

MEDICINE HAT EXHIBITION & STAMPEDE

2024 Commercial Exhibits / Concessions – Rules and Regulations

1. In interpreting the following Rules & Regulations, "The Fair" shall mean The Medicine Hat Exhibition and Stampede Company Ltd. and "The Exhibitor" shall mean the licensee of the person signing the contract or the person on whose behalf he signs.

ALLOTMENT OF SPACE

2. The allotment of space shall be at the discretion of The Fair. In all cases The Fair reserves the right to reject or accept additional applications at any time.
3. The Fair reserves the right to alter the Exhibition Floor Plan should management deem it necessary.
4. Exhibitors will **NOT** be permitted to sublet the space allotted to them, or any portion thereof. Also, The Exhibitor will not use space for any other purpose than that indicated on the contract. Any breach of this clause will mean forfeiture of space allotted and non-refund of the rent paid.
5. If an Exhibitor fails to occupy the space allotted to him by **10:00 a.m. on Wednesday, July 24**, the Fair will assume that The Exhibitor has decided not to attend and the space will be allocated to someone else. **No refund of rent paid will be made to The Exhibitor and a \$550 fee will be charged to the Exhibitor for each booth space they failed to occupy.**

PAYMENT OF RENTAL CHARGE

6. Signed Exhibit Contracts should be forwarded, along with the deposit, to the Medicine Hat Exhibition & Stampede to guarantee their space. If the Exhibitor cancels after **May 10, 2024**. The Fair will cancel the contract and The Exhibitor will lose his deposit payment. Full payment for **ALL CONTRACTS** is due **May 24, 2024**. Cancellation of the contract by The Exhibitor after **June 3, 2024** will result in forfeiture of all rent paid. There will be a \$40.00 NSF fee on returned cheques.
7. Percentage contracts require the concessionaire to report for each day's gross sales on a per stand basis **BEFORE 12:00 NOON** the day after the preceding day's business. A minimum of \$2000.00 is payable to the Medicine Hat Exhibition & Stampede. This report must be made to the Main Office along with a cash payment for the amount due. **ON THE LAST NIGHT OF THE EXHIBITION, ALL ACCOUNTS MUST BE SETTLED IMMEDIATELY AFTER THE EXHIBITION CLOSSES.**

CONDUCT OF EXHIBITOR

8. The Exhibitor shall adhere to the Alberta Labour Act, and to local ordinances pertaining to health, fire and gas.
9. The Exhibitor shall maintain his space and area surrounding the exhibit or concession in a neat and clean condition.
10. It is agreed that **THE EXHIBITOR WILL NOT PLACE ANY GOODS HIGHER THAN THE 4' CURTAIN ON THE SIDES OF THE BOOTH WITHOUT THE WRITTEN CONSENT OF THE FAIR.**
11. The Exhibitor is liable for any damage caused to building floors, walls, or columns, or to standard booth equipment, or to other Exhibitor's property. Exhibitors may not apply paint, lacquer, adhesive or other coatings to building columns and floors or to standard booth equipment.
12. **NO EXHIBITOR WILL BE ALLOWED TO SELL TICKETS.** Free draws **only** will be allowed
13. The Exhibitor is not permitted to engage in business from any location other than that contracted.
14. The Exhibitor will not create excessive noise and will conduct his operation in a business like manner.
15. All booths must be open by opening time and remain open until closing time every day regardless of weather conditions or attendance, unless written permission is received from The Fair's management. **HOURS OF OPERATION – EXHIBIT HALLS will be from 12:00 noon until 11:00 p.m. Wednesday to Saturday, July 24-27, 2024. CONCESSION HOURS will be 12:00 noon until midnight.**
16. **THE EXHIBITOR IS RESPONSIBLE FOR HIS/HER OWN INSURANCE FOR FIRE, THEFT, VANDALISM, ETC.**
17. The Exhibitor will hold The Fair harmless from any damage, expense or liability, arising from any injury or damage to said Exhibitor, his/her agents, servants or employees, or to the property of the said Exhibitor occurring in the said building or to the approaches and entrances thereto, except by the negligence of The Fair.
18. The Exhibitor is responsible for securing storage space and shall not use the space allocated by The Fair for that reason unless approved by The Fair.
19. **ALL CONCESSION FOOD BOOTHS shall meet the following concession standards:**
 - a) All food Exhibitors beverages must be purchased through the Medicine Hat Exhibition & Stampede.
 - b) All booths must be in good structural condition.
 - c) All booths must be attractive (new or clean canvas or new paint, new or clean equipment).
 - d) All trailers used as booths should be skirted to the ground.
 - e) All booths must have identifying signage which is professionally painted and installed.
 - f) **ALL BOOTHS MUST CLEARLY DISPLAY, THROUGH PROFESSIONAL SIGNAGE, PRICES OF THE PRODUCTS FOR SALE.**
 - g) All electrical hook-ups must be C.S.A. approved and up to Electrical Code Standards.
 - h) All plumbing (hoses, etc.) hook-ups must be leak free. All hoses must be double braided or better and must have water and grease collection containers. Containers with grease must **not** be dumped in sewers. The CONCESSIONER is responsible for his own hoses.
 - i) All booths must contain a fire extinguisher suitable for any fire, and all materials in the concession or exhibit booth shall conform to fire regulations.
 - j) All booths will be responsible for their own garbage, sewage, grease, etc, and must have their own garbage container.
 - k) All booths must be as depicted in the original application. Substitutions will not be accepted unless permission is given by The Fair. If drawings were submitted, the booths must meet these requirements and be an accurate representation of the drawing.
 - l) All food and beverage concessions will have to comply with the ban on the use of trans fat cooking oil and all food and beverage concessions shall have approved hand sanitization methods available to their patrons.
20. The Fair reserves the right to regulate prices if The Fair's decision is that the prices set by The Exhibitor are excessive or too low. All Exhibitors agree to abide by The Fair's posted prices if so set.

Please initial to indicate that you have read and understood this page: _____

INSTALLATION AND REMOVAL OF EXHIBITS

- 21. Exhibitors will be allowed one day prior to the show opening to set up between the hours of 8:00 am and 7:00 pm. **All exhibits must be completely set up and approved by The Fair before 10:00 a.m. the opening day.** All space not occupied at that time will revert to The Fair and all payments will be forfeited.
- 22. Under no circumstances will goods or equipment be permitted to be moved out until after the closing hour of the Fair on the last day of the Exhibition without written consent from The Fair. Any material not removed by Sunday noon following the official closing of the Fair, may be removed by The Fair and all handling charges, storage, and other charges resulting there from, including a reasonable charge for storage on the fairgrounds, shall be paid by The Exhibitor. Without anyway affecting the obligation of The Exhibitor to pay the costs incurred by The Fair, The Exhibitor hereby grants to The Fair a lien on all property brought onto the Fairgrounds as security for all obligations of The Exhibitor to The Fair.
- 23. Should The Exhibitor move out prior to The Fair closing on July 27, 2024 a fine of \$550 will be charged to The Exhibitor for failing to comply with the contract.
- 24. You may pack up your booths at 11:00 on Saturday, however, **NO VEHICLES** will be allowed on grounds until after the raffle draws are made at midnight. **All products must be removed from the building by noon Sunday July 28, 2024, no exceptions.**

GATE ADMISSION FOR EXHIBITORS

- 25. **Each exhibitor will be allotted TWO FREE GATE ADMITTANCE PASSES ONLY.** These are good for all four days of the Exhibition. Additional passes for employees may be purchased at the Office. When the pass is used by one person to enter the grounds, the person presenting the pass may obtain a wristband which allows them to come and go from the grounds for the balance of that day.

SERVICES

A. Booth Decorations, Display Materials:

A temporary office of the show company will be set up at a convenient location in the Exhibit Buildings. This office will be open commencing the first day of move in and will remain open throughout the show. Exhibitors wishing to further decorate their booth (carpet, plants, tables, etc.) may rent materials from the show company.

B. City of Medicine Hat Health Inspectors:

Inspectors of the Department will make periodic and routine checks.

C. Garbage and Clean-up:

All Exhibitors are responsible for clean-up of their own booths and disposal of their own garbage. Bins will be placed in various locations on the grounds for this purpose; note that The Fair's staff will not dump Exhibitor's garbage cans. Clean-up of aisles, streets, roads and areas provided for the public will be done by The Fair.

D. Vehicle Traffic and Deliveries:

No vehicle will be allowed to drive into buildings for loading or unloading. Unless written permission is received by The Fair Management.

Deliveries may be made to concession booths **BEFORE 11:00 AM ONLY.** Suppliers are asked to report to the Main Office to register and purchase a Vehicles Pass. Suppliers will be admitted to the grounds only if a Vehicle Pass is displayed on the windshield of their delivery vehicle.

Once on the grounds, vehicles are not permitted to drive down the Midway; access must be made by the fire lanes only. Any firms, organizations, or individuals that do not abide by the above rules will not be allowed access to the grounds for the remainder of the Exhibition.

- ❖ **The Fair reserves the right to remove from the grounds any exhibit or Exhibitor which it deems unsuitable.**
- ❖ **The Fair's management shall have the right to inspect the Exhibitor's premises at all times.**
- ❖ **No alcoholic beverages or drug paraphernalia allowed in the booths. Management reserves the right to close and remove any exhibit for an infraction of this rule.**
- ❖ **No smoking or vaping in buildings, smoking is allowed in designated areas only.**
- ❖ **Any percentage contract NOT reporting proper gross sales will be charges and reported to the C.A.E. and I.A.F.E.**

Should any cases or questions arise, not expressly provided for in these Rules and Regulations, the decision of management shall have the same force and effect as if it had been made one of these Rules and Regulations.

We further agree to the terms and conditions of this Contract and acknowledge that such terms and conditions form the only contract between us.

Name of Exhibitor

**Accepted by the
Medicine Hat Exhibition & Stampede**

Signature of Exhibitor

Signature of Representative

Date

Date