

THE BASHAW MEDIEVAL FAIRE



EXHIBITOR KIT

& ARTISAN MARKET

JULY 15-16, 2023

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**Location: Bashaw Rodeo Grounds
Bashaw, AB**

Dear Exhibitor,

Thank you for deciding to Exhibit with The Bashaw Medieval Faire & Aritsan Market and welcome to our Community. :-)

The following information is for your benefit and contains important information about our upcoming event. Please take a moment to read this for the purpose of keeping us all on the same page and moving forward to a successful event.

Thank you again and I look forward to working with you in the future.

In peace,

Gail Stamp
Lead Instigator
LegendWorks Events Inc.

IMPORTANT INFORMATION

Location:	Bashaw Rodeo Grounds	
	Intersection of HWY 53 and 49 Street, Bashaw, AB	
faire Hours:	Saturday, July 15, 2022	10:00 am - 6:00 pm
	Sunday, July 16, 2022	10:00 am - 6:00 pm

Loading and Unloading

Move In: Friday, July 14, 10:00 am - 8:00 pm. You can unload at the front of the venue and take your product through the front visitor entry. Once you've taken everything to your booth, please move your vehicle to the Exhibitor parking area so others may unload closer to the venue. Saturday, July 15 - Doors will be open at 8:00 am. You need to be set up by 9:45 am.

Move Out: Sunday, July 16, 6:00 pm

Tear down of your booth may begin at 6:00 pm on Sunday, July 16

Tearing down sooner than 6:00 pm Sunday will have you removed from any and all future event opportunities produced by LegendWorks Events Inc.

Pre-Show

No Shows / Late Shows:

Any reserved space not claimed and occupied (or for which no special arrangements have been made) prior to **8:00 am on Sat, July 15, 2022** may be resold or reassigned by Show Management without recourse by the exhibitor or any obligation by Show Management for any refund whatsoever.

Pre-Show Meeting:

At 9:00 am on Saturday, July 15, we will conduct our annual pre-show meeting for all exhibitors at the Presentation Stage.

Please make every effort to be there on time so we can get through our information and allow time to return to your booths and prepare for a 5:00 pm opening.

Move-Out Date & Hours:

Sunday, November 01, 2020 - 6:00 pm

Dismantling:

Dismantling of exhibits prior to **6:00 pm on Sunday, July 16, 2022** is STRICTLY PROHIBITED.

Exhibitors who dismantle or begin to disassemble their booths prior to closing will be refused entrance in future events. An announcement will be made when it is clear to dismantle your exhibit.

Removal Deadline:

All exhibits, equipment and apparatus must be completely removed from the building by **9:00 pm Sunday, July 16, 2022.** If you need assistance please let us know!

Booth Numbers:

Please refer to the Exhibitor Information page. You have been emailed log in information.

Booth Setup:

- All exhibits must comply with wall dimensions unless otherwise authorised by Show Management in advance of the Show. Permission for alternate dimensions, including height, must be obtained EACH YEAR even if permission was granted the previous year.
- All booths are draped
- Standard booths include one 8' high back drape.
- Corner booths have the option of two 8' high back drapes.
- Table and chairs are NOT INCLUDED in booth purchase.
- Carpeting is not included.

Note: Although every effort has been made to maintain the space you reserved, last minute changes sometimes makes some booth changes necessary. These changes are at the discretion of Show Management and will be lateral or improved move only. Any upgraded charges will be absorbed by Show Management.

Booth Standards:

The show strives for high quality exhibits and displays. Please make sure your display is clean, all equipment is in proper working condition and is well maintained. Free standing bulletin boards and/or signs may be used, providing neighbouring exhibitors are not blocked or hidden from view.

Unfinished surfaces may not be exposed to the neighbouring booths nor can you extend the height of your booth without permission from Show Management. Any promotional material on display at an Exhibitor's booth that is deemed improper must be removed if so instructed by Show Management. Show Management reserves the right to restrict those displays that unduly hamper visibility to other displays. At all times Show Management reserves the right to make final decisions in this regard.

GENERAL INFORMATION

Exhibitor Parking Passes:

Parking is free at this event.

EXHIBITOR INFORMATION

Alcohol:

Alcoholic beverages in Exhibitor booths is prohibited.

Attendee Lists:

According to Canadian Privacy Act, attendee data or mailing lists compiled by the Exhibitor at the Show or provided by the Show may not be shared, sold or otherwise distributed and are for the exclusive use of the Exhibitor listed on the contract. It is the responsibility of the Exhibitor to ensure the safekeeping of any Attendee Data Lists.

Care of Building:

Painting, nailing, or drilling of floors, walls, ceilings or any of the building is prohibited. Exhibitors wishing to lay floor covering must use an adhesive that will not damage the floor and is easily removed at the end of the show. If tape is not removed within an Exhibitor's display, the cost of removal will be charged to the exhibitor.

Community Behaviour:

Exhibitors are expected to provide a supportive community for all members of The Calgary Medieval Faire & Artisan Market. Negative actions or words against other exhibitors or vendors will lead to the expulsion of the Exhibitor(s) involved in the Expo.

Fire & Safety:

Exhibits must comply with all Calgary Stampede Fire & Safety Regulations. If your display includes a roof or canopy, you **MUST** have a fire extinguisher within your booth. As you are permitted to supply your own tables and display material, please note that your display and table coverings should be made of non-flammable material. All coverings are subjected to Fire Marshal Scrutiny and his/her word is final. If your banner is greater than 25% of your back panel, it must be made of non-flammable material.

Garbage:

Garbage and Recycling bins are placed in regular intervals throughout the show. Please use these during show hours. Extra boxes and shipping or packing material may be left in aisles after show hours. Calgary Stampede staff will take care of this for you. Unless you have made special arrangements with the centre staff for booth cleaning, no one will enter your space after hours.

Handouts / Displays:

There will be no distribution or displaying of any items including but not limited to: samples, souvenirs and promotional material, allowed outside your rented display space. Items distributed, suspended or in any way displayed with your rented area which may cause damage to the facilities or other exhibits (i.e. stickers, helium filled balloons, double sided tape) are prohibited. The Calgary Stampede Park reserves

the right to submit a cleaning bill to the listed company for the removal of peel and stick labels, balloons on ceiling, tape on floors, etc. and hold accountable the parties involved. Show Management assumes no responsibility for these charges.

Insurance:

Show Management is not responsible for any liability connected with the acceptance or the use of any exhibitor or by anyone choosing their product or service. The exhibitor agrees to indemnify and hold harmless Show Management from any and all claims, causes of action, and suits arising out of or resulting from any damage, injury, or loss to any persons, including, but not limited to loss of property, goods, wares or merchandise, caused by arising out of, or in any way connected with the exercise by the exhibitor or the privileges granted herein. Exhibitor must take steps necessary to insure him/her against any such loss, and if requested, exhibitor will provide proof of business liability insurance. Exhibitors who do not have insurance can go to www.duuo.ca (search for EXHIBITOR application) for your quote on coverage for the weekend at very reasonable prices. In any policy of insurance obtained by exhibitor regarding this show, exhibitor shall name LegendWorks Events Inc. and The Calgary Medieval Faire and Artisan Market Inc. as additional insured subject to minimum \$2,000,000 liability limit. Exhibitor will make good any damage to the building or fixtures caused by the exhibitor or any of the exhibitors' agents or employees. Exhibitors are responsible for any loss of their equipment and/or display material resulting from accidental breakage, misplacement, theft, fire or natural disaster.

Prize Draws:

Exhibitor draws and promotional giveaways must be approved by Show Management prior to the Show. Exhibitor draws and promotional giveaways must be free and clear of any financial obligation on the part of the winner. Contest terms and conditions and list of prize available and their value must be clearly posted. Non-exhibiting companies cannot be promoted within the booth prize.

Food & Beverage Sampling:

All exhibitors offering food & beverage samples or selling food and/or beverage must be approved and licensed by Alberta Health Services.

[AHS Food Vendor Information Package](#)

[AHS Vendor Notification Form](#)

Security:

We will have overnight security for this event. Please watch your display and merchandise accordingly throughout set up and tear down. Remove valuables that can be easily moved at the end of the day before leaving, and/or cover your merchandise with sheets or tarps. Show Management and the Bashaw Agricultural Grounds are not responsible for any loss or damage to person property or merchandise.

Signage:

All booths must have professionally lettered signage. Signs may be hung on the back drape bar in your booth.

All banners that exceed 25 % of the back drape must be fire retardant

Solicitation:

No peddlers or agents are allowed on the premises. Distribution of depositing of advertisements or handbills is NOT ALLOWED without the express permission of Show Management. Please report anyone who appears to be soliciting business in the exhibit halls to Show Management.

Sound Levels:

When audio equipment is being used or product demonstrations conducted, please remember to be considerate of surrounding exhibitors and keep confined within your space. Show Management reserves the right to mediate any sound disputes, which may arise between exhibitors.

Staffing:

All booths must be staffed during all show hours. An empty booth presents poorly for the show and your company. Please ask one of our staff to help if you are alone and need temporary relief at your booth.

Use of Booth:

Exhibit space may not be shared, transferred or sublet without the written permission of Show Management. Only products or services listed on your application may be promoted at your booth.

Exhibitor's booth space cannot be used for display or promotion of any item or service for which the company is not a legal representative or that has not been authorised by Show Management.

This includes any contest or draw prize at the booth that promotes another non-exhibiting company.

Only the company that has officially registered as an exhibitor is permitted to conduct business within the booth. You may obtain and promote prizes of services from other official show exhibitors. SHARING OF BOOTHS IS NOT PERMITTED without Show Management approval.