



## **Vendor's/Exhibitor's Contract**

**The Archdiocese of Canada OCA Diocesan Assembly  
July 26 – 28, 2017  
Sandman Inn West, Edmonton  
17635 Stony Plain Rd NW**

Please read the "Exhibit Rules, Regulations, And General Information" document; then complete and sign this contract and return it to the Archdiocese of Canada, 3441 – 15 Avenue, Rawdon, QC, J0K 1S0.

You are hereby authorized to reserve for us, subject to the Exhibit Rules and Regulations

**One Table (approximately 6 feet by 30") at \$150.00  
Each additional table of the same size at \$100.00**

### **TERMS**

A deposit of 50% for the tables requested must accompany this contract. Payment can be made by cheque or money order to the Archdiocese of Canada, OCA. The deadline for a vendor's reservation is July 4, 2017. The balance must be paid in full by July 11, 2017.

### **Vendor Hours**

Monday, July 24, 2017 vendors can set up from noon.

Tuesday, July 25 open from 9:00 a.m. to 6:00 p.m.

Wednesday, July 26 from 9:00 a.m. to 6:00 p.m. (closed in the evening for banquet)

Thursday, July 27 from 9:00 a.m. to 9:00 p.m.

Closed on Friday, July 28. (Take-down to be completed by noon)

### **Liability, Security, and Insurance**



Neither the Archdiocese of Canada, OCA, nor its entities, its volunteers, agents, or employees shall be liable for any damage to the property of, or loss of business to the exhibitor, nor by any loss by theft, fire, or other means, nor for injuries to the exhibitor, its employees, agents, or guests, arising from any cause whatsoever – even though occasioned, caused or contributed by the negligence of the Assembly Committee or exhibit facilities, their agents or employees.  
Proof of Exhibitors insurance coverage must be provided with this contract in the form of a certificate of insurance covering Assembly July 25 – 28, 2017 at the Sandman Inn West.

**Please type or Print**

Company Name: \_\_\_\_\_

Representative(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Number of Tables Requested: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

**I have read and fully understand and agree to abide by the Exhibitors, Rules, Regulations, and General Information. I also recognize that this is an application, and it is not binding on the Assembly Committee until accepted.**

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**Authorized Signature**

**Month/Day/ Year**

Please note that you will be contacted by email once your application is accepted. If you find you would like additional space, you can request it, and provided that the space still exists, we can provide it.



For more information, contact Constance Scarlett at [coscarlett@gmail.com](mailto:coscarlett@gmail.com) or by phone at 780-993-2704.



## Archdiocese of Canada

2017 Assembly

### **Exhibit Rules and Regulations**

**“Refreshment for the Journey”  
Sandman Inn, 17635 Stony Plain Road  
Edmonton, AB  
July 25 - 28, 2017.**

You are cordially invited to exhibit at the Archdiocese of Canada, OCA, Assembly to be held at the Sandman Inn West in Edmonton.

This document outlines your contractual agreement with the Archdiocese of Canada, OCA, which is in effect after you sign the accompanying Vendor’s Contract and return it with **payment** to the **Archdiocese of Canada, 3441-15 Avenue, Rawdon, QC, J0K 1S0.**

#### **General Information**

Room reservations at the Sandman Inn are open to exhibitors and vendors at a special conference rate, subject to availability. When making your reservation, please say that you are with the Archdiocesan Assembly.

The room designated for vendors and exhibitors is adjacent to the main Assembly meeting room. Displays will include information on the Archdiocesan ministries



and Church related institutions of the Archdiocese. As well, there will be a number of commercial exhibitors offering their products and services to the assembly participants. A complete list of all participants and vendors will be made available at the time of the Assembly. Depending on the response, there may be additional tables available. A member of the Assembly Committee will inform you if you initially request additional space and it becomes available.

The vendors' and exhibitors' room will be locked at the end of each day.

We will supply the covered, skirted tables, wastebasket, and two chairs for each booth. Each table is 30 inches by 6 feet. The fee, as the vendor's contract shows, depends on the number of tables requested.

### **Tentative Exhibit Schedule**

Monday, July 24, 2017, arrival and set-up from noon to 5:00 p.m.

Tuesday, July 25, 2017, Clergy meetings, doors open from 9:00 a.m. to 6:00 p.m.

Wednesday, July 26, 2017, doors open to Assembly participants and general public from 9:00 a.m. to 6:00 p.m. (closed in evening for banquet off the premises)

Thursday, July 27, doors open to Assembly participants and general public from 9:00 a.m. to 9:00 p.m.

Closed on Friday, July 28. Take-down to be completed by noon.

**The exhibit schedule is subject to change. A final schedule will be made available to Vendors following the acceptance of the contract and deposit.**

### **Application for Space**

Anyone wanting to rent a table in the exhibit area must complete and return the attached contract application with the requisite fees or deposits. All exhibit space will be assigned on a first come, first served basis, upon acceptance of the contract application and deposit. Full refund of the deposit will be made for space cancellations received prior to July 10, 2017. There will be no refunds after this date.

### **Information for Exhibitors**

Complete exhibitor information will be furnished to each applicant whose contract is accepted. This will include information on shipment and delivery of exhibit



material, electrical needs, and so forth. Goods shipped to the exhibitor company will be delivered to the exhibit/vendor room for setup unless other arrangements are made.

### **Installation and Dismantling of Exhibits**

Set-up will take place from July 24 from noon to 5:00 p.m. Take-down will take place on July 28 from 9:00 a.m. until noon when the exhibit area must be completely vacated by 12:00 p.m. All expenses associated with setting up and moving out exhibits and displays shall be the responsibility of the individual exhibitor. The hotel will be responsible for reasonable cleaning both during the Assembly and after dismantling.

### **Exhibitor Representative Responsibility**

Each exhibitor must name one person to be the representative in connection with the installation, operation, and removal of the exhibit. This representative shall be authorized to enter into contractual agreements for which the exhibitor will be held responsible. All exhibits must be properly staffed during hours of operation. Early breakdown is not allowed.

### **Use of Exhibit Space**

No exhibitor shall reassign, sublet, or share the whole or any part of his or her assigned space. Exhibits may not project beyond assigned space nor interfere with traffic. The Applicant/Exhibitor acknowledges that the Diocesan Assembly is a gathering of Christians of the Orthodox Faith and that this faith has tenants/beliefs/activities/standards that are of or may be in opposition to the tenants/beliefs/activities/standards of others. The Applicant/Exhibitor accepts and agrees that the Assembly Committee has full, unconditional, and unfettered power and discretion to determine what may be exhibited, displayed, sold, messaged, promoted or distributed in the space of the exhibit area, and the Applicant/Exhibitor accepts and agrees that the Assembly Committee therefore may, with that power and with that discretion, refuse or retract any application/contract and refuse possession or continued possession of the space and exhibit area.

### **Care of Exhibits**

Signs and other exhibit material may not be posted, nailed, or otherwise affixed to walls, doors, or other surfaces in a way that might deface or mar hotel/exhibit



property or furnishings. Damage resulting from failure to observe this rule shall be the sole liability of the exhibitor.

### **Default of Exhibitors**

Contracts may not be cancelled after July 11, 2017. No refund will be made for space not used during all or part of the exhibition. Should space be unoccupied at the opening of the exhibition, the Assembly Committee reserves the right to rent or use it as it wishes without obligation or refund.

### **Amendments**

The Assembly Committee has full power to interpret and enforce all of the rules and regulations contained herein, as well as the power to amend these rules and add further rules and regulations as it shall consider necessary for the proper conduct of the exhibition.

### **Liability, Security, and Insurance**

Neither the Archdiocese of Canada, OCA, nor its entities, its volunteers, agents, or employees, nor the Assembly Committee, shall be liable for any damage to the property of, or loss of business to, the exhibitor, nor for any loss by theft, fire, or other means, nor for injuries to the exhibitor, its employees, agents, or guests, arising from any cause whatsoever – even though occasioned, caused, or contributed to by the negligence of the Assembly Committee or exhibit facilities, their agents, or employees.

Proof of Exhibitors insurance coverage must be provided at the request of an Assembly Committee member in the form of a certificate of insurance covering July 25 to 28, 2017 at the Sandman Inn West.

Exhibitors are strongly urged to add to their existing insurance a Portal-to-Portal Rider to protect them against loss or damage to their material by fire, theft, accident, etc. Public Liability Insurance against injury to the persons and property of others is required.

The Archdiocese of Canada, OCA and the Assembly Committee shall not be obligated to carry any insurance for the benefit of exhibitors

