**EXHIBITOR TERMS & CONDITIONS**

*as of May, 2019*

Active Living Expo is intended to be a rewarding experience for exhibitors, sponsors, participants and attendees. To ensure fairness, all exhibitors are bound by the following Terms and Conditions and any additional Terms and Conditions that Show Management determines are necessary.

**PAYMENT**

Payment in full is required to accompany your booth reservation.

**INSURANCE**

The exhibitor assumes sole responsibility and liability for any losses or damages to their property or exhibition property caused by themselves or their representatives and should obtain insurance that covers this and indemnifies and holds harmless, both Halifax International Marathon Society and Events East Group. All organizations setting up displays shall carry General Commercial Liability insurance for $1,000,000 and be able to submit proof of coverage upon request.

**CANCELLATION**

Cancellation notification by exhibitor will be subject to a $75 administration fee up to May 1, 2019. Cancellations received after May 1, 2019 will not receive a refund. Substitutions may be considered by the Show Management.

**EXPO LOCATION**

NEW! The Active Living Expo will take place at the Scotiabank Centre, 1800 Argyle St, Halifax,

**EXPO HOURS**

NEW! Thursday, June 6, 2019: 12 noon – 8 pm | Friday, June 7, 2019, 9 am – 7 pm

The Exhibitor agrees to complete their exhibit set up between the hours of 2 pm – 8 pm, Wednesday, June 5, 2019. Alternatively, for smaller booths you can set up between 8 am – 11:30 am and be ready with staff in booths by 11:45 am, Thursday, June 6, 2019 and to operate their exhibit during all expo hours. Hours may be subject to change.

Exhibits shall not be dismantled during the entire run of the show and all exhibit materials must be removed promptly at the end of the show.

All Exhibits and related material must be removed from the Scotiabank Centre by 9 pm on Friday, June 7, 2019. Material not removed by this time will be subject to storage and shipping fees.

**BOOTH ASSIGNMENTS, RULES & REGULATIONS**

Show Management reserves the right to determine exhibitor, product eligibility and location, taking into consider all special requests. Your booth number will be confirmed on or before May 1, 2019. The Show Management reserves the right to relocate exhibitors and alter the floor plan for the overall benefit of the Expo, it's exhibitors and guests at any time.

Exhibitors agree to occupy only the contracted space during the show, to not impede aisles or adjacent exhibitors. They agree not to sublet their space or sell merchandise or advertise services not approved by the Expo. Failure to do so may result in the Expo restricting or rejecting any exhibit that they deem appropriate prior to, during and after the Expo.

The Exhibitor assumes the responsibility for obtaining any required licenses for vending their products in the Scotiabank Centre, and costs that may be incurred by the Expo due to failure to secure proper licensing.

The Exhibitor agrees to conform to all rules and regulations as outlined by the Expo and agrees the Expo shall have the final decision in adopting any rules and regulations deemed necessary in the best interest of the Expo. The Exhibitor agrees the violation of any terms and conditions, rules and regulations of Expo may result in forfeiture of booth and fees, as liquidated damages.

Once your application is confirmed, you will be sent the Active Living Expo Exhibitor Guidelines with all the details to help with your participation.

* As an exhibitor, I accept the above terms and conditions
* As an exhibitor, I agree to have my organization contact information published online and in print for the Active Living Expo 2019

I wish to thank you for your new and or continued support in the Scotiabank Blue Nose Marathon “Active Living Expo!” I am personally looking forward to meeting you in June 2019!

Best Regards,

Rochelle Locke

**Director, Sponsorship & Expo**

**Active Living Expo | 902- 880-7625| rochelle@bluenosemarathon.com**