

## Terms of Booking

### Booths Set-ups include

Booth 8'wide X 8'deep  
Draped backdrop 8'w X 8'h,  
Draped sides 3'h X 8'deep  
1 undraped table 6'long  
3 Chairs  
Basic Electricity

### Vendor Table(s)

Set-Ups include  
1 undraped table 8'long  
2 Chairs  
No Electricity

### You Provide

Set-up of your exhibit space,  
personnel & individual insurance.

### Set-up Times

**Friday, January 10**  
**12noon - 2:30pm**

Exhibitor must have their booth  
set-up 30 minutes before we  
open our doors to the public.

### Breakdown Times

**Sunday, January 12**  
**6:00pm - 9:00pm**

Exhibitor cannot breakdown  
before closing time on the last  
day of the Fair.

All exhibitors must be out of  
the hall by 9:00pm.

### Subletting of Space

It is agreed that booths and  
tables shall not be sublet  
without written permission of  
Fair organizers.

### Booth Sharing

Exhibitors may not share or  
sublet their rented space.  
Further, only the exhibitor who  
signs the contract can offer  
their services and/or products  
– and that must be what they  
listed on their contract form.

### Burning of Candles & Incense

Due to Fire Marshall  
regulations, rules set by hall  
management, and insurance  
requirements the burning of  
candles, incense, or any other  
item is not allowed.

### Ethical Standards Clause

Exhibitors must keep all  
displays, merchandise,  
etc. within the confines of  
their booth. Exhibitors must  
maintain a neat & clean  
area in & around their booth.  
Exhibitors may not hawk,  
peddle, sell, or advertise  
outside their booth. Exhibitors  
may not distribute literature  
or other items to passers-by  
while standing outside of their  
assigned area. Exhibitors may  
not have music or conduct  
activities that may be disruptive  
to neighboring participants,  
passers-by, or Management  
personnel. Exhibitors may  
not distribute, display, or  
sell products, services,  
literature, or other items from  
any person, business or  
organization other than the  
one specifically contracted  
with First Star Enterprises to  
rent the space. Exhibitors are  
not to participate in any other  
**Greater Kitchener-Waterloo  
Region** psychic events in the  
6 weeks (prior & after) to First  
Star Psychic Fairs & Expos at  
the **Bingemans Conference  
Centre**.

### Acceptance

If accepted, this Reservation  
Form becomes a contract.

## Rules & Regulations

### Management

The term Management, as used herein, shall be defined to mean First Star Psychic Fairs & Expos, its officers, committees, or agents acting for it in the management of First Star Psychic Fairs & Expos, herein after referred to as the "Fair".

### Booth Assignment

The Fair reserves the right to reject or prohibit exhibits or exhibitors which the Fair considers objectionable or to relocate exhibits or exhibitors when in the Fair's opinion such moves are necessary to maintain the character &/or good order of the Fair.

### Abiding Rules & Regulations

In the best interests of the Fair, the Exhibitor agrees to abide by all the rules & regulations set out by the Management. The Exhibitor agrees that management shall have the final decision relative to any & all rules & regulations deemed necessary to, during, & after First Star Psychic Fairs & Expos.

### Installing & Dismantling Exhibits

Hours & dates for installing, exhibiting & dismantling shall be only those specified by Management. The exhibitor agrees that no exhibit or display may be dismantled or goods removed during the entire run of First Star Psychic Fairs & Expos, but must remain intact until the end of the last day of the Fair. The exhibitor also agrees to remove his/her exhibit, equipment & accessories from the **Bingemans Conference Centre** by the final move-out time limit.

### Cancellation & Refund Policy

It is the exhibitor's responsibility to assure that they have obtained appropriate insurance to cover any unexpected occurrences that may affect their ability to attend as our cancellation & refund policies are strictly enforced. All cancellations by exhibitor must be in writing and mailed to our office. The effective date will be the date notification is received by us. If exhibitor cancels his reservation up to 90 days before event he will receive a refund of money paid less a \$50. cancellation fee. If cancelled 60 to 89 days prior to event he will receive a refund less a \$100. cancellation fee. If cancelled 59 to 31 days prior to event exhibitor is required to pay 50% of total charges. If cancelled 30 days or less prior to event exhibitor is responsible to pay 100% of total charges plus any administrative charges associated with their cancellation.

### Occupant Default

Any Exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying full rental for such space. If the space is not occupied by the time set for completion of the installation of the displays, such space may be taken by Management & reallocated or reassigned for such purposes as the Management sees fit, & the Exhibitor shall not be entitled to a refund of any monies paid on account of the rental fee.

### Liability

The Exhibitor will hold Management harmless from any damage, expense, or liability arising from any injury or damage to the Exhibitor, their agents, servants, or employees, or to the property of the Exhibitor occurring in the **Bingemans Conference Centre** or the approaches & entrances thereto, except by negligence of Management.

### Breach of Contract

If the Exhibitor fails to comply in any respect with the terms of this agreement, all rights of the Exhibitor hereunder shall cease & terminate. Any payment made by the Exhibitor on account thereof will be retained by Management as liquidated damages for breach of contract. In addition, Management may then rent that space to someone else.

**Booths** are reserved for exhibitors offering readings or other services and/or sell products, need the extra space a booth provides, and require basic electricity.

**Vendor's Row Table(s)** are reserved for exhibitors who are only selling products and not offering readings of other services and don't require electricity.

### Property Liability

The Exhibitor's property shall be placed on display & exhibited at his or her risk & Management assumes no responsibility for loss & damage to his/her property due to fire, theft, flood, lightening, earthquake, explosion, or any cause beyond the control of Management.

### Cancellation of Fair

In the event the building should be destroyed by fire or the elements, or if any circumstances whatsoever should occur which might make it impossible for Management to permit exhibitors to occupy the premises, or if the Fair be cancelled, the Exhibitor shall pay for the space only for the period the space was occupied by such Exhibitor, & Management will in no way be responsible for any claims or damage which might arise in consequence thereof. A refund of all monies received from the Exhibitor will be made by Management in the event that the Fair cannot be held as proposed, & Management shall be released from any & all claims for damages or otherwise.

### Damage by Exhibitors

Exhibitor is liable for any damage they cause to building floors, walls, or columns, or to standard booth equipment, or to other exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive or other coating to the building columns & floors or to standard booth equipment without written permission of Management.

### Compliance

The Exhibitor agrees to observe all union contracts & labour relations agreements in force, agreements between Management & official contractors serving the building or companies operating at **Bingemans Conference Centre**, & to observe the labour laws of the jurisdiction in which the building is located. The Exhibitor will not do anything directly or indirectly connected with his/her display which may be in violation of the regulations of the Canadian Fire Underwriters Association or any similar body. The Exhibitor assumes all responsibilities for compliance with all pertinent ordinances, regulations & codes of duly authorized municipal, provincial & federal governing bodies concerning fire, safety, & health, together with the rules & regulations of the operators &/or owners of the property where the Fair is held.

### Right of Refusal

Management reserves the right to refuse acceptance of any exhibitor application for any reason it deems necessary, or to remove any exhibitor from the show before or during the course of its 3-day run at Management's own discretion. Exhibitor agrees to hold management harmless from any action arising therefrom.

### Amendment

This agreement may not be amended, & its terms may not be waived, except by a written document signed by the Management & the Exhibitor.

## Booths

Booths are 8'wide X 8'deep  
1 6' table undraped  
3 chairs  
8'wide X 8'high Draped backdrop for your signage  
Draped sides 8'deep x 3'high

**(575.04 + 74.76 HST)**

**\$649.80 CAD**

You can pay in full = \$649.80, or pay \$100.00 Deposit. Balance of \$549.80 payable before noon on last day of the fair.

## Vendor's Row

**1 Table**  
1 8' table undraped  
2 chairs

**(150.00 + 19.50 HST)**

**\$169.50 CAD**

You can pay in full = \$169.50, or pay \$100.00 Deposit. Balance of \$69.50 payable before noon on last day of the fair.

### 2 Tables

2 8' tables undraped  
3 chairs

**(300.00 + 39.00 HST)**

**\$339.00 CAD**

You can pay in full = \$339.00, or pay \$100.00 Deposit. Balance of \$239.00 payable before noon on last day of the fair.

### 3 Tables

3 8' tables undraped  
4 chairs

**(450.00 + 58.50 HST)**

**\$508.50 CAD**

You can pay in full = \$508.50, or pay \$100.00 Deposit. Balance of \$408.50 payable before noon on last day of the fair.

## Method of Payment Canadian Funds Only

### Preferred Methods

Square, MasterCard, Visa & Amex.

### eTransfer

We accept eTransfer.

### Cash

We only accept cash in person at our show from previous exhibitors.  
Never send cash by mail.

### Money Order

If you are sending a Money Order, make sure to use Xpresspost as we are not responsible if not delivered on time.  
The Money Order should made payable to: First Star Enterprises

### First Time Exhibitors

First time exhibitors must pay in full in advance.

## Embassy Room

