



Mail this Contact, filled in and signed with the required deposit to:

ASFI Calgary 2024, 80045-3120Ave East, Foothills, Alberta, Canada T1S 4R7

Atlantic Salmon Fly International – Calgary 2024 Vendor Contract

The booth rental fee is \$12.00/square foot, and the total rental fee will depend upon the size and number of booths selected. Each booth space will include a standard sign, side and back pipe, drape, and one table with skirting, unless noted otherwise. Be sure to indicate the size and number of booth spaces you are requesting. (Booth spaces available are 32 - 10' by 10' booths at \$1200 each, and 2 - 5' by 12' booths at \$720) **See the diagram on page 9 for booth locations.**

Calgary, September 13, 14, & 15, 2024 Booth Requests:

_____ Number of 10'x10' booth spaces X \$1200= \$ _____

_____ Number of 5'x12' booth spaces X \$ 720= \$ _____

Total Booth Space Rental Fee \$ _____

A 50% deposit of total booth fees must accompany your contract prior to January 15, 2024 and 100% deposit of total booth fees must accompany your contract on or after January 15, 2024.

Booth Location Requests (refer to the booth numbers shown on the diagram on page 9)

(Booth location requests are not guaranteed, although we will do our best to accommodate reasonable requests in the order that contracts with deposits are received.)



Contact info as you would like it to appear on our website and promotional info.

Name of Company: _____

Street Address: _____

City: _____ **Province or State:** _____

Country: _____ **Postal Code/Zip:** _____

Phone: _____ **Cell:** _____

Website: _____

Company Email: _____

Contact Person: _____

Type of Business: (Manufacturer, Distributor, Outfitter, Retail, Guide/Lodge, Other)

Please provide additional contact/mailing information if different than above.



PAYMENT INFO

Name of Company: _____

Name on
Card: _____

Credit Card Number (Visa/MasterCard): _____

Expires: ____/____ Security Code: _____

Billing Postal or Zip Code: _____

Signature: _____

_____ Charge FULL booth space fees now (FULL PAYMENT IS REQUIRED TO ACCOMPANY YOUR CONTRACT AFTER JANUARY 15, 2024)

_____ I authorize you to charge the 50% deposit now and the final payment March 15, 2024 (NO DEPOSIT OPTION AFTER March 15, 2024) (Your card will be charged automatically for final payments on or around March 15, 2024. If your card expires prior to that, please contact us with a new card number before March 15, 2024.)

****Late fees of 2% per month will be applied to any outstanding booth fees that have not been paid in full by March 15, 2024 and to any contracts received after March 15, 2024****



Terms and Conditions

PLEASE READ CAREFULLY ALL TERMS AND CONDITIONS AND RETURN COMPLETED AGREEMENT WITH YOUR CONTRACT

I _____, acting on behalf of
(Contact Name)

(Exhibiting Vendor Company Name)

request the above indicated booth space(s) for the **Atlantic Salmon Fly International – Calgary 2024 Show**, and hereby agree to the following terms.

Exhibitors are responsible for licensing and tax collection.

Booth set up: Each exhibitor is responsible for transportation, set-up, and take down of their exhibit space, materials (banners, displays, etc.). No tape, tacks, staples, or nails may be used. No exceptions. Exhibitors will be responsible for any damage in their area! No display material is allowed outside of the booth area unless sponsorship programs are arranged. See: Show Regulations.

No Holds: I understand that the **Atlantic Salmon Fly International – Calgary 2024 Show**, does not hold any booth space(s) without a completed contract and deposit.

Additional Booth Spaces: After a contract has been completed and the initial deposit received, additional booth spaces may be requested based on availability and will be processed on a first come first served basis.

Contracts: Contracts will be processed on a first come first served basis and based on availability. If the show has no spaces available, exhibitors will be placed on a wait list in the order in which their contract was received.

Contracts Due Date: Completed contracts with the required deposit **are due by January 15, 2024** and any contract received after that date will be considered late. I understand that after that date booth rental fees for booths spaces not contracted for may be increased.



Full Booth Payment Due Date: The full booth payment, or the remaining 50% balance of the booth payment for those who have already paid the initial 50% deposit, **is due March 15, 2024.**

Early Bird Discount: Early Bird discount is only available to exhibitors if a completed contract with a 50% deposit for requested booth spaces and corners is submitted **before October 15, 2023.** The \$100/10' by 10' booth space discount (\$60/booth for the 5' by 12' booth spaces) will be deducted from the remaining balance **if the remaining balance is paid in full by or before March 15, 2024.** If the balance is not paid in full by the March 15, 2024 deadline there will be no booth space discounts applicable.

Late Payment Fee: Final payment is due by March 15, 2024 and any unpaid balance after this date is considered to be late. I understand that any unpaid balance is subject to a 2% monthly late fee beginning on March 15, 2024. **Atlantic Salmon Fly International – Calgary 2024**

Organizing Society reserves the right to sell my contracted booth space if my balance (including any additional fees) is not paid in full by May 15, 2024. The **Atlantic Salmon Fly International – Calgary 2024 Organizing Society** will take all necessary legal steps to collect any unpaid balances.

Refunds to Credit Cards: All refunds issued to credit cards will be deducted a 5% processing fee.

Booth Sharing: Booth sharing is not permitted without prior consent of the **Atlantic Salmon Fly International – Calgary 2024 Organizing Society.** The **Atlantic Salmon Fly International – Calgary 2024 Organizing Society** reserves the right to remove vendors(s) from the show at any time without refund for subletting or sharing their booth space without prior consent. Booth sharing fees of \$100 will apply where consent is given.

Cancellations: I understand that I am entering in to a binding contract with the **Atlantic Salmon Fly International – Calgary 2024 Organizing Society** to be an vendor at the **Atlantic Salmon Fly International – Calgary 2024 Show.** If I need to cancel one or multiple booth spaces, I agree to notify the **Atlantic Salmon Fly International – Calgary 2024 Organizing Society** promptly and abide by the following cancellation schedule:

- Full refunds/credit memo will be issued prior to January 1, 2024;
- \$50/booth cancellation fee will be charged from January 1, 2024 until March 15, 2024;
- \$200/booth cancellation fee will be charged from March 15, 2024 until July 15, 2024; and
- after July 15, 2024 **NO REFUND WILL BE ISSUED UNLESS YOUR CANCELED SPACE(S) HAVE BEEN RESOLD.** If your space has been resold, you will receive a refund



less a \$200/booth cancellation fee. **If the booth space is NOT RESOLD, NO REFUND WILL BE ISSUED.**

- **If you do not show up to a show for any reason, NO REFUND WILL BE ISSUED.**

- In the event that the event is postponed because of any occurrence not occasioned by the conduct of the Organizer or Exhibitor, whether by an act of nature, the result of war, riot, civil commotion or the conduct of any person not party to this lease, the performance of the parties under this agreement will be excused for such period as is reasonably necessary after such occurrence to remedy the effect thereof. In the event that such occurrence results in cancellation of the event, the obligations of the parties under this agreement will be terminated and all payments made under this agreement will be refunded to Exhibitor less a pro rata share of expenses actually incurred by the Organizer.

Space Assignments & Sublease: Atlantic Salmon Fly International – Calgary 2024 Organizing Society will assign booth space on a first-come, first-served basis. **Atlantic Salmon Fly International – Calgary 2024 Organizing Society** will make a best effort to accommodate any vendor booth space requests and special needs, but reserves the right to change the location assignment any time prior to the show dates as deemed necessary. Vendor will not share or sublet exhibit space or equipment provided by the **Atlantic Salmon Fly International – Calgary 2024 Organizing Society** without first obtaining the consent of the **Atlantic Salmon Fly International – Calgary 2024 Organizing Society**, nor may vendor assign this agreement.

Insurance: The Exhibitor shall hold the **Atlantic Salmon Fly International – Calgary 2024 Organizing Society** and the Show facility harmless from any damage, expense or liability arising out of the vendor's occupancy of the licensed booth space whether or not such activities shall occur in the licensed booth space, the building, the parking lot or elsewhere.

The company stated in this contract is liable to abide by all terms and conditions within this agreement regardless of whether or not the contact person signing this agreement, acting on behalf of said company, remains employed by the aforementioned company.

By signing this document, I hereby acknowledge that I have read the document in its entirety and agree to all terms and conditions within.

(Printed Name Company Name)

Signature

Date



This Contract accepted and agreed to by the **Atlantic Salmon Fly International – Calgary 2024 Organizing Society (The Vendor will be notified of booth location assignments separately.)** Acceptance of this contract by the **Atlantic Salmon Fly International – Calgary 2024 Organizing Society** for the year 2024 only.

Signature

Date

Acceptance of this contract by the **Atlantic Salmon Fly International – Calgary 2024 Organizing Society** for the year 2024 only.

Please keep a copy of the terms and conditions for your records

These regulations are part of the contract.

- **Vendor’s booth must be ready and staffed 15 minutes before the show opens and be manned at all times until show closing each day.**
- **Booths cannot be taken down prior to show closing at 4 pm September 15, 2024 without approval from the Atlantic Salmon Fly International – Calgary 2024 Organizing Society.**
- Exhibitor’s booth must have their name and booth numbers boldly displayed. You may use the sign we provide or your own.
- No partitions, frames or uprights over eight feet in height are allowed in exhibit space unless approved in writing by the **Atlantic Salmon Fly International – Calgary 2024 Organizing Society.**
- Unless the **Atlantic Salmon Fly International – Calgary 2024 Organizing Society**, gives express approval the sides of your exhibit extending beyond 5’ from the curtain backdrop may not exceed 48 inches in height and Booth back walls may not exceed eight feet in height, plus two feet for signs (Exhibitor must properly cover the backside of any such signs.)
- Use of duct tape or any other adhesive, tacks or staples that are not pre-approved will not be permitted on walls or linens. Any unapproved use may result in damage charges. No damage of any nature may be done to any portion of the Exhibit Hall.
- You may only promote your goods or services within the confines of your booth. You are not permitted to solicit in the aisles, put out literature in the lobby, or anywhere other than your booth. The **Atlantic Salmon Fly International – Calgary 2024 Organizing Society** must approve any exceptions.
- Exhibitors may not share booth space, nor may they sell, sub-let, or otherwise assign their space without the express prior consent of the **Atlantic Salmon Fly International – Calgary 2024 Organizing Society**. The exhibitor whose name appears on this contract is the only entity



allowed to exhibit in the booth space(s) assigned. Violation is cause for immediate dismissal from the show. A booth sharing fee of \$100/booth will be payable by the Vendor if consent is given.

- Each booth will be provided with one outlet, one 6' table and two chairs. Requests for additional equipment may result in additional costs.
- The **Atlantic Salmon Fly International – Calgary 2024 Organizing Society** will assign all booth spaces and reserves the right to reassign spaces.
- Nothing edible or drinkable may be sold, dispensed, or given away without prior approval.
- All exhibitors must refrain from displaying a “flea market” look. The **Atlantic Salmon Fly International – Calgary 2024 Organizing Society** has the right to have unprofessional signs removed. We recommend show specials not to exceed 30% of your display. Booth tables must be covered and skirted either by you or our show decorator. Please no bare undressed tables.
- Consumption of alcoholic beverages not purchased from a licensed vendor is not permitted and can result in the removal from the show.
- Balloons are not permitted.
- The **Atlantic Salmon Fly International – Calgary 2024 Organizing Society** will not be held liable to the exhibitor, to his employees to his agent, or to his guests, for any damage, loss, injury from fire, water, storm, adverse weather, electricity, smoke, theft, labor disputes, acts of other exhibitors, acts of the convention center, acts of any governmental agent, or any causes whatsoever beyond the control of The **Atlantic Salmon Fly International – Calgary 2024 Organizing Society**.

