

2023 Bridal Fair Agrees To:

1. Conduct Bridal Fair 2023 on Sunday January 29, 2023, at the Thompson Rivers University Conference Centre from 11:00 am – 3:00 pm.
2. Abide by our Rain or Shine policy. In the event of severe weather conditions, the show will not be cancelled.
3. Exhibitor's booth payments will not be refunded after October 1, 2022.
4. Provide the Exhibitor with the booth package for which he/she pays for.
5. Provide each **PAID** exhibitor with a complete listing of all registered couples attending the show. The compiled list will be sent out within two weeks after the show.
6. Include normal janitorial service, heating, air conditioning, and/or ventilation, normal utility and lighting services.
7. Furnish couples with programs and promotional items provided by exhibitors and sponsors.
8. Provide time for setup and teardown of booths.
9. The TRU Conference Centre reserves the right to refuse any exhibitor for any reason.
10. Show Management retains the right to change the location of the exhibitor's booth at any time at sole discretion.

Each Exhibitor Agrees To:

1. One company per booth. One company will utilize the exhibitor space. If multiple representatives of the same company wish to share the booth space, this will be permitted. However, show management must be notified prior to the show date.

a. The only exception to this agreement is when the same individual owns multiple companies. The first business will pay for the booth in full, with the second business paying 50% of the booth fee, and the third business paying 25% of the booth fee. This must be cleared by Bridal Fair 2023 management

2. Exhibitors will not display items from any other business nor distribute any other business' materials at the show, without written permission from show organizers. This also includes promotion of other Bridal Fairs, events the company is part of and/or organizing or similar events.
3. Exhibitors will have the booth manned during all show hours: 11:00 am – 3:00 pm.
4. Exhibitors will setup booths between 2:00 pm & 6:00 pm on Saturday January 28 or 8:00 am and 10:45 am on the day of the show, January 29.
5. Exhibitor agrees to completely remove booth from show site by final move-out time of 7:00 pm.
6. **Guidelines will be adhered to:**
 1. **No nails, screw or staples will be placed in the walls**
 2. **All garbage and decorations will be removed from the building following the event**
 3. **No glue guns to be used on the premises**
 4. **No tape to be used on any wall surfaces except painters tape**
 5. **All linens that are spoiled from candle wax, coloring, and stains resulting directly from decorations will be billed back to the exhibitor**
7. Exhibitors will decorate the designated booth space with appropriate items and materials of interest that are related to the products or service sold by the exhibitor
8. **Exhibitors shall exclusively use the given list of registered brides. Exhibitors will not lend- out, sell, barter or allow any unauthorized usage, or permit any reproduction thereof. Exhibitors who violate this policy and misuse the list will be banned from participating in future shows.**
9. Insure yourself against any claims resulting from the exhibition. Bridal Fair 2023 and the TRU Conference Centre will not be responsible for any personal injury, damage or loss to exhibits by fire, theft, pilferage, malicious action or accidents.
10. The exhibitor is entirely responsible for the exhibit space allotted and shall be liable for any loss or damage to the premises and for any loss or damage to any equipment.

11. The exhibitor assumes all risks and responsibilities for accidents, injuries or damages to person or property and agrees to indemnify and hold harmless the TRU Conference Centre, Bridal Fair and their managers, show sponsors and employees, against any and all claims, liabilities, losses, costs and expenses (including attorney's fees) arising from or in connection with the exhibitor's participation in the show or from exhibitor's activities conducted upon the TRU Conference Centre property.
12. Understand the TRU Conference Centre has a NO outside Food or Beverage Policy. However, sample size portions of food/drinks are permitted with approval from the TRU Conference Centre management. NO bottled beverages are to be distributed.
13. Understand that the TRU Conference Centre does not allow open flame in the building. Candles enclosed in votives or tea-lights are permitted.
14. Loud speakers, radios, television sets, or the operation of any machinery or equipment, which is of sufficient volume to be an annoyance to neighboring exhibitors, will not be permitted.
15. Any balance due for the booth space is to be paid within two weeks of confirmation of your registration. Exhibitors must make payment with credit card, check or money order. Checks are payable to TRU Conference Centre. On show day, exhibitors that have not paid will not be allowed entry to the show.
16. Understand and agree that this contract is firm with non-refundable payment after October 1, 2022.