

# Northern Lights Showcase & Handmade Treasures Craft Show

## Rules & Regulations

1. Insurance: Each exhibitor is responsible for the placement and cost of insurance related to participation in the Northern Lights Showcase and/or Handmade Treasures Craft Show. Each exhibitor is also responsible for public liabilities, theft, fire, and other insurances on your exhibit and hereby indemnify the sponsors of The Northern Lights Showcase and/or Handmade Treasures Craft Show. The exhibitor may carry insurance independently for fire, theft, and other insurable perils at the exhibitor's own cost and shall hold harmless the sponsors of The Northern Light Showcase and/or Handmade Treasures Craft Show from any causes of action for damages to the exhibitor's property, and liability claims for damages from any case as a result of the exhibitor's actions; or of its agents, servants, or employees.
2. Exhibitor's Property: Shall be placed on display and exhibited at his/her own risk and the management assumes no responsibility for loss or damage to his property due to fire, theft, or any case beyond the control of the sponsors of The Northern Lights Showcase and/or Handmade Treasures Craft Show.
3. Fire Regulations: Exhibitors planning to use any type of fuel (gas, oil, or propane) in their exhibit must clearly state this on the lease agreement and exhibit space application and must contact the Fire Chief's Office to ensure compliance with relation for equipment installation and use. All entrances, aisles, and exits must remain clear throughout the show.
4. Weight and Height Restrictions: Exhibitors with equipment in excess of half a tonne must state this on the lease agreement and must receive prior approval from the Melfort & District Chamber of Commerce. Displays must not be higher than 12', without prior approval. All dividing curtains will be no higher than 4' in height, where applicable.
5. Cancellation: The committee of The Northern Light Showcase and/or Handmade Treasures Craft Show has the right to cancel or reject any contract at any time. Exhibitors have the right to cancel their contract up to October 2, 2009 providing the cancellation is made in writing to The Northern Lights Showcase and/or Handmade Treasures Craft Show committee. A 15% fee for administration will be levied on all approved cancellations. Late cancellation and no-show will not be refunded, no exceptions.
6. Sublet: It is agreed that the space shall not be sublet without written permission from the committee.
7. Booth Location: The Northern Lights Showcase and/or Handmade Treasures Craft Show committee reserves the right to locate exhibitors and to enhance the trade show/craft show production and appearance.
8. Draws & Prizes: The Northern Lights Showcase committee must approve all draws conducted by the exhibitors. All winners names for all draws must be given to the Northern Light Showcase and/or Handmade Treasures Craft Show Committee by 5:00 pm, Saturday, October 17, 2009, for public announcement and recording. **Exhibitors are responsible for delivery of prizes to winners.**

9. Set Up: All exhibitors must be in the building with all supplies by 1:00 p.m., Friday, October 16, 2009. All exhibitors must have their booth fully prepared by 3:00 p.m. on Friday, October 16, 2009. Late arrivals may have their space filled by a standby exhibitor. No refunds will be paid in this instance.
10. Electrical: An order for electricity must have been placed at the time your space was booked. If additional electric outlets are required, the exhibitor will be responsible for any fees. Availability of additional outlets will not be guaranteed. All electricity must meet code.
11. Payment: All registrations must be paid in full by October 2, 2009. Any exhibitor not paid in full by this time will be subject to cancellation without notice and will be filled by a standby exhibitor. Any late registrations after October 2, 2009 must pay their registration fee in full before they will be allowed to set up their displays.

The following waiver must accompany the registration form and payment. Registrations will not be processed until the waiver has been received.

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Please fill in and complete and return with payment and registration form to:  
 Melfort & District Chamber of Commerce  
 PO Box 2002 Melfort SK S0E 1A0  
 Telephone: (306) 752-4636 Fax: (306) 752-9505

*Registration will not be processed until payment and waiver is received by the Melfort & District Chamber of Commerce.*

I, \_\_\_\_\_, acknowledge that I have read the above rules and regulations. By signing I agree to all terms and conditions contained in this document. By signing I assume any and all risks associated with participation in this event and release, discharge and hold harmless Northern Lights Showcase and/or Handmade Treasures Craft Show, its sponsors, organizers and any other cooperating individuals and groups, in connection to any injuries, damages or loss of property.

Name of Business \_\_\_\_\_

Name of Exhibitor \_\_\_\_\_ Phone # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_