



BOOTH SPACE APPLICATION/CONTRACT
Showcase Exhibition July 2, 2010
Place Bonaventure, Montreal, Quebec

COMPANY INFORMATION

Company/Organization: _____

Contact Person:

Name: _____ Title: _____

Address: _____

City: _____ Province: _____ Country: _____ P/C: _____

Telephone: _____ Fax: _____ Email: _____

I have read and understand the conditions of the contract and regulations published on the back of this application. By signing below I am indicating my organization's agreement to be bound by any and all such conditions and regulations.

Signature (mandatory): _____ Date: _____

Optional name - exhibit coordinator: Use the space below only if you wish to have the exhibitor kit sent to another person either in your company or another company.

Name: _____ Title: _____

Address: _____

City: _____ Province: _____ Country: _____ P/C: _____

Telephone: _____ Fax: _____ Email: _____

EXHIBIT SPACE INFORMATION

Number of booth spaces required _____ (Limit of 4 - 10'W x 10'D booths per exhibitor)

Booth(s) location preference (see enclosed floor map):

1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____

Booth Rental Fees:	CCUFSA Member	Non Member	
	\$1,800.00* for each 10' x 10' booth	\$2,800.00* for each 10' x 10' booth	(*plus tax)

Products to be exhibited: _____

Competitors from whom you desire booth separation: _____

Special Booth Requirements

Electrical Other (please specify) _____

Sign and mail completed booth space application/contract and cheque equal to 50% of total booth space rental to:
Canadian College and University Food Service Association
c/o University of Guelph
Hospitality Services, Drew Hall
Guelph, Ontario, Canada, N1G 2W1
Telephone: 519-824-4120 Ext. 52609
Contact: Wayne Brittenden

TO BE COMPLETED BY CCUFSA
 Assignment of booth space and signature indicates acceptance of application by CCUFSA.

Booth Number(s): _____

Accepted by CCUFSA: _____

BOOTH SPACE APPLICATION GUIDELINES:

1. Booth rental based on space availability. Booths will be rented first-come, first-served, until sold out.
2. No application will be accepted until a deposit of 50% of the total booth space rental has been received by the CCUFSA office. The balance is due and payable no later than May 7, 2010. Payment in full must accompany all applications submitted after that date.
3. Applicants will be notified in writing when booth space is confirmed. Applicants who do not obtain booth space will receive a refund on their deposit.
4. There is no restriction on number of representatives staffing a booth.
5. Applicant agrees that space assigned shall be accepted unless rejected by applicant within ten days of notice.
6. Applicant agrees that products listed above are those it proposes to exhibit and will advise CCUFSA in writing of any changes prior to the national conference. No selling of products or services is permitted at the Showcase.
7. No refunds will be made for cancellation by an exhibitor after May 14, 2010. Booth spaces that have been assigned and confirmed are not transferable.
8. Applicants wishing to join CCUFSA as an Associate Member must complete a separate membership application form. Dues are \$295.00 per year (plus GST).

RULES AND REGULATIONS

SPACE ASSIGNMENTS

1. CCUFSA will make all space assignments and will attempt to assign one of the booth location choices.
2. Space will be assigned according to a priority based on the number of years of participation in the Showcase and the month of receipt of application/deposit.
3. CCUFSA reserves the right to shift space assignments after notice of booth assignment if it becomes necessary to do so.
4. The exhibitor will hold CCUFSA and Place Bonaventure, Montreal harmless from any and/or all liability which may result from any cause whatsoever.

PAYMENTS AND CANCELLATIONS

5. No booth space contract will be accepted until a deposit of 50% of the total booth space rental has been received by the CCUFSA office. The balance is due and payable no later than May 7, 2010. No refunds will be made on cancellations by the exhibitor after May 14, 2010.

BOOTHS AND EQUIPMENT

6. Each exhibit space will include pipe and drape (8' in back, 3' on sides), one 3' x 6' skirted table and sign containing the firm name. All other furnishings, equipment, facilities, etc. will be the responsibility of the exhibitor at their own expense.
7. CCUFSA will pay on site kitchen, cooking and electrical expenses.

USE OF BOOTHS

8. All demonstrations and exhibits must be confined to the exhibit booths. No exhibitor shall assign, sublet or share the whole or any part of the booth space allotted without the written approval of CCUFSA.
9. No selling of products or services is permitted at Showcase.

OBJECTIONABLE MATERIAL AND ACTIVITIES

10. Exhibitors are prohibited from using amplifying equipment that is objectionable. No music may be played within a booth without the written permission of the executive director of CCUFSA. Exhibitors will not be permitted to use strolling entertainment nor to distribute samples or souvenirs except from within their booths. Exhibitors who use costumed models or mannequins should be certain that their manner of appearance and dress are such as not to offend even the most critical. Any question of propriety should be cleared with CCUFSA prior to the conference. CCUFSA reserves the right to request modification of any questionable exhibit.

HANDLING AND STORAGE

11. The exhibitor will make their own arrangements for delivery and receipt of shipments and storage prior to the event.
See attached address list.

LIABILITIES AND INSURANCE

12. Exhibitors agree to maintain such insurance that will fully protect CCUFSA from any and/or all claims of any nature, including claims under your worker's compensation system (Ontario - WSIB), and any damages for personal injury, including death, which may arise in connection with the operation of the exhibitor's display. Damage due to inadequately packed property is exhibitor's own responsibility. In the event the exhibitor damages parts of the building, he/she agrees to reimburse the owner of the building for cost of repairing such damages. The exhibitor expressly agrees to protect, save and hold harmless CCUFSA from all loss and/or damages whatsoever caused by exhibitor to said building, or any part thereof, directly or indirectly.
13. CCUFSA will not be liable for failure to hold the conference as scheduled.

ADMISSION

14. CCUFSA will have sole control over all admission of persons. All persons visiting the exhibits will be admitted according to the rules established by CCUFSA.

INSTALLATION AND DISMANTLING

15. Exhibits must be installed during the times specified by CCUFSA. Booth set-up can begin on Friday, July 2nd at 7:00am.
16. No exhibit may be dismantled prior to the official closing of Showcase. Exhibits must be dismantled and removed by 5:00pm July 2nd.