



EXHIBIT SPACE APPLICATION AND CONTRACT

Woodworking Machinery & Supply Expo

Direct Energy Centre • Toronto, Ontario Canada
October 27–29, 2011

INSTRUCTIONS: Print this application and complete all sections. Sign & return this application with a check (made payable to WMS) to Vance Communications Canada ULC, Lockbox #B9217, P.O. Box 9100, Postal Station F, Toronto, ON M4Y 3A5 CANADA. **Applications must include a payment as noted in Item 1 below.** Upon assignment of space, a booth space confirmation and invoice will be returned to you.

Exhibitors will receive instructions, at a later date, for inclusion of listing on the official website and in the official program to be distributed at the Show.

Company Name _____

Address _____

City/State/Prov. _____

Postal Code _____ Country _____

Key Contact Name _____

Title _____

Phone _____ Fax _____

E-Mail _____

Website _____

1 EXHIBIT SPACE RENTAL:

0–399 sq. ft. = **\$19.00/sq. ft.**
 400–799 sq. ft. = **\$18.00/sq. ft.**
 800 sq. ft. and over = **\$16.50/sq. ft.**

All prices are quoted in Canadian Dollars (CAD). A 13% Harmonized Sales Tax (HST) will be added to your total invoice.

An invoice for a 50% deposit of the total charges will be issued upon assignment of space. **The balance is due June 27, 2011.** Applications received after this date must include **full payment.**

CANCELLATION POLICY: Deposits are non-refundable and non-transferable. In the event of cancellation **or downsize**, the exhibitor must notify Show Management **in writing**. The exhibitor is **responsible for the amount due at the time of cancellation per the payment policy noted on this signed contract.**

FEET DEEP	x	FEET WIDE (FRONTAGE)	=	TOTAL SQUARE FEET
TOTAL SQUARE FEET	x	RATE \$	=	COST \$
				13% HST OF ALL CHARGES \$
				TOTAL AMOUNT \$
				50% DEPOSIT \$

On or after 6/27/11 submit application with Total Amount.

2 BOOTH LOCATION

Please specify booth numbers for your choices of exhibit space in order of preference.

1. _____ 2. _____ 3. _____
 4. _____ 5. _____ 6. _____

Do you prefer location over a corner? yes no
 Will you have operating machinery yes no

3 Locate our exhibit NEAR (list company names):

4 Locate our exhibit AWAY from:

5 PAYMENT:

Check (payable to Woodworking Machinery & Supply Expo) in the amount of \$ _____

6 WE AGREE TO ABIDE BY ALL RULES AND REGULATIONS GOVERNING THE EXPOSITION AS PRINTED ON THE REVERSE SIDE HEREOF AND WHICH ARE PART OF THIS APPLICATION. ACCEPTANCE OF THIS APPLICATION BY THE WOODWORKING MACHINERY & SUPPLY EXPO CONSTITUTES A CONTRACT.

Authorized Signature (Exhibitor) _____ Date _____

APPLICATIONS RECEIVED WITHOUT AN AUTHORIZED SIGNATURE AND/OR PAYMENT WILL NOT BE PROCESSED

7 Mail this application to Vance Communications Canada ULC Lockbox #B9217, P.O. Box 9100, Postal Station F Toronto, ON M4Y 3A5 CANADA

QUESTIONS? Call Hall-Erickson, Inc., Exhibition Management, 866-967-2015 or e-mail wms@helexpo.com.

FOR OFFICE USE ONLY			
Date Received _____	Points _____		
Space Assigned _____	Sq. Ft. _____		
Total Due _____	Balance Due _____		

Woodworking Machinery & Supply Expo • Exhibit Rules and Regulations

Vance Publishing, the Woodworking Machinery & Supply Expo, Hall-Erickson, Inc. and their authorized representatives are hereinafter referred to as "Show Management."

1. Eligibility and Allotment of Space

Show Management has sole right to determine the eligibility of any company or product for inclusion in the exposition. Space allotments will be made by Show Management in keeping, if possible, with preferences and priorities of the exhibitor concerning location. Show Management, however, reserves the right to make reasonable shifts of booth locations.

2. Cancellation Policy

Deposits are non-refundable and non-transferable. In the event of cancellation **or downsize**, the exhibitor must notify Show Management **in writing**. The exhibitor is **responsible for the amount due at the time of cancellation per the payment policy noted on this signed contract**.

3. Limitation of Liability

All property of exhibitor is understood to remain under exhibitor's custody and control, in transit to or from or within the confines of the hall, subject to the rules and regulations of the exhibition.

Exhibitors are required to carry a certificate of insurance for **\$2,000,000 CAD Commercial General Liability** extended to include: Bodily Injury, Property Damage, Personal Injury, Contractual Liability, Non-Owned Automobile Liability, Products and Completed Operations, Cross Liability Clause, and a Severability of Interest Clause; **Tenant's Legal Liability** of \$100,000 CAD; and **Vance Publishing named as an Additional Insured**.

Exhibitor agrees to make no claim for any reason whatsoever against Show Management or service contractor for loss, theft, damage or destruction of goods; nor for any damage of any nature, including damage to his business by reason of failure to provide space for his exhibit; nor for any action of any nature of Show Management; nor failure to hold the exposition as scheduled.

Exhibitor assumes all liability with respect to any liability to any Performing Rights Society or other organization with regard to any live and/or recorded music at the exhibitor's booth.

4. Installation, Exhibiting, Dismantling

Hours and dates for installation, exhibiting and dismantling shall be those specified by Show Management. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the show floor at the time specified by Show Management.

5. Display Heights

Display heights must conform to published rules and regulations which will be forwarded to the exhibitor in the Exhibitor Manual approximately 4 months prior to the show.

6. Arrangement of Exhibits

Show Management shall have full discretion and authority in the placing, arrangement and appearance of all items displayed by exhibitor and may require the replacing, rearrangement of redecorating of any item or booth without liability for costs that may accrue to the exhibitor as a result of the action. Plans for specially built displays in variance with regulations contained in the agreement must be submitted to Show Management for approval. Special pricing may apply.

Exposed parts of displays and/or equipment must be finished or covered in such a manner as not to be unsightly to exhibitors in adjoining booths.

7. Storage of Packing Crates and Boxes

Exhibitors will not be permitted to store packing crates and containers in their booths during the period of the show. Properly marked packing materials will be sorted and returned to the booth by service contractors. It is the exhibitor's responsibility to mark and identify his crates.

8. Restrictions in Operations of Exhibits

- a) **Alcoholic beverages** in the exhibition area are prohibited.
- b) **Signs & Illumination.** Signs involving the use of neon or similar gases are prohibited. Electric flashing signs must be low intensity and require prior approval of the specifications of their use by Show Management. Should the wording on any sign or area in the exhibitor's booth be deemed by Show Management to be contrary to the best interest of the show, exhibitor agrees to make such changes in wording as may be requested by Show Management.
- c) **Booth Personnel.** Booth representatives must be dressed in a manner deemed by Show Management to be in keeping with generally accepted standards of propriety.
- d) **Recruiting.** Exhibitor shall not have in his booth any display or signs for purpose of recruiting employees.

e) **Sound.** Amplifiers and other sound generating equipment must be operated at levels which will not interfere with other exhibitors nor add unduly to the general acoustic discomfort.

f) **Noise and Odors.** No excessive noise or obstructive work will be permitted during operating hours of the exposition, nor will excessively noisy displays, nor exhibits generating objectionable odors be allowed.

g) **Lotteries, Contests.** The use of games of chance, lottery devices, musical instruments, carnival barkers and other sideshow practices is permitted only with written permission of Show Management.

h) **Demonstrations, Souvenirs, Samples.** All demonstrations and other sales activities must be confined to the limits of the booth. Distribution of samples, souvenirs, publications etc., is likewise limited to the booth confines.

9. Subletting

The exhibitor agrees not to assign, sublet or apportion space, or any part thereof allocated to such exhibitor without prior written permission of Show Management.

10. Care of Premises

Exhibitor is liable for any damage caused to building, floors, walls, columns and to standard booth equipment or other exhibitor's property. Application of labels, tape, paint, lacquer, adhesives or other coatings to building columns, floors and wall or to standard booth equipment is strictly prohibited.

11. Safety and Public Policy

a) **Compliance.** The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, provincial and federal governing bodies concerning fire, safety and health and environmental requirements, together with the rules and regulations of the operators and/or owners of the property wherein the show is held.

b) **Inflammable Materials.** All booth decorations must be flameproof and all hangings must clear the floor.

c) **Electrical Code.** Electrical wiring must conform to the National Electrical code Safety Rules. If inspection indicates that exhibitor's display is not in compliance with these regulations, or otherwise constitutes a fire hazard, the right is reserved to cancel all or such part of the display that is irregular, and effect the removal of same at exhibitor's expense.

12. Union Labor and Official Contractor

Show Management will select official contractors to provide certain services and equipment to exhibitors at the show site during installation, exposition and dismantling. Exhibitors will be advised of these contractors, their services and rates in the official Exhibitors Manual issued by Show Management.

Exhibitor agrees to abide by and comply with rules and regulations concerning local unions having agreements with the show facility or with authorized contractors employed by Show Management. Any dispute or disagreement between exhibitor and official contractor or between exhibitor and a tradesman or union representative, will be referred to Show Management for resolution which will be binding on all parties to the disagreement.

13. The exhibitor agrees to remove his exhibit equipment and materials (including fluids) from the show building by the date advised by Show Management and such removal of materials will be in full compliance with any environmental and other pertinent requirements. If the exhibitor does not have an authorized disposal service company for the removal of fluids, materials and substances used during the show as may be required by local law, a list from Show Management may be obtained.

Such removal of materials will be at the sole risk of the exhibitor and in full compliance with any environmental requirements of any regulatory authority and as set out in paragraph 11 above.

14. Equipment Display

Used equipment is not eligible for exhibition display without prior written permission from Show Management. Show Management reserves its right to have such equipment removed from the show floor. Any removal costs are the responsibility of the exhibitor.

15. Other Regulations

These rules and regulations are part of the contract for space, which becomes effective upon the acknowledgment of the receipt of the Application for Exhibit Space and appropriate deposit. Show Management reserves the right to make such additional conditions, rules, and regulations as it deems necessary to ensure the success of the exhibit. All amendments that may be so made shall be equally binding on all parties affected by them, as are the original regulations.