



FAMILY EXPO BY THE TENT GUYS

March 21 & 22, 2020
Alberta & Back of Sales Buildings
Lloydminster Exhibition Grounds
5521-49 Ave Lloydminster, SK S9V 0Y7

Dear Exhibitor:

The Tent Guys are excited to present the 5th annual Lloydminster Family Expo!

In addition to you, our vendors, the show features activities to engage families with kids of all ages as well as an area with games and bounce houses. The main stage will feature live entertainment, presentations and the always popular Baby Crawl Contest!

The 2019 show featured 32 Exhibitors and we welcomed over 1,200 attendees to the show. We were pleased to hire three local clubs to staff the event. A big Thank you to the Kitscoty Senior's Centre, Lloydminster Big Brothers Big Sisters and the Lloydminster Kinnettes for all your efforts in making the 2019 show a success!

This past year we didn't have anyone entered in the Exhibitor Referral Draw. If you refer a new vendor to the show make sure they list you on their application as their referral - you will be then entered to win a \$100.00 off your next booth rental!

We encourage you to like and share the event facebook page (www.facebook.com/LloydFamilyExpo) with your social media fans to help spread the word. If you have a facebook page make sure to list it on your application so we can promote your page directly as well.

We look forward to working with you to provide the best Family Expo in our area! If you have any questions please contact us at office@thetentguys.net or at 780-205-7368.

Sincerely,

Pamela Becotte
Owner/Certified Event Coordinator
The Tent Guys



Lloydminster Family Expo March 21 & 22, 2020

Our attendees are growing up so we're growing with them!

Some of the products that we featured at last years show were:

| | | |
|-------------------------|-------------|--------------------|
| Activities for Families | Apparel | Books & Literacy |
| Financial Advice | Fitness | Furnishings |
| Health & Nutrition | Photography | Pre-Natal Services |
| Parenting Services | Toys | |

We want families to come out and have FUN!

Our inclusive Family Expo is geared towards a family outing. Attendees pay at the door and once inside all the activities, bounce houses and entertainment are FREE!

Over the past 4 years we have found that the booths that have an interactive component have seen the most success. As the kids participate in the activity the adults have a chance to discuss the products and services in that booth.

As in previous years we will be providing areas for the kids to play games, jump in bounce houses and other activities such as glitter tattoos, coloring etc. We will also have one of the mascots out throughout the day, so there will be lots of opportunity for pictures, high fives and hugs!

The Exhibition Grill will be open during the show to satisfy your taste buds. There is also an ATM available in the foyer of the building for attendees and exhibitors convenience. The venue does have WiFi, however if you require guaranteed internet in your booth we recommend having it hardwired into your booth.

The Lloydminster Family Expo is a great opportunity to build customer relationships with new clients in your target market. We look forward to seeing you there!

Experience Matters!

The Tent Guys is an event rental and coordination business that celebrated its 20th Anniversary in 2016! We pride ourselves in our customer service, community involvement and event experience.

Important Dates and Times

January 17, 2020

Deadline for show program ads

Deadline for sponsorships to be included in all printed promotional materials for the show.

March 6, 2020

Deadline for pre-paid grab bag stuffing items to be received by The Tent Guys.

March 20, 2020

1pm-8pm Exhibitor Move In
2pm On-site Bag Stuffing

March 21, 2020

8am Doors open for Exhibitors
8:30am Exhibition Grill opens
9am Doors open to Public
5pm Door close to the Tradeshow

March 22, 2020

9:00am Doors open for Exhibitors
9:30am Exhibition Grill opens
10:00am Doors open to Public
4:00pm Doors close to the Tradeshow
4:01pm-8pm Exhibitor Tear Out



Stage Entertainment



Story Time Books



Grab Bags



2019 Show Highlights



Mascots



Baby Crawl Competition



Bounce Houses & Games

Glitter Tattoos



Lloydminster Family Expo
March 21 & 22, 2020

Display Agreement

Exhibitor Name: _____

Is this the name to appear in the Exhibitor Listing? Yes ___ No ___, use: _____

Address: _____

City: _____ Prov. _____ Postal Code: _____

Telephone: () _____ Cell: () _____

Contract Name: _____ Web Site: http:// _____

E-Mail address: _____ Facebook Site: _____

(Please provide an e-mail address to receive important show updates)

Were you referred to the show by a fellow exhibitor? If yes who: _____

SPACE REQUEST: Size ___x___ **LOCATION REQUEST:** 1st ___ 2nd ___ 3rd ___

Each 10'x10' Booth Includes: 8' High Backwall Drape, 3' High Sidewall Drape, 1- Decorated Table, 2- Chairs, Overnight Security, 2 Exhibitor Badges and 2 Admission Tickets, 1- 110 Volt Outlet (exhibitor to supply extension cords).

Each 8'x8' Booth Includes: 8' High Backwall Drape, 3' High Sidewall Drape, 1- Undecorated Table, 2- Chairs, Overnight Security, 2 Exhibitor Badges and 2 General Admission Tickets, No Power.

COMPLETE EXHIBITOR PRODUCT LINE OR SERVICES TO BE DISPLAYED

(List all products and services to be displayed. Products and services displayed in booth that have not been approved by The Tent Guys will be required to be removed immediately)

Are you interested in being a presenter or leading an activity on stage?

Topic: _____ Time Requested (length): _____

Description: _____

Office Use ONLY Inv# _____ Date: _____ Amount: _____ Booth(s)#: _____

Badge Qty: _____ Ticket Qty: _____

Copies Received of: _____ Insurance: _____ Artwork: _____ Logo: _____

Box 10087, Lloydminster, AB T9V 3A2

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Phone (780) 205-7368

www.thetentguys.net 4



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Terms and Conditions

1. Exhibitor

The Exhibitor agrees to abide by all rules and regulations governing the show established by The Tent Guys. The Exhibitor agrees to occupy the contracted exhibit space during show hours and to promote or advertise only the products and services described in this agreement. Exhibitors are not permitted to hand out promotional materials or business cards from other businesses.

When leaving and entering back into the show, exhibitors are required to show their exhibitor badges.

This show is NON-EXCLUSIVE (ie. we will allow multiple companies selling similar product) and it is the responsibility of the exhibitor to determine if you are in violation of your corporate policies for attending the show.

The venue is an exclusively catered facility, therefore no exhibitor can bring in food to distribute or sell without prior written permission.

2. THE TENT GUYS Reserves the Right to

- a) Determine the eligibility of exhibitors and exhibits for the show.
- b) Reject or prohibit exhibits or exhibitors which The Tent Guys considers objectionable inappropriate, disruptive or offensive to The Tent Guys, other exhibitors or show attendees.
- c) Change or modify the layout of the show and/or relocate exhibitors.

3. Booth Sharing/Subletting

Exhibitors shall not assign any rights or sublet space under the agreement without the prior written permission of The Tent Guys. Booth sharing is only permitted if approved by The Tent Guys and booth sharing rates apply.

4. Insurance, Loss and Liability

Exhibitors are responsible for obtaining insurance covering public liability, theft, fire and other insurance on his/her exhibit for the duration of the show. A minimum of 1 million liability coverage with The Tent Guys and Lloydminster Agricultural Exhibition Association named as additionally insured for the weekend of the show. A copy of this must be sent for the exhibitor file prior to displaying at the show.

The Exhibitor agrees to hold harmless The Tent Guys, its agents, servants, staff, students, volunteers and sponsors from and against any or all loss claims including accidents, damage, injury or death regardless of action in relation to the activities arising from the production and promotion of the show.

The Tent Guys will not accept liability or responsibility for any loss, damage or injury occurring to the exhibitor personnel or property OR any loss, damage or injury caused to anyone or anything by the exhibitor.

5. Booth Display

All booths are to be set up by 8:45am on Saturday March 21, 2020. If displays cannot be set up during the set up times, the exhibitor will forfeit the booth space. Any monies paid will not be refunded.

The exhibitor agrees that no moving in or out of goods or dismantling of displays will be permitted during the duration of the show and that the display must remain intact until the closing hour of the last day of the show (4:00pm Sunday March 22, 2020). The exhibitor agrees to remove its display and equipment from the show site by the final move-out time, and in the event of a failure to do so, or failure to return the allocated space to the same condition as at the move-in date, the exhibitor agrees to pay for any additional costs and expenses incurred by The Tent Guys.

Any advertising within your booth must be directly related to your business.

All displays must be fully contained in the exhibit space provided.

6. Show Storage

Any empty space behind booths or draping is not for exhibitor storage. These areas are for The Tent Guys use only. Exhibitors may only use space within their booth for all of their materials boxes, etc.

7. Cancellation and Termination

This contract may only be cancelled by the exhibitor provided written notice is received by The Tent Guys at least 45 days prior to the first day of the show, in which case 50% of booth fees paid by the exhibitor will be refunded. If the exhibitor cancels after this date, he is liable for full payment of the rental space. No refund will be issued for tickets or sponsorship.

In the event that the show is cancelled for any reason, The Tent Guys' liability to the exhibitor shall be limited solely to refund all money paid by the exhibitor to The Tent Guys.

8. Food Vendors

Each food vendor must comply with the Prairie North Health Region Food Safety Regulations, which includes applying for a Temporary Food Vendor License. An application can be filled in online or downloaded at www.pnrha.ca and search Temporary Food Vendor License. For further information contact the Prairie North Health Region at 1-888-298-0202.



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Terms and Conditions

9 Miscellaneous

The Tent Guys reserves the rights to reproduce all photographs, images and likenesses taken during the show for future promotional purposes.

Exhibitors drawing door prizes from their booth(s) must provide their own draw boxes and entry forms. Any exhibitor wanting to have their door prize winner announced on stage must submit the prize info and winners name to the information booth no less than 30 minutes prior to show close.

We do hereby apply for exhibit space and/or tickets at the show. We hereby agree that we have read and will abide by the Terms and Conditions outlined in this Display Agreement.

Signature: _____

Date: _____

Printed Name: _____

Exhibitor Sponsorship & Marketing Opportunities

| Item | Amount | Qty | Total | Details |
|--|----------------------|-----------|-------|---|
| Grand Prize Contributor | Prize Value of \$500 | | | Sponsor to supply banner for display at Prize area. Name/logo in all print advertising, web and mentions in radio advertising. Includes 10 admission tickets. |
| Grab Bag Sponsor | \$250.00 | | | 250 grab bags with 125 to be distributed to the first adults in the door on both days. Includes 5"x5" one color imprint of name/logo on bags. Listing on website, show program and some advertising. |
| Activity Sponsor | \$150.00 | | | Sponsor to supply banner to be displayed in the area. Name/Logo on website, show program and some advertising as that activity sponsor. Variety of opportunities including: Bounce Houses, Creative Station, Mascots, Glitter Tattoos, ect. |
| Postcard Entry Form - For Grand Prize | \$100.00 | | | Increase the number of people who visit your booth by securing your spot on the Grand Prize Entry Form. Attendees must get their postcard marked at each spot on the card in order to qualify to win the Grand Prize! You can stamp, hole punch or initial your spot to show that they have visited your booth. |
| Book Sponsor | \$75.00 | | | Copies of the books being read on stage will be handed out to attendees who listened to the book to take home. Label on the book will have your name/logo as the sponsor of that book. Minimum of 20 books with your label (actual number will vary based on pricing of book purchased). |
| Show Program Ad | \$50.00 | | | 1/8 page (Business card size) ad in the show program. Ad must be photo ready or additional charges will apply. Ads can be black and white or color. Artwork due January 17. Programs will be available to all attendees. Larger ads available please inquire for pricing. |
| Grab Bag Items Show staff to put in bags | \$50.00 | | | You supply 250 items, enough to put one in each grab bag, we supply the labour to put them in the bag. One item per fee (ie: if you have a brochure and pen, they need to be attached together before we receive them to count as one item). Items need to be received no later than March 6th to guarantee that they will be in the bags. No exceptions, no refunds. |
| Grab Bag Items Exhibitor to put in bags | no charge | | | You supply 250 items and the labour to put them in the grab bags. Bags will be available for exhibitors to fill Friday March 20 |
| | | Sub Total | | |



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Order Summary

| Booth Space | Qty | Total |
|--|-------------------------|-------------|
| 10'x10' Booth - includes: 1 decorated table (linen & skirt), 2 chairs, 1 power outlet, 2 exhibitor badges | \$300.00 | |
| 10'x20' Booth - includes: 1 decorated table, 2 chairs, 1 power outlet, 2 exhibitor badges | \$450.00 | |
| 8'x8' Booth - includes: 1 undecorated table, 2 chairs, 2 exhibitor badges (no power) | \$190.00 | |
| Custom Size and Bulk Space | Please call for Pricing | |
| Complimentary Table Selection (Circle One of the following options) | | |
| Decorated: 4' 6' 8' Undecorated: 4' 6' 8' | | |
| Food (additional Fee) | | |
| Food for Purchase (Mini Donuts, Beverages, Ice Cream, ect...) | \$150.00 | |
| Food Samples (Small Bite Size Samples) | \$50.00 | |
| Bulk water & candies | no charge | |
| Additional Booth Furnishings | | |
| | Pre-Book | On-Site |
| Chair | \$2.00 | \$4.00 |
| Stool | \$15.00 | \$25.00 |
| Undecorated Table: available in 4', 6' or 8' lengths | \$12.00 | \$20.00 |
| Decorated Table: available in 4', 6' or 8' lengths | \$45.00 | \$65.00 |
| Other equipment available - please call or email for quote | | |
| Passes & Admission Tickets | | |
| Additional Exhibitor Badges (2 included with each booth) | \$5.00 | |
| *Pre-Sale Admission Tickets | \$3.00 | |
| Sponsorship | | |
| | | |
| | | |
| *Ticket purchase specials available for this application only. Pre-order tickets have no cash value and are non-refundable | | Subtotal |
| | | 5% GST |
| The Tent Guys reserve the right to adjust orders calculated inaccurately or received after the deadline dates as outlined above. | | Grand Total |

METHOD OF PAYMENT

FULL PAYMENT is required at time of booking - Payment can be made by Cheque, E-Transfer or Visa/Mastercard. An invoice/receipt will be sent to you once the order has been processed.

Check Number: _____ Make cheques payable to: **The Tent Guys**

Card Number: _____ Expiry Date: _____ CVV: _____

Name on Card: _____

By signing here, the Cardholder authorizes The Tent Guys to charge his/her credit card for the amount indicated in the Grand Total Area.

Authorized Signature: _____ Date: _____

*The Tent Guys will appear on your credit card statement.

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