

EXHIBITOR INFORMATION	
Business Name	
Contact Name	
Full Business Address	
Telephone Number	
Email Address	
Website	
Type of Product(s) Served	
Price per Sample Served	<input type="checkbox"/> Beer (5 oz.) <input type="checkbox"/> Wine (2 oz.) <input type="checkbox"/> Food Sample PRICE: _____

LIABILITY INSURANCE & SMART SERVE
<p>Each exhibitor shall submit a certificate of public liability insurance to the Township of Russell with the application (see back for details). If you do not have insurance, contact us and we will send you the form. Once the form is complete, email it to ecodev@russell.ca. A representative will contact you to finalize the insurance.</p> <p>For all employees serving alcohol, a copy of the Smart Serve Cards shall be submitted.</p>

BOOTH INFORMATION			
Top 3 – Preferred Booth Location	#1 _____	#2 _____	#3 _____
	Please pick from the floor plan , we will confirm with you availability.		
Includes	1 table, 2 chairs, 1 tablecloth, dividing curtains, plastic glasses (alcohol)		
My Booth will Require	<input type="checkbox"/> No electricity <input type="checkbox"/> 15 amp (no additional fee) <input type="checkbox"/> 20 amp (no additional fee) <input type="checkbox"/> 30 amp (\$50 additional fee)		
Price	EARLY BIRD PRICE (until August 31, 2019) <input type="checkbox"/> \$50 + HST = \$56.50\$ <input type="checkbox"/> \$50 + \$50 (additional electricity) + HST = \$113.00		
Payment Options: - by cheque to the Township of Russell - by debit card at the Town Hall (717 Notre-Dame Street, Embrun)	REGULAR PRICE (starting September 1, 2019) <input type="checkbox"/> \$75 + HST = \$84.75\$ <input type="checkbox"/> \$75 + \$50 (additional electricity) + HST = \$141.25 Payment is due at time of booking.		

I have read and accepted all Terms & Conditions (see reverse side)

Name (Please print): _____

Signature: _____

Date: _____

SETUP	TEAR DOWN	OPEN TO THE PUBLIC	LOCATION
October 25 (8:30am to 5pm) October 26 (10am to 3pm)	October 26 (10pm to 12am) October 28 (8:30am to 1pm)	October 26 (4 to 10pm)	8 Blais Street, Embrun

CONTRACT TERMS & CONDITIONS

Setup and tear down

You must be ready to open your booth at 4pm and no packing up before 10pm on Saturday, October 26, 2019.

Booth Size and Location

All booths are 7 X 10 feet. Booths will be assigned on a first-come-first-serve basis (payment needs to be received by Township).

Type of Products and Sales

Any form of alcohol will be invoiced to the Township of Russell before the event. If the alcoholic beverages aren't all sold by the end of the evening, the Township will only pay half of the portion that was sold. For the wine and beer exhibitors, 50% of token sales during the evening will go to a local organization (to be determined). For example, if an exhibitor sells for \$100, \$50 will go back to the exhibitor and the other \$50 to the organization. Since there is going to be a time of preparation for exhibitors who sell food, only 30% of token sales will go to the organization and 70% will return to the exhibitor. The Township of Russell reserves the right to fully determine the eligibility of any company, person, and/or product in the exhibit area. The exhibitor shall bear all liability where the venue, customs or other offices determine that their product is not permitted at the event. Exhibitors are required to disclose all products on exhibitor's contract. The Township of Russell will be responsible to choose the number of tokens per sample served. Each token will be sold \$2 each.

Exhibitor's Responsibility

Booked spaces must be left as initially found. The cost of any damages to the building or the floor space occupied resulting from the Exhibitor's installations or merchandise shall be assumed by the Exhibitor. Your booth must be staffed at all times during the event.

Security

The Exhibitor acknowledges that he/she understands and will conform to all safety and security standards established by the public services or by the Township of Russell for purposes of the event.

Commercial General Liability Insurance

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000 for vendors serving alcohol and not less than \$2,000,000 for vendors serving food only. Per occurrence / \$5,000,000 or \$2,000,000 annual aggregate for any negligent acts or omissions by the Facility User relating to its obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury and advertising injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products & completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability, severability of interest clause, and injury to participant extension. Liquor Liability extension is also required if alcohol is served/sold.

Such insurance shall add the Corporation of the Township of Russell as Additional Insured subject to a waiver of subrogation with respect to the operations of the Facility User. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township. The Policy shown above shall not be cancelled unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Township.

Indemnification Clause

The Facility User shall indemnify and hold the Corporation of the Township of Russell harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions whether willful or otherwise by the Facility User, its agents, officers, employees or other persons for whom the Facility User is legally responsible.

Refund & Cancellation 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. All cancellations must be in writing and emailed to ecodev@russell.ca. Cancellations received on or before September 26th, 2019 will be reimbursed at 100%. Cancellations received after September 26th, 2019 are required to pay 100% of total charges.