



# GROCERY & SPECIALTY FOOD WEST 2024

April 22 & 23, 2024

Vancouver Convention Centre - East Building

GSFshow.com

## EXHIBIT SPACE APPLICATION & CONTRACT

Grocery & Specialty Food West 105 Gordon Baker Rd. Suite 401 Toronto, On, M2H 3P8 tel: 416.492.2311 fax: 416.492.2347 www.gsfshow.com

Step 1

### COMPANY INFORMATION

Company information **exactly** as it should appear in the Official Show Guide

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_

**\*SIGNATURE:** \_\_\_\_\_

Date: \_\_\_\_\_

\*Acceptance: The exhibitor has read the Exhibit Rules and Regulations of this Exhibit Space Application and Contract. This Contract is binding upon acceptance of the applicant and Show Management, and may be executed and delivered by facsimile and a facsimile signature shall be treated as an original. Contract not valid unless signed.

### BOOTH POINT OF CONTACT

**SAME AS ABOVE**

The booth coordinator will be contacted for all matters related to exhibiting such as invoices, payment, form submission reminders, etc.

### PRIMARY BUSINESS

- Broker, Distributor or Importer
- Equipment or Store Supplies
- Government
- Industry Association or Consultant
- Manufacturer
- Wholesaler
- Other (specify) \_\_\_\_\_

*please check only one box*

Company \_\_\_\_\_

Contact \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Step 2

### SPACE REQUIREMENTS

Minimum booth size: 10' x 10' or 100 sq.ft.

Booth Numbers (see floor plan) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Indicate the **Product Categories** you represent above (Show Management will use this information for the Show Guide if no listing is provided). (i.e. confectionery, food equipment, pet food, etc.)

Indicate your **Primary Competition** above.

**NOTE: Whenever possible, space assignments are made in keeping with the preference specified by the exhibitor.**

Step 3

### RENTAL RATES & COSTS

	Rebook Rate Before May 24, 2023		Standard Rate After May 24, 2023	
	Member	Non-Member	Member	Non-Member
100 - 400 sq.ft.	\$21.50	\$23.50	\$22.50	\$24.50
500 - 900 sq.ft.	\$21.00	\$23.00	\$22.00	\$24.00
1000+ sq.ft.	\$20.50	\$22.50	\$21.50	\$23.50

Square Feet \_\_\_\_\_ X Rate \_\_\_\_\_ = \$ \_\_\_\_\_

Add \$210 per Corner \_\_\_\_\_ X \$210.00 = \$ \_\_\_\_\_

Add \$300 per Grocery Avenue \_\_\_\_\_ X \$300.00 = \$ \_\_\_\_\_

Subtotal \_\_\_\_\_ = \$ \_\_\_\_\_

5% GST (R105201024) \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Rental Cost** \_\_\_\_\_ = \$ \_\_\_\_\_

Step 4

### PAYMENT SCHEDULE

▶ Payment Schedule:

1st installment - 50% due with contract

2nd installment - remaining 50% due by November 8, 2023

▶ If booking after November 8, 2023 full payment is due with contract

By checking this box I give permission to process the final installment with the credit card on file on or shortly after November 8, 2023

By checking this box I give permission to process the **Full Payment**

PLEASE NOTE: If the 50% deposit is not received within 30 days of the invoice date, the booth space will be released and this contract considered null and void.

### METHOD OF PAYMENT

Cheque enclosed  VISA  MasterCard  Invoice Me

Credit Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Authorization Signature \_\_\_\_\_

**Fax Completed & Signed Contract to 416.492.2347**

Information collected is used for registration, demographic & marketing purposes.

For internal use only

Date \_\_\_\_\_ Booth Number \_\_\_\_\_ Approved By \_\_\_\_\_

Booth Dimensions \_\_\_\_\_ Total Booth Size \_\_\_\_\_

Complete Subtotal \_\_\_\_\_ Total Booth Costs \_\_\_\_\_



# GROCERY & SPECIALTY FOOD WEST 2024

April 22 & 23, 2024

Vancouver Convention Centre - East Building

## EXHIBIT REGULATIONS

Grocery & Specialty Food West is presented by the Canadian Federation of Independent Grocers, hereafter referred to as "Management" or "Show Management".

1. **CONTRACT:** In addition to the terms and conditions outlined, the contract shall include and incorporate the tentative floor plan which the parties acknowledge may be amended and modified by Management, and the operating rules which will be provided to the exhibitor as part of the Exhibitor Planner.

2. **EXHIBIT SPACE COSTS:** Quoted in Canadian dollars, exclusive of 5% provincial GST (General Sales Tax). Exhibit space is priced per square foot in 10' x 10' or 100 square foot blocks.

3. **EXHIBIT SPACE RATE INCLUDES:**

- Standard draped back wall (8') and side wall (3') in GSF show colours
- Comprehensive Online Exhibitor Planner for pre-show planning
- Exhibitor E-News Updates (up-to-the-moment show activity)
- 5 complimentary exhibitor badges per 10' x 10' exhibit space
- 6 complimentary VIP Retailer Invitations to be used for clients
- Material handling from loading dock to booth and return
- Removal, storage and return of exhibit crates
- 24 hour professional security
- Complimentary ice and clean-up areas
- Exposure to media through publicity form
- Display space in the Media Office on show dates

4. **BOOTH FURNISHINGS:** booth includes standard draped back wall (8') and side wall (3') in show colours. **Note: It is mandatory for all exhibitors to have carpeting or flooring in their booths.**

5. **SHOW DATES & TIMES:** The license given hereunder is solely for the use and occupation of the space allocated to the exhibitor and is for the period outlined below:

<b>Monday, April 22, 2024</b>	<b>11:00 am - 4:30 pm</b>
<b>Tuesday, April 23, 2024</b>	<b>11:00 am - 4:00 pm</b>

Note: Access to the trade show floor is restricted to allocated move-in and move-out periods outlined below and from 1 hour before show opening and 1 hour after closing on show days.

**Move-in Dates:** April 20 & 21, 2024 according to a schedule to be developed by Lange Transportation. Exhibitors will not be allowed to move-in outside their allocated move-in period.

**Move-out Dates:** April 23, 2024: 4:00 pm - 11:00 pm & April 24, 2024: 8:00 am - 12:00 pm.

6. **EXHIBIT SPACE APPLICATION & PAYMENT REQUIREMENTS: Acceptance:** The exhibitor has read the Exhibit Rules and Regulations of this Exhibit Space Application and Contract. This Contract is binding upon acceptance of the applicant and Show Management, and may be executed and delivered by facsimile and a facsimile signature shall be treated as an original. Contract not valid unless signed. Space will be assigned on a first-come, first-serve basis. Whenever possible, space assignments will be made by Management in keeping with the preferences specified by the exhibitor. Management reserves the right to make the final determination of all space assignments in keeping with the best interest of the exhibition. In addition, Management reserves the right to refuse rental of exhibit space to any company whose display of goods or services is not likely to be, in the opinion of Management, compatible with the general character and objectives of the exhibition and rules and regulations provided in the Exhibitor Planner.

**Payments are in accordance to Step 4 "Payment Schedule" of the Exhibit Space Application & Contract. All space reserved after Nov. 8, 2023 must be paid in full with Exhibit Space Application & Contract. Exhibit Space Application will neither be accepted nor will space be assigned without required payment. All deposits and/or full payments are non-refundable and non-transferable. Exhibitors who have not paid in full 45 days prior to the event will be prohibited from accessing the trade show floor. As well, inclusion in any pre-show print or media opportunities (i.e. show guide, or other value-added booth options) will not be available without receipt of the initial 50% partial payment.**

NSF: In the event that the Exhibitor's cheque is returned by a bank due to insufficient funds, a \$50 CAD administration fee will be charged to the Exhibitor.

7. **CANCELLATION & TERMINATION:** This contract may only be cancelled with written notice to Show Management. **All payments received up to the date of notice of cancellation are non-refundable and non-transferable.**

Management reserves the right to terminate this contract and withhold from the exhibitor possession of exhibit space if, a) the exhibitor fails to pay all space rental charges in accordance with Step 4 "Payment Schedule" of the Exhibit Space Application & Contract, b) the exhibitor fails to set up an exhibit consistent with the prime purpose of the exhibition during the assigned move-in times, or c) the exhibitor fails to perform any term or condition of the contract. In the event of such termination, the exhibitor shall forfeit, as liquidated damages, the amount paid by them for its license to use the space, regardless of whether or not Management is able to find another exhibitor for the space allowed. In such case, the exhibition shall not be held for any reason whatsoever, then and thereupon the license of space to the exhibitor shall be terminated. In such case, the limit of claim for damage and/or compensation by the exhibitor shall be the return to the exhibitor of the amount received by Management from the exhibitor for license of the space. If the exhibition is terminated for any reason during the term of the license, the amount to be returned to the exhibitor shall be prorated based on the proportion of the term expired up to the termination. Management will be not liable for failure to deliver the space in the event of the building becoming unavailable through fire, act of God, public enemy, strikes, the authority of law, or any other cause beyond its control.

8. **SUB-LICENSE OF SPACE:** The exhibitor shall not sub-license, transfer, or allocate any part of the assigned space except as specifically approved by Management, shall not exhibit nor permit to be exhibited in its space any merchandise not a part of its own regular products, and shall not exhibit any advertising material not directly pertaining to the products exhibited.

9. **LOSSES OR DAMAGES:** Management shall NOT be liable for any losses or damages, whether direct, indirect, general, special, consequential or otherwise to the exhibitor, its agents and employees or visitors to its exhibit whether occasioned by Management, its officers, its agents or employees or by another exhibitor.

10. **QUALIFICATION TO EXHIBIT:** The prime purpose of this exhibition is to provide a Showcase for products and services used by Canada's grocery industry and, as such, all exhibitor's products and services must be of that nature. Management reserves the right to remove, decline, or prohibit any exhibit, or part of an exhibit, or proposed exhibit, which in its opinion, is not suitable, or is in keeping with the character of the exhibition. Associations serving the food industry and related government departments are eligible to exhibit. Retail selling on the exhibit floor is strictly prohibited.

11. **ADMITTANCE RESTRICTIONS:** Grocery & Specialty Food West is a trade show & convention. General public and children under 16 (including infants) will not be permitted on the trade show floor during move-in, show days or move-out. Show Management reserves the right to refuse admission or request an attendee leave the event if, in their opinion, the conduct of the attendee is disruptive to the event.

12. **EXHIBITOR REPRESENTATIVES:** Each exhibitor must ensure at all times during the period of the exhibition that someone is present at their booth. All representatives should be either employees of the exhibitor or representatives earning commissions, brokerage fees or salary. Demonstrators may be hired, but they may be admitted to the exhibit hall only if their general appearance is acceptable to Management, and if they are wearing a badge that identifies them as representing the exhibitor. The exhibitor's badge of identification should be worn at all times by every person registered when present in the exhibit hall. A fee will be charged for a) replacing a lost badge, b) for any extra badges required in excess of the regular allotment per booth or c) badges ordered after the order date specified in the Exhibitor Planner.

13. **EXHIBITOR PLANNER:** Show Management will e-mail the exhibitor's logistics contact person an information and service planner link which shall contain a copy of the operational rules and shall provide complete information regarding show services.

14. **INSURANCE:** The exhibitor must at their own cost procure and maintain in force, in conformity with the present contract, an insurance policy of the following type: **general insurance coverage against all risks and bodily harm, death and material damage occurring in the rented areas or derived from such areas.** This basic policy must comprise insurance for the contractual responsibility and for civil responsibility. The exhibitor must also meet full requirements of federal and civil responsibility. The exhibitor must also meet full requirements of federal and provincial legislation covering safety at work, duly protecting every person carrying out work for the account. The exhibitor must obtain a document proving that they are fully insured and must produce the document at Management's request.

15. **SECURITY:** Management provides 24 hour security from the arrival of the exhibitors to the time of their departure. Reasonable precautions have been taken to ensure the protection of property; however, Management cannot always guarantee either the security of the people or of goods. Neither Management, nor the Vancouver Convention & Exhibition Centre, nor the contractors charged with providing the services, can be held responsible for loss or damage to goods in storage, in transit to the exhibition, or on the return journey or exhibited in the building when the show is in progress. All exhibitor's goods are considered in the custody or under the control of the exhibitor during storage, transit and the showing in the exhibit halls, even though the same goods may be temporarily placed at any time under the control of Management or its contractors or subcontractors.

16. **INTERPRETATION OF REGULATIONS:** Management has the right to make such changes, amendments, and additions to these Exhibitor Terms and Conditions as it shall deem necessary to the proper conduct of the exhibition and thereupon the Exhibitor Terms and Conditions and the operations rules shall rest with Management and its decision will be final. Management may require exhibitors to make such alterations to their displays as it deems necessary to the proper conduct of the exhibition and, on failure to comply, may order the immediate removal of the entire exhibit without compensation and at the exhibitor's expense.

17. **EXHIBIT DESIGN:** It is the responsibility of each Exhibitor to make sure that their booth complies with the Display Rules & Regulations put forth by Show Management and published on the show's website. Nothing can be posted on, tacked, nailed, screwed or otherwise attached to the columns, walls, floors, ceilings, furniture or other properties of the facility. Signs, banners, flags or any other exhibit components must adhere to the specific construction and height requirements set forth for each booth type.

18. **EMAIL CONSENT:** By Signing this application you are giving CFG consent to add your email contact to our event distribution list. At any point, you can request to be removed from the list.

19. **NO SUITCASING:** Suitcasing is the act of handing out product literature or samples at a trade show without being an exhibitor. Suitcasing is not allowed inside or on the grounds of the Convention facility. Attendees found suitcasing will forfeit their badge and be escorted off the show floor.