



## 2024 UBCM Trade Show Exhibitor Contract

### THE EXHIBITOR AGREES:

1. To abide by the terms and conditions set forth in this contract between the firm (hereinafter to as the Exhibitor) and UBCM.
2. Upon this application for exhibit space at the 2024 UBCM Trade Show being accepted, this shall form a valid contract when signed by the duly authorized agent of UBCM. No refunds will be made for exhibit space that is not used or for exhibit space that is unused during any portion of the show hours. Should space remain unoccupied 12 hours before official opening of the show, UBCM may rent or use it for other purposes without obligation of refund to the Exhibitor.
3. Exhibit space selection is allocated on a first paid, first served basis. UBCM reserves the right to assign and allocate exhibit space at its discretion and to assign specific move-in and move-out times.
4. If the Exhibitor having submitted this application, desires to cancel the same, the Exhibitor may only do so in writing to [tradeshow@ubcm.ca](mailto:tradeshow@ubcm.ca). For exhibit packages purchased starting January 26, 2024, and up to and including May 1, 2024, UBCM shall be entitled to retain a \$975 administration fee per cancelled package. Future show credits will not be issued.
5. The exhibit space rented is to be used solely by the Exhibitor whose name appears on this application and only for those products and or services as listed on the exhibit application form. The Exhibitor agrees the allotted exhibit space shall not be reassigned, shared or subleased in whole or in part, unless pre-approved by UBCM.
6. Solicitation in any manner or distribution of pamphlets or samples is prohibited outside the confines of the exhibit space rented.
7. Each 10'X10' exhibit space shall not be staffed by more than four (4) agents or employees at the same time when the show is officially open. Violations may result in the Exhibitor being barred from participation in the continuation of the trade show.
8. The Exhibitor is responsible for all damage caused by them to exhibit facilities, trade show property, or display equipment. The Exhibitor is responsible for all damages caused from any cause whatsoever and shall become financially responsible to the exhibit facility management, UBCM or display company. UBCM will take reasonable precautions to safeguard Exhibitor's property; however, UBCM assumes no liability for loss or damage to any goods, exhibits or other material owned, rented, or leased by the Exhibitor. The Exhibitor shall indemnify the facility management, UBCM and/or the display company against, and hold them harmless from any complaints, suits or liabilities resulting from negligence of the Exhibitor in connection with Exhibitor's use of the rented space or booth.
9. All Exhibitors are required to carry Commercial General Liability insurance with a minimum of \$2,000,000 to cover them at the exhibition site for the period of the exhibition. Exhibitors must be able to provide, if asked by UBCM, a Certificate of Insurance or other evidence that said coverage is in place.
10. UBCM reserves the right to restrict exhibits which because of noise, method of operation, creation of safety hazard or any other reason become objectionable or otherwise distract from or are out of keeping with the character of the trade show as a whole. Booths must be maintained in a neat and orderly manner throughout the trade show. It is the responsibility of Exhibitors serving or sampling food or beverage products to comply with all requirements of the Vancouver Coastal Health (VCH) and to obtain all necessary food service permits. UBCM will not accept responsibility for any booth closure that results from non-compliance with VCH regulations. UBCM may forbid any installation or activity which detracts substantially from the purpose and character of the trade-show. In the event it becomes necessary to restrict any installation or activity or evict an offending Exhibitor, UBCM is not liable for any refund of exhibit space rental, or any other expenses incurred by the Exhibitor.
11. Booth(s) must be designed and/or constructed so as not obstruct the view of neighbouring Exhibitors. Exhibitors must comply with the rules & regulations as outlined in the Exhibitor Manual.
12. All goods shipped to the show must be clearly marked with the event name (2024 UBCM CONVENTION AND TRADE SHOW), the exhibitor name and booth number and must NOT arrive until the official show move-in date as the Vancouver Convention Centre will not accept or store any goods. Any advanced freight shipments must be pre-arranged with UBCM's official Show Contractor (Levy Show Services) UBCM assumes no responsibility for shipped goods.
13. UBCM reserves the right to change a confirmed booth location where circumstances warrant; such change, when necessary, will be subject to negotiation.
14. Deadlines are absolute.

January 19, 2024