

# Saskatchewan Snowmobile Association Inc. (SSA)

## GUIDELINES FOR EXHIBITORS

- Booths must be ready for display by 2:00 p.m. on the first day of the show.
- Removal or alterations to display will not be permitted prior to Trade Show closing at 5:00 p.m. on the last day of show.
- All booth space must be paid in full before show set-up.
- Absolutely no running of engines will be allowed in the display building. Batteries must be disconnected.
- The building will be locked after show hours. Do not leave cash or negotiable items in your booth after hours. The SSA will not be responsible for theft.
- The SSA reserves the right to refuse entry to, or removal from, the show any person or persons whose product/display is deemed by the SSA to be in conflict with the overall promotion of this show.
- The SSA reserves the right to refuse any part of, or all displays which it deems to be unsafe, distasteful or in conflict with the overall promotion of this show without refund or consideration to the exhibitor.
- Direct selling to, and the taking of orders from the consumer are permitted show activities. An exhibitor that will be direct selling to the consumer (as opposed to taking orders for future shipment from outside of Saskatchewan) and does not have a permanent Saskatchewan Provincial Sales Tax Number (PST) must have a temporary PST number. An application form is obtainable by calling the Department of Finance at 1-800-667-6102.
- The Exhibitor is responsible to have liability/property/loss/theft/fine/vandalism/insurance. Evidence of insurance is required and must contain a minimum one million dollars liability insurance for personal injury or property damage, The Exhibitor agrees to abide by all rules adopted by the SSA in the best interest of the show and agrees that the SSA shall have the final decision in adopting any rule or regulation deemed necessary prior, during and after the show.
- The SSA will provide security from 8:00a.m. on the first day of the show until 5:00 p.m. on the last day of the show.
- The SSA will provide two (2) three day (3 day) passes for each 10x10 booth. Additional passes will be available at a discounted exhibitor rate.
- The SSA will provide 1 - 8' high back drape and 1 - 4' high side drape, for each 10 x 10 booth.
- Wireless internet access is provided to all exhibitors.
- Electrical service, wired internet and other misc. must be ordered from suppliers, see other sheets.
- Chairs and skirted table c/w linen top will be available from a designated supplier at the show.

## CONDITIONS - EXHIBITORS

- Exhibitors are responsible for their own tables, chairs, carpets, power outlets, booth decorations and wired Internet.
- Exhibitors are required to keep their own booths swept and clean, however the SSA will have staff to ensure the aisles are kept clean and neat for the public appearance.
- Exhibitors agree to maintain a minimum of one staff person in their booth space at all times during the show.
- Exhibitors agree not to dismantle their display or remove goods during any of the show times and further, that the display and displayed goods will remain intact until the removal dates and times.
- No booth space is to be sublet without prior permission of the SSA.
- Exhibitors agree to confine their presentation within the contracted space only and within the maximum height set by the show rules and regulations.
- All goods shipped to the show must be clearly marked with the name of the exhibitor and the number of their space. Goods must NOT be shipped to the show for shipping charges to be paid on arrival as these will not be accepted by the SSA.
- The SSA assumes no responsibility for loss or damaged goods before, during the period of the show, or after closing.

## CONDITIONS – SSA

- SSA agrees to provide the exhibitor with designated floor space and standard back and side drops.
- SSA reserves the right to alter or change the space assigned to the exhibitor.
- SSA reserves the right to approve booth space requests from exhibitors showing “non-snowmobile related” products.
- SSA reserves the right, at any time and for any reason, to alter or remove exhibits or any part thereof, including printed materials, product signs, lights or sound and to expel exhibitors and/or their personnel if, in the SSA's opinion and sole discretion, their conduct or presentation is objectionable to other show participants or, for any other reason, in the sole discretion of the SSA.
- SSA reserves the right to sell booth space on a first come, first served basis.
- SSA reserves the right to change the date or dates, upon which the show is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, SSA shall not be liable in damages or otherwise for failure to carry out the terms of this agreement in whole or part where caused directly or indirectly by or consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike or by any cause whatsoever beyond the control of the SSA.
- Exhibitors are not required to obtain a transient trader license from the City of Regina or City of Saskatoon.

## CONDITIONS - EXHIBITOR AND SSA

This contract may be canceled by either party, provided written notice is received by the other party at least two (2) months prior to the first day of the show, in which case all monies paid by the exhibitor will be refunded. If the exhibitor cancels after this date, but prior to thirty (30) days before the first day of the show, he will be liable for 50% of the total contracted space cost. By canceling this contract, the exhibitor forfeits all rights or claims to the allocated space and SSA is free to rent it to others and collect the cancellation charge as liquidated damages.

## CONDITIONS - SNOWMOBILE DEALERS/MANUFACTURERS AND SSA

Snowmobile Dealers cannot sell current year clothing and accessories at the show. Snowmobile manufacturers can display current year clothing and accessories in a Corporate Booth. Any snowmobile dealer selling current year clothing and accessories will be removed from the show and no money for booth rental will be returned.

**Snowmobile Manufacturers MUST move in on Wednesday prior to the show.**