Inside Scoop at 6:00 pm on Friday, June 9, 2017.

For more information or to reserve a spot:

Anne Dodson – Member and Community Coordinator
Qualicum Beach Chamber of Commerce
(250) 752-0960

DEPOSITS:

\$50 deposit required at the time of booth reservation.

Space will not be reserved until the booth deposits are received.

Cash, cheque, credit card are gladly accepted.

FINAL PAYMENT:

Final payment for booth due prior to the trade show: Due date Friday, May 26, 2017. Failure to pay in full by 9 am, Friday, June 9, 2017 will be considered failure to abide by the contract and will result in removal from event.

EQUIPMENT:

If you require extra equipment, please let us know prior to Friday, May 26, 2017 and we will provide a quote.

FLOOR PLAN:

Exhibitors will be assigned booth space prior to Friday, June 2nd, 2017 and a floor plan will be made available at that time.

ELECTRICITY:

Electrical outlets will be **available if required**.

Please check the appropriate box on the Exhibitor Contract if you require electricity to your booth as not all booths will have access to power. Extension cords are the responsibility of the exhibitor.

INTERNET SERVICE:

Wi-Fi Internet service is provided at the Qualicum Beach Civic Centre for Inside Scoop participants.

SPECIAL REQUIREMENTS & SERVICES:

If you require additional electrical circuits, smaller spaces, or outdoor space, contact the Chamber office for a quotation on additional costs.

Rules & Regulations

USE OF BOOTH SPACE: The Exhibitor shall not assign the Contract or sublet or lease or permit the whole or any part of the leased space contracted for, unless authorized by the Membership and Community Coordinator, Qualicum Beach Chamber of Commerce. The Exhibitor display, including carpeting, must remain within the confines of the booth and/or curtains.

DISPLAY OF GOODS AND SERVICES: The intent of this trade show is to provide a full display of goods and services to the viewing public at all times. **It is encouraged to have items for sampling at your booth.**

CHARACTER OF THE EXHIBIT: The Qualicum Beach Chamber of Commerce and the Parksville Qualicum Beach Tourism Association reserve the right to decline or prohibit any exhibit or exhibitor not approved by the above named organizations. This regulation covers persons, things, conduct, printed matter, souvenirs, emblems and all things that affect the character of the exhibition. Each exhibitor will be provided with a basic booth consisting of a 6 or 8 -foot skirted table and one chair.

Additional display requirements may be added to your contract prior to the trade show or your own furniture may be used, provided that the professional looking nature of the trade show is at all times maintained.

AUDIO/VISUAL: The operation of microphones, loud speakers, televisions, or other amplifying equipment must be at a sound volume so as not to disrupt adjacent exhibitors and is subject to the approval of the Membership and Community Coordinator, Qualicum Beach Chamber of Commerce.

INSURANCE: Exhibitors are required to carry their own public liability and property damage insurance and must insure their own goods. The Qualicum Beach Chamber of Commerce, the Parksville Qualicum Beach Tourism Association, Town of Qualicum Beach, the facility owner, nor their representatives will be responsible for any injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever, prior to, during, or subsequent to the period covered by the exhibitor contract. The exhibitor shall indemnify the Qualicum Beach Chamber of Commerce, the Parksville Qualicum Beach Tourism Association, Town of Qualicum Beach, their agents and employees for all liability resulting from the exhibitor's acts or omissions.

ELECTRICAL CONNECTIONS: Electrical outlets will be **available if required and reserved with the** Qualicum Beach Chamber of Commerce. Confirmation of power needs must be arranged with the Membership and Community Coordinator, Qualicum Beach Chamber of Commerce prior to set-up. Extension cords are the responsibility of the exhibitor and not supplied by the hosts. Additional power must be arranged prior to the trade show at exhibitor's own expense.

LICENSES/PERMITS: Any licenses or permits required to display or sample exhibitor's products by any Federal, Provincial, Municipal, or other authority are the sole responsibility of the individual exhibitor and shall be obtained at his or her expense and displayed, if necessary, or held in the exhibit area throughout the duration of the trade show.

REMOVAL OF EXHIBITS: Exhibitors are not to commence removing any part of their display prior to the close of the trade show at 6:00 pm on Friday, June 9, 2017. Any exhibits not completely removed by the scheduled time may be charged back to the Exhibitor.

CLEAN UP OF EXHIBIT FACILITY: It is the exhibitor's individual responsibility to keep their booth space clean at all times. Clean up of booth area is also the responsibility of the exhibitor after removal of the display.

CANCELLATIONS: Cancellations made 30 days prior to the trade show will be subject to a 50% penalty charge, cancellations made less than 30 days prior to the trade show will be 100% non-refundable.

FAILURE TO ABIDE BY THE CONTRACT: Failure to abide by the Terms of the Contract or this set of Regulations may result in the removal of the exhibitor and his or her exhibit. In the event of such removal, any money paid by the exhibitor to the Qualicum Beach Chamber of Commerce for the leased booth space(s) shall be retained by the Qualicum Beach Chamber of Commerce as liquidated damages for such a breach. The hosts reserve the right to re-let such space(s) in the event of such a breach.

INSIDE SCOOP STAFFING: The Qualicum Beach Chamber of Commerce and the Parksville Qualicum Beach Tourism Association will staff and maintain a booth on the premises for the duration of the trade show.

ADVERTISING: The Qualicum Beach Chamber of Commerce and the Parksville Qualicum Beach Tourism Association will conduct a substantial advertising campaign prior to the Inside Scoop. It is highly recommended that each individual Exhibitor advertise in the local media as well. Make the best of this opportunity to create greater public awareness of your business, or to promote a very unique or new product/service.

DRAW PRIZE: Each exhibitor is required to donate a draw prize to the Inside Scoop for the prize draws. Each exhibitor is encouraged to offer "freebies" in order to further attract visitors to their booth. It is the responsibility of the exhibitor to contact the draw prize winner and arrange for delivery of the prize.

STAFF TICKETS: Your business will be provided with complimentary tickets for your staff members to attend the Inside Scoop. These tickets will have no resale value.

AMENDMENTS: The Qualicum Beach Chamber of Commerce and the Parksville Qualicum Beach Tourism Association shall have the full power to interpret these rules. Wherever these rules do not cover, the Qualicum Beach Chamber of Commerce and the Parksville Qualicum Beach Tourism Association reserves the right to make such rulings as may appear to be in the best interest of the trade show, and the exhibitor agrees to accept and abide by such rulings.

Exhibitor Contract

We, the undersigned, agree to participate in the Inside Scoop – Tourism Trade Show, to be held at the Qualicum Beach Civic Centre on Friday, June 9, 2017.

We further agree to adhere to all the Rules, Regulations, Terms, and Conditions as established by the management of this event (the Qualicum Beach Chamber of Commerce and the Parksville Qualicum Beach Tourism Association) and the management of the facility (Town of Qualicum Beach).

Fill in the following (Please Print Clearly):

Business Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone #: _____ E-Mail: _____

Web-site: _____

Contact Person: _____

_____ 10 X 10 BOOTH \$ 150	_____
_____ 10 X 20 BOOTH \$ 250	_____
DISCOUNT FOR RETURNING VENDOR	_____
SUB-TOTAL	_____
GST (5%)	_____
TOTAL (Cash, cheque, credit card)	_____

Draw Prize Description/Value: _____

Electrical Power Needed: YES NO Specify Type & Amount _____

Special Requirements (Hard wall, extra chairs etc.) _____

**Special Requirements may have additional costs; quotes will be provided for each request.*

Brief Description of Products and/or Services to be displayed: _____

Exhibitor Signature

Date

Inside Scoop Representative

Date

For office use only:

Date contract & deposit received _____

Date paid in full _____

Contract # _____