



**INSIDE COMMERCIAL VENDORS**

**2022 Application**

OFFICE USE ONLY		
<b>CODE:</b> Order # _____ Location _____ Booth(s) _____ Size _____	<b>BASIC FEES BEFORE TAXES</b> Booth _____ Electrical _____ Recycling Fee _____ Other _____	Total Fees: \$ _____ Performance Bond Rec'd _____ <div style="text-align: right; margin-right: 20px;">mm/dd/yy</div> C.C. <span style="margin-left: 100px;">Cheque</span>

EXHIBITOR'S CONTACT INFORMATION			
Company Name		Booth Name (on signage)	
Contact Name		Title	
Address		Suite #	City
Phone (required)	Mobile	Fax	
Email (required)		Website	
Alternate contact name		Alternate contact phone	

PRODUCTS/SERVICES				
Direct Sales	Exhibit Only	Personal Services	Samplings	Prize Draw/Giveaway
PRODUCTS CATEGORY (Please check at least one)				
Beauty & Body Care	Kitchen & Bath	Household Products	Lifestyle & Leisure	Home Décor
Tableware & Cookware	Personal Health Care	Fashion	Jewelry	Visual Art
Electronic Accessories	Food & Drink	Pet Products	Toys/Games/Hobbies	Sporting Goods
Other				

Would you like to have your company and product listed on the IPE's website?	YES	NO
If yes, please provide your direct link: _____		

## PRODUCT LISTING

Please supply a full description of the products you wish to sell or exhibit, including brand names, brochures, photos, and prices. Please enclose a photo or "front view" drawing of your booth. Use a separate sheet if necessary. Products from your list will be reviewed and only approved items will be listed on the license agreement.

## BOOTH SPACE & RATE (minimum size is 10' x 10', plus GST) Inline Booth - \$12 per sq. ft

10' x 10' - \$1,200.00

15' x 10' - \$1,800.00

20' x 10' - \$2,400.00

Corner Booth - \$300.00 extra

Other:

## IPE SUPPLIED SERVICES (Additional cost), plus applicable taxes

Electrical Outlet (Minimum one outlet will be installed per booth)

750 Watts per 10' x 10' and 15' x 10' Booths - \$100.00

1,500 Watts per 20' x 10' Booth - \$150.00

Recycling/Garbage - \$75.00

## INSURANCE (NOTE: The insurance broker/company used must be licensed to conduct business within the province of B.C.)

An original Insurance Certificate must be submitted by July 31, 2022, or you may not be permitted to open your exhibit.

The following information must be included in the Certificate:

- \$2 Million minimum coverage per occurrence including \$2 Million for bodily Injury and death or property damage
- Must name the Interior Provincial Exhibition, the City of Armstrong, and the Township of Spallumcheen Parks and Recreation Commissions as Additional Insured to be valid
- The insured name must be the same as the Licensee Company name on your License Agreement.

## PAYMENT OPTIONS (NOTE: A Performance Bond of \$500 per booth must accompany all applications)

It is understood the Performance Bond will be held until a full examination of the rented area is complete. (4-8 weeks) Once the area is deemed acceptable the Performance Bond will be returned or if previously agreed will be held as a retainer for the following year.

### OPTION 1 (CHEQUE/CERTIFIED CHEQUE/MONEY ORDER)

Payable to: Interior Provincial Exhibition

Enclosed in the amount of \$ \_\_\_\_\_

### OPTION 2 (CREDIT CARD)

I authorize the IPE to take payment from my credit card for the following amounts plus a 2.75% credit card fee:

Please charge \$ \_\_\_\_\_ CAD to the following credit card: VISA MasterCard

Credit Card # \_\_\_\_\_ Expiry: \_\_\_\_\_ / \_\_\_\_\_ CVC: \_\_\_\_\_

Cardholder Name (Please print)

Authorized Signature

**Note:** Your signature above authorizes any subsequent payments to be automatically processed to your credit card on payment due dates.

Credit card payments are charged under the name of Interior Provincial Exhibition.

## EXHIBITOR GUIDELINES (Please read carefully)

If your application is accepted, the following guidelines will apply.

1. Exhibitor Information Guidelines form part of your license Agreement. Copies are available at [www.armstrongipe.com](http://www.armstrongipe.com).
2. Only those individual products approved by the IPE and listed on the license Agreement may be sold.
3. Every effort will be made to accommodate requests for specific booth spaces; however, final allocations will be made by the IPE. In addition, should adjustments to the floor plan be deemed necessary the IPE reserves the right to relocate booths as required at any time.
4. Subletting is not permitted.
5. Absolutely no handwritten signs will be allowed. All signage must be professionally done.
6. No merchandise or décor is to be displayed beyond the front edge of the booth.
7. The exhibitors shall keep all exhibits in clean and tidy condition. Sweeping, dusting, removal of refuse, etc. shall be done at each closing. Garbage/Recycling must be placed in appropriate bins located outside the building.
8. The IPE reserves the right to reject or accept an application for rental space or a licensee at any time for any reason.
9. If for any reason, a contract is canceled by the exhibitor/licensee or by the IPE for any reason whatsoever, the following fee must be received in write form on or before:
  - i) Canceled June 15th or prior - Full Refund
  - ii) Canceled June 16th to July 31st - 50% of Fee Returned
  - iii) Canceled after July 31st - No Refund

Contracts/licenses may be canceled by the IPE for any reason that is in sole discretion, it determines appropriate including (but not limited to) situations where, for example, exhibitors/licensees fail to occupy the space allotted to them with the exhibit specified on their contract and fail to be fully operational by 10:00 am the first exhibition day.
10. Exhibitors must be in place and fully operational no later than Wednesday, August 31, 2022, at 10:00 am or the exhibitor may forfeit the contract and rental fee.
11. The original insurance certificate for \$2 million for each public liability and property damage must be provided to the IPE by July 31, 2022, or you may not be allowed to open your exhibit and subject to a \$150 late fee.
12. All exhibits must comply with all regulations established by the Electrical Safety Authority, Interior Health, Health Canada, and the City of Armstrong.
13. Breaking any of the rules and regulations of the IPE may (at the discretion of the IPE) result in the cancellation of the contract and immediate removal. The IPE determines what constitutes a breach or default under the IPE's rules and regulations and its decision is final.
14. The IPE is not liable to any exhibitor/licensee for any damages it may suffer as a result of its participation in the IPE.
15. All exhibitors and their staff must abide by IPE COVID-19 Rules & Regulations.

I have read the above "Exhibitor Guidelines" and agree to abide by them in their entirety. I recognize that failure to abide by the "Exhibitor Guidelines" and the complete "IPE Rules and Regulations" could result in the termination of my contract.

Name (Please Print)

Signature

Date

Please return the completed and signed "Exhibit Space Application" with payment to:

Attn: Exhibit Space, Interior Provincial Exhibition  
 3010 Wood Avenue, Armstrong B.C. Canada V0E 1B0  
 Email: [events@armstrongipe.com](mailto:events@armstrongipe.com)