



2018 VENDOR APPLICATION

Can – Am Equine Marketing Inc.
 RETURN APPLICATION SCANNED TO BILL BROWN AT:
 bbrown@rmillargroup.com
 20 DAWSON ROAD GLEN MORRIS N0B 1W0
 Home: 519-740-7487 Cell: 519-221-1790

ALL BREED EQUINE EXPO, APRIL 6,7,8, 2018 MARKHAM, ONTARIO

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS – STREET: _____ CITY : _____

PROVINCE/STATE: _____ POSTAL CODE/ZIP CODE: _____

PHONE : () _____ TOLL FREE : () _____

FAX: () _____ EMAIL: _____

CELL PHONE: () _____ WEBSITE: _____

BOOTH REQUIREMENTS: BASIC BOOTH IS 10 X 10 OR MULTIPLE THERE OF

NUMBER OF SQUARE FEET REQUIRED: _____

PRODUCT/SERVICES DESCRIPTION: PLEASE PROVIDE A COMPLETE DESCRIPTION OF THE PRODUCT YOU WISH TO SELL.
 NOTE: ONLY THOSE ITEMS DESCRIBED IN THE OFFICAL CONTRACT WILL BE PERMITTED ON SITE:

50% DEPOSIT PAYMENT MUST ACCOMPANY APPLICATION FOR PROCESSING
**Due to new Provincial Minimum Wage Policy, we've had to make adjustments to our pricing.*

	PAID IN FULL BY JAN 31, 2018	ENTER YOUR SPACE REQUIREMENTS HERE	CORNER UNIT	
AREA IN SQ FT	\$ PER SQ FT		EXTRA \$100 PER CORNER	DEPOSIT REQUIRED AT BOOKING
100+	\$11.25SQ FT			50% of total
200+	\$10.25SQ FT			50% of total
400+	\$9.25SQ FT			50% of total
800+	\$8.25SQ FT			50% of total
1200+	\$7.25 SQ FT			50% of total
2000+	\$6.25 SQ FT			50% of total
100 OUTSIDE SPOT CORNER END		**Inquire for outdoor vending rates	+ \$100.00	\$100.00

DEPOSIT IS NOT REFUNDABLE FOR ANY REASON IF APPLICATION IS CANCELLED APPLICATIONS RECEIVED WITHOUT THE REQUIRED DEPOST WLL NOT BE PROCESSED. IF NO SPACE IS AVAILABLE, DEPOSIT WILL BE RETURNED. THIRD PARTY TWO MILLION LIABILITY CERTIFICATE REQUIRED (ATTACHED TO THIS PAGE) BOOTH LOCATIONS ARE SUBJECT TO CHANGE AT THE DISCRETION OF EVENT MANAGEMENT. *MAKE CHEQUES PAYABLE TO CAN-AM EQUINE MARKETING INC.	SUBTOTAL	
	HST 13%	
	SUBTOTAL	
	REQUIRED DEPOSIT (DUE WITH THIS FORM)	
	BALANCE DUE	

AUTHORIZED SIGNATURE _____ PROCESSED BY: _____

PAYMENT _____ CIRCLE ONE: VISA MASTERCARD AMEX CHEQUE

CREDIT CARD NUMBER: _____ EXPIRY DATE: (MM/YY) _____ VALIDATION CODE: _____
 NAME ON CREDIT CARD: _____ TODAY'S DATE: _____

POLICIES AND PROCEDURES

1. **ADMISSION TO ARENA** – No person will be permitted to enter the arena except show participants, show photographers, and show management personnel. Attendant will not be permitted in the arena until summoned by order of the show officiator.
2. **BARN OFFICE** – Personnel will be available commencing 8:00am one day prior the event. Following move-in, hours for shavings and hay delivery will be posted.
3. **PETS** - No pets are allowed on-site at any time.
4. **HORSES** – are to be under full control and accompanied by a second person following the animal at all times with-in any building.
5. **HEALTH PAPERS**
 - a. Please check with your veterinarian regarding border crossing regulations. Negative Coggins test within 12 months is required.
 - b. Veterinarian Inspection – At the Show committee’s discretion, any animal may be subject to an examination by the show veterinarian as a safeguard against communicable equine disease.
6. **MANURE DISPOSAL**- Manure disposal is provided in designated areas. Shavings are the only acceptable bedding.
7. **Parking** - There are designated parking areas for cars and horse transports. Please ensure that you DO NOT leave vehicles adjacent to the building where they will interfere with animals or other exhibitors' access.
8. **Camping** – For details and rates for camping, contact Bill Brown (contact info on first page).
9. **P.A. SYSTEMS** – Due to the possible unforeseen problems with any mechanical device, the P.A. system and event calls over that system are considered a courtesy
10. **RESPONSIBILITY** - Can-Am Equine Marketing Inc. and the owners of the show grounds facility will not be responsible for any article of any kind or nature that may be lost, or destroyed or in any way damaged. Each exhibitor will be responsible for any injury that may occur to any person or any animal, or damage to any property while on the show grounds by any horse owned or exhibited by him/her, and shall identify the management against all legally established claims or damages of any kind or nature that may grow out of any injury occasioned by any horse owned or exhibited by him/her. THE SIGNED APPICATION FORM SHALL BE DEEMED AN ACCEPTANCE OF THESE RULES AND ALL POLICES.
11. **RETURNED CHEQUES** - There will be a \$100 charge for returned cheques.

12. SCHEDULE – Show management reserves the right to change or modify the schedule of events as necessary to accommodate the events received.
13. SHOW OFFICE – The show office is located in the main lobby of the show grounds.
14. SHOW OFFICE HOURS – Any variations in the following schedule will be posted on the Show office door. Exhibitors are requested to report to the show office at arrival and before unloading anything, to pick up show packets, or correct any pending items.

Friday	8:00am to 7:00pm
Saturday	8:00am to 7:00pm
Sunday	8:00am to 4:00pm
14. SMOKING AND FIRE REGULATIONS – Smoking is prohibited in all areas of the Can-Am show. No open flames! No pressurized propane tanks allowed in or around the buildings. No accumulation of litter or rubbish. All entrances, aisles, stairways, etc, must be free and clear of obstructions. All stall curtains to be of a flame retardant material.
15. STABLING - No refunds on stalls after closing date. Each exhibitor is responsible for the cleanliness of his/her aisle. All stalls are to be mucked and horses are to be bathed, exercised and back into their stall before 9:00am. Shavings must be used, no straw is permitted. Horse must be washed in designated wash areas.
16. No vendor tear-down or move out- until Sunday after 4:00pm. This must be completed by Midnight.
17. No Horses – are permitted in the trade area.
18. Wrist bands must be worn at all times.
19. TRADE AREA HOURS

Friday	8:30am to 7:00pm
Saturday	8:30am to 7:00pm
Sunday	8:30am to 5:00pm

Your booth must be staffed during this time.
20. SHARING OR SUBLEASING EXHIBIT SPACE- is expressly prohibited unless pre-approved by Can-Am Marketing inc. the contract of any exhibitor who violates this policy will be cancelled without refund.

ALL ISSUES ARE DIRECTED TO BILL BROWN ONLY

TENTATIVE SCHEDULE

SUBJECT TO CHANGE

MOVE IN

Tuesday, Wednesday, Thursday 8:00am – 8:00pm

TRADE AREA

Friday	Doors open to public	8:30am – 7:00pm
Saturday	Doors open to public	8:30 – 7:00pm
Sunday	Doors open to public	8:30am– 5:00pm

For special moving arrangements or inquiries, please contact Bill Brown.



INTERCITY® INSURANCE SERVICES INC.

15221 Yonge Street, Aurora, Ontario L4G 1M6

Phone: (905) 841-8200 Fax: (905) 841-0030

Website: <http://www.intercityinsurance.com> e-mail: mking@intercityinsurance.com

**Insurance Application
For Trade / Commercial Show Exhibitors**

Exhibitor Name _____

Address _____

City _____ Province _____ Postal Code _____

Contact: _____

Telephone() _____ Fax () _____

Name of Show: **2018 Can-Am Equine Expo**

Markham Fairgrounds, 10801 McCowan Road, Markham ON L3P 3J3

Show Dates April 6, 2018 to April 8, 2018

Policy Term April 4, 2018 at 12:01am until April 8, 2018 at 11:59 pm **(move in - move out)**

BOOTH NUMBER / HALL ASSIGNED _____

How long have you been in this business? _____

Description of items/services to be exhibited or purpose for which the space is being rented:

Have you ever had an insurance claim associated with this activity or your business?

Show Rates: \$2,000,000 Commercial General Liability Insurance coverage	
Non-Food Exhibitor Premium	\$135.00 plus PST 8% = TOTAL OF \$145.80
OR	
Food Exhibitor Premium	\$150.00 plus PST 8% = TOTAL OF \$162.00
Total Amount Due -	TOTAL \$

Insurance will only be placed upon receipt and acceptance of application and payment
Signature of applicant: _____

Credit Card - I hereby authorize Intercity Insurance Services Inc. to charge my credit card the above amount

Please Note - We can only accept VISA or MasterCard

NAME ON CARD _____

Credit Card Number _____ **Expiry Date** _____

2018 Can-Am Equine Expo

LIABILITY INSURANCE DECLARATION OF COVERAGE FORM

Return this form to Show Management OR:

INTERCITY INSURANCE SERVICES INC.

15221 YONGE STREET, AURORA, ONTARIO L4G 1L8

PHONE: (905) 841-8200

FAX: (905) 841-0030

Exhibitors **MUST** provide proof of **CURRENT AND IN FORCE COMPREHENSIVE GENERAL LIABILITY INSURANCE** coverage prior to participation in the **2018 Can-Am Equine Expo**.

Please complete and return whether you have Comprehensive General Liability Insurance Coverage – OR- require coverage for the event.

Please Check ONE:

_____ **YES, WE DECLARE AND CONFIRM** that COMPREHENSIVE GENERAL LIABILITY INSURANCE is in force, with a **(minimum)** combined limit for bodily injury and property damage of **\$2,000,000 per occurrence** that will respond on my/our behalf for all activities at the show.

_____ **We further DECLARE** that our insurance policy names **Can-Am Equine Marketing Inc.** as an **Additional Insured with severability of interest and cross liability clauses.**

INSURING COMPANY (not broker): _____

Policy No: _____ Limit of coverage _____

Expiry Date of policy _____

Exhibitor Company Name: _____ Booth Number: _____

Contact: _____

Telephone: _____ Fax: _____

Address: _____

Authorized Signature: _____

-OR-

_____ **NO**, we currently do not have appropriate insurance coverage for our activities at the show and will require COMPREHENSIVE GENERAL LIABILITY INSURANCE.

NOTE: Intercity Insurance Services Inc. is the official insurance Contractor for the show.

To obtain coverage from Intercity Insurance Services, fill in the accompanying application (on reverse) and return to Intercity via fax or regular mail with payment. On receipt, Intercity Insurance Services Inc. will provide insurance documents to you and advise show management of your compliance with this regulation.