

**EXHIBIT SPACE APPLICATION & CONTRACT**

Grocery Innovations Canada | 105 Gordon Baker Rd. Suite 401 North York, Ontario, M2H 3P8 | Tel: 416.492.2325 | Fax: 416.492.2347 | www.groceryinnovations.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: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

**Booth Coordinator**

Same as Above

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

Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Step 2: Space Requirements**

Minimum booth size: 10' x 10' or 100 sq.ft. Reserve \_\_\_\_\_ square feet

Indicate your top 3 choices in order (see floor plan) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Primary Business**

Broker Distributor or Importer     Manufacturer    Indicate below, the **Product Categories** you represent    Indicate your **Primary Competition**  
 Equipment or Store Supplies     Wholesaler    (i.e. confectionery, food equipment, pet food, etc.)  
 Government     Other (specify) \_\_\_\_\_  
 Industry Association or Consultant    *please check only one box* \_\_\_\_\_

**Step 3: Rental Rates & Costs**

	Rebook Rate Before November 24, 2023		Standard Rate After November 24, 2023	
	Member	Non-Member	Member	Non-Member
100 - 400 sq.ft.	\$24.50	\$27.50	\$27.50	\$30.50
500 - 1000 sq.ft.	\$24.00	\$27.00	\$27.00	\$30.00
1000+ sq.ft.	\$23.50	\$26.50	\$26.50	\$29.50

Sq. Ft. \_\_\_\_\_ X Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

No. of corners \_\_\_\_\_ X \$210 = \$ \_\_\_\_\_

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

13% HST (R105201024) = \$ \_\_\_\_\_

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

**Step 4: Payment Method & Schedule**

Cheque enclosed     VISA     MasterCard     Wire Transfer

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Credit Card Number

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Expiry Date    Name on Credit Card

**AUTHORIZATION SIGNATURE**

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

**Booking AFTER May 24, 2024**

▶ **Full payment** due with contract.

**Booking BEFORE May 24, 2024**

▶ **50% deposit due with contract, 50% balance due May 24th, 2024**

- I give permission to process final installment on, or shortly after May 24, 2024 with the same card on file.  
 I give permission to process full payment immediately

**\*SIGNATURE:**

\*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.

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

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 INNOVATIONS CANADA 2024

October 29 & 30, 2024 - Toronto Congress Centre - North Building

## EXHIBIT REGULATIONS

Grocery Innovations Canada is organized by the Canadian Federation of Independent Grocers, hereafter referred to as "Show Management".

- 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 Show Management, and the operating rules available in the Exhibitor Planner
- EXHIBIT SPACE COSTS:** Quoted in Canadian dollars, exclusive of 13% Federal HST (Harmonized Sales Tax). Exhibit space is priced per square foot in 10' x 10' or 100 square foot blocks. Premium charge apply for booth corners.
- EXHIBIT SPACE RATE INCLUDES:**
  - Standard draped back wall (8') and side wall (3')
  - 5 complimentary exhibitor badges per 10' x 10' space
  - Discounted hotel, airfare and car rental rates
  - Removal, storage and return of exhibit crates
  - Complimentary ice and clean-up areas
  - 1 Official Show Guide Listing
  - Exhibitor E-News Updates
  - Material handling to and from loading dock
  - 24 hour professional security
  - 6 VIP Retailer Invitations
- 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>Tuesday, October 29, 2024</b>	<b>11:00 am - 4:30 pm</b>
<b>Wednesday, October 30, 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 2 hours before show opening and 1 hour after closing on show days.  
Move-in Dates: October 27-28, 2024 with individual move in appointments  
**Exhibitors will not be allowed to move in outside their allocated move-in period.**  
Move-out Dates: October 30, 2024: 4:00 pm-10:00 pm & October 31, 2024: 8:00 am-11:00 am
- 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 Show Management in keeping with the preferences specified by the exhibitor. Show Management reserves the right to make the final determination of all space assignments in keeping with the best interest of the exhibition. In addition, Show 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 Show Management, compatible with the general character and objectives of the exhibition and rules and regulations provided in the Exhibitor Planner.  
Payment Schedule:
  - 1st installment - 50% due with contract (or within 30 days of invoice date)
  - 2nd installment - 100% due May 24, 2024If booking after May 24, 2024, full payment is due with contract.  
**Exhibitors who have not paid in full 45 days prior to the event will be denied access to the trade show floor.**
- 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.**  
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.  
Show 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 30 days from the invoice date, 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 Show 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 Show 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. Show 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.
- SUB-LICENSE OF SPACE:** The exhibitor shall not sub-license, transfer, or allocate any part of the assigned space except as specifically approved by Show 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.
- LOSSES OR DAMAGES:** Show 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 Show Management, its officers, its agents or employees or by another exhibitor.
- 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. Show 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 not in keeping with the character of the exhibition. Associations serving the food industry and related government departments are eligible to exhibit.
- ADMITTANCE RESTRICTIONS:** Grocery Innovations Canada is a trade show and convention. General public and children under 16 (including infants) will not be permitted on the trade show floor at any time. 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.
- 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 Show 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.
- EXHIBITOR PLANNER:** Show Management will e-mail the booth coordinator the information and service planner link which shall contain a copy of the operational rules.
- 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, and 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 Show Management's request. Please make sure your certificate has Commercial General Liability of a minimum, \$2,000,000 per occurrence and \$2,000,000 aggregate. Please make sure to list the following as additional insured: CFGI. You can list the event organizer as a certificate holder but it's not mandatory. Show dates must be listed including move in and move out Move. Bodily injury and property damage liability subject to a maximum \$1,000.00 Deductible. Products and completed operation. Contingent employers liability. Broad form property damage. Cross liability clause. Severability of interest clause.
- SECURITY:** Show 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, Show Management cannot always guarantee either the security of the people or of goods. Neither Show Management, nor the Metro Toronto Convention 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.
- INTERPRETATION OF REGULATIONS:** Show 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 Show Management and its decision will be final. Show 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.
- 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.
- EMAIL CONTACT:** Leading up to the show, your designated Booth Coordinator will receive email contact from Show Management, and from designated suppliers, which will include reminders about upcoming show-related deadlines, as well as information on how to manage the exhibiting process.
- EMAIL CONSENT:** By Signing this application you are giving CFGI consent to add your email contact to our event distribution list. At any point, you can request to be removed from the list.
- 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.