



**JUNE 26<sup>TH</sup> – 28<sup>TH</sup>**  
**ST. THOMAS MUNICIPAL AIRPORT, CYQS**

## **VERY IMPORTANT – PLEASE READ CAREFULLY!!**

Dear Vendor,

As a registered non-profit organization, Southwestern Ontario Wings and Wheels Association raises funds through our charity event **GREAT LAKES INTERNATIONAL AIR SHOW - AIRFEST 2020**. Supporting community based service providers, Not-For-Profit and Charitable Organizations.

Our event is looking for your support and participation as a vendor at this year's event which will be taking place June 26 through June 28, 2020 at the St. Thomas Municipal Airport. Promoted locally and regionally through radio, TV, print and our website, we expect overall two day paid attendance to exceed 10,000 spectators.

On the following pages, please find the Vendor Contract and Handbook. Should you have any additional questions, inquire at [vendor@glas.ca](mailto:vendor@glas.ca).

Applications including proof of insurance naming Southwestern Ontario Wings and Wheels Association as additional insured must accompany payment and must be received no later than April 1, 2020. Applications for non-profit organizations will be considered on a case by case basis by the show board and is subject to availability.

Apply early as space is limited. We hope to see you at our show.

Paul Nicli  
President,  
AIRFEST 2020

### **IMPORTANT**

Vendor contract must be accompanied by payment and proof of insurance. Processing of applications will not take place until all paperwork is submitted. Great Lakes International Airshow reserves the right to limit the number of vendors and the type of product/service being offered.

**WWW.AIRFEST.CA**

# Vendor Contract

We hereby contract with Southwestern Ontario Wings and Wheels Association to exhibit at the (AIRFEST 2020) and request the booth space(s) at the price stated below. It is understood that our location preference will be given every consideration by management, however as space is assigned on a first come, first served basis, an alternate space may be assigned. Management will make every attempt to accommodate vendors with trailers that do not meet standard booth dimensions and will attempt to separate vendors marketing the same product. Management reserves the right to limit the number of vendors, restrict the type of vendors to those deemed compatible with our family-oriented show, and without refund, remove from the show site any vendors not in compliance with this agreement. Vendor agrees to provide certificate of insurance naming Southwestern Ontario Wings and Wheels Association as additional insured. Insurance must accompany application and payment.

BOOTH FEE is determined by the space and location of your booth. Please circle the number of spaces desired below.

1. Exhibitor @ \$300      2. Small Food @ \$600      3. Large Food @ \$1,000

We agree to pay GREAT LAKES INTERNATIONAL AIR SHOW the sum of \$\_\_\_\_\_ .00 in Canadian funds and agree to abide by the terms and conditions of this contract.

COMPANY NAME (Print) \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PROV. \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

COMPANY PHONE NO. \_\_\_\_\_ CELL NO. \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ WEB SITE \_\_\_\_\_

PRODUCT TO BE SOLD (Circle) PIZZA HAMBURGS HOTDOGS FRIES SANDWICHES ICE CREAM WATER  
JUICE POP TEA COFFEE OTHER \_\_\_\_\_

BOOTH/TRAILER DIMENSIONS \_\_\_\_\_ FT X \_\_\_\_\_ FT

REQUIRE ADDITIONAL TABLES OR CHAIRS? # TABLES \_\_\_\_\_ # CHAIRS \_\_\_\_\_

ON SITE REPRESENTATIVE \_\_\_\_\_ CELL NO. \_\_\_\_\_

PAYMENT AND INSURANCE MUST ACCOMPANY CONTRACT AND BE RECEIVED NO LATER THAN JUNE 1st, 2020. NO POST DATED CHEQUES.

PLEASE MAIL APPLICATION TO:

GREAT LAKES INTERNATIONAL AIR SHOW - "AIRFEST 2020"  
P.O. Box 22045, Elmwood Square, St. Thomas ON N5R 6A1

## CONDITIONS OF CONTRACT

1. GREAT LAKES INTERNATIONAL AIR SHOW - AIRFEST 2020 agrees to provide the Vendor with a booth space located as per the cost quoted.
2. All operating electrical equipment used must have CSA or equivalent provincial power authority approval.
3. Space contracted by the Vendor may not be sublet.
4. The Vendor agrees to abide by all regulations and rules adopted by AIRFEST 2020 in the best interests of the show and agrees that AIRFEST 2020 shall have the final decision in adopting any rule or regulation deemed necessary prior to, during, or after the Show.
5. Vendor will be liable for and will indemnify and hold harmless GREAT LAKES INTERNATIONAL AIR SHOW - AIRFEST 2020 from any loss or damages whatsoever suffered as a result of any loss or damages whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, Vendors, other exhibitors, AIRFEST 2020, the owner of the building and their respective agents, servants and employees and members of any public attending the Show, either on the said space or elsewhere if said loss or damages arose from or were in any way connected with the vendor's occupancy of said space.
6. This contract may be cancelled by either party provided written notice is received by the other by **JUNE 1, 2020**, in which case all monies paid by the Vendor shall be refunded. If the Vendor cancels after this date, they shall forfeit all total contracted space costs. By canceling this contract, the Vendor forfeits all rights or claims to the allocated space and AIRFEST 2020 is free to rent said space to others and collect the cancellation charge as liquidation damages.
7. GREAT LAKES INTERNATIONAL AIR SHOW - AIRFEST 2020 reserves the right to alter or change the space assigned (with due cause).
8. GREAT LAKES INTERNATIONAL AIR SHOW - AIRFEST 2020 reserves the right at any time to alter or remove exhibits or any part thereof, including printed materials, product, signs, lights, or sound, and to expel Vendor and/or their personnel, if in Management's opinion, their conduct or presentation is objectionable to other show participants.
9. Vendor agrees to confine their presentation within the contracted space only and within the maximum height set by the Show rules and regulations, and to maintain a staff presence in their booth space during all show hours. GREAT LAKES INTERNATIONAL AIR SHOW - AIRFEST 2020 assumes no responsibility for loss or damage to goods before, during the period of the Show, nor after its closing.
10. The Vendor is responsible for the placement and cost of liability insurance related to their participation in the Show and providing insurance certificate naming **Southwestern Ontario Wings and Wheels Association** as an additional insured.
11. The Vendor will provide proof of insurance to GREAT LAKES INTERNATIONAL AIR SHOW - AIRFEST 2020, no later than **June 1, 2020**, failing which this contract will be null and void.
12. The Vendor agrees that no display may be dismantled, or goods removed during the entire run of the Show but must remain intact until the closing hour of the last day of the Show. The Vendor also agrees to remove their exhibit, equipment and appurtenances from the Show grounds by the final move-out time limit, or in the event of failure to do so, the Vendor agrees to pay for such additional costs as may occur.

- 13. GREAT LAKES INTERNATIONAL AIR SHOW - AIRFEST 2020 reserves the right at its sole discretion 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 GREAT LAKES INTERNATIONAL AIR SHOW - AIRFEST 2020 shall not be liable in damages or otherwise for failure to carry out the terms of this Agreement in whole or in part where caused directly or indirectly by or in consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike or by any cause whatever beyond the control of AIRFEST 2020 whether similar to or dissimilar from the causes enumerated herein. In the event that the Vendor space to be used by the Vendor should in any way be rendered unusable, the Vendor shall pay for such space only for the period during which it was or could have been used as determined within the sole discretion of GREAT LAKES INTERNATIONAL AIR SHOW - AIRFEST 2020. Refund of all monies paid by the Vendor to GREAT LAKES INTERNATIONAL AIR SHOW will be made by GREAT LAKES INTERNATIONAL AIR SHOW - AIRFEST 2020 if the Show is not held as proposed.
  
- 14. GREAT LAKES INTERNATIONAL AIR SHOW - AIRFEST 2020 reserves the right to cancel this contract and to withhold possession of vendor space if the Vendor fails to perform any material condition of this contract or refuses to abide by the Show rules and regulations, in which case the Vendor shall forfeit as liquidation damages all space rental payments made by him and any further occupancy of such space.

SIGNATURE \_\_\_\_\_ VENDOR    DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ AIRFEST 2020    DATE \_\_\_\_\_

**SATURDAY JUNE 27 TO SUNDAY, JUNE 28, 2020**

## **VENDORS HANDBOOK**

This handbook has been prepared to guide and assist you in your preparation for the **GREAT LAKES INTERNATIONAL AIR SHOW - AIRFEST 2020**. We request that you carefully read the general information, rules and regulations contained within. A small amount of reading now will save time and confusion later. If you have any questions regarding any aspect of the show exhibit logistics, please contact by e-mail [vendor@glia.ca](mailto:vendor@glia.ca).

1. **Location:** St. Thomas Municipal Airport
2. **Show Headquarters:** On-site. Ask at the gate.
3. **Dates:**  
Saturday, June 27 to Sunday, June 28, 2020
4. **Show Hours:**  
Saturday, June 27      10:00 a.m. to 6:00 p.m.  
Sunday, June 28      10:00 a.m. to 6:00 p.m.
5. **Set-Up:**  
Friday, June 26      8:30 a.m. - 6:00 p.m.

If you need earlier access for setup, please call us. If Vendor has not checked in by 1:00 p.m. on Friday, June 26, 2020, booth space may be reassigned at the discretion of show management.

6. **Tear Down**  
Sunday, June 28      6:00 p.m. - 8:00 p.m.  
Monday, June 29      8:00 a.m. - 11:00 a.m.  
Tuesday, June 30      8:00 a.m. - 11:00 a.m.

Exhibits or displays may not be removed prior to the closing of the show on Sunday, June 28, 2020 at 6:00 p.m.

All exhibits or displays must be removed by 11:00 a.m. Tuesday, June 30th, 2020. Failure to do so without prior arrangement may result in removal by the committee at the vendor's expense.

6. **Publicity:**  
Show promotion will be carried out using all available methods of media, including radio, newspaper, posters, and signs.
7. **Costs:**  
Booth rental rates are based upon their size and location and range from \$300 - \$1,000 Cdn per space. Show management will work with vendors with non-standard booths at the show's discretion.

8. **Display Sizes:**  
Please note that booth sizes are approximate, and we cannot guarantee that all booths will be exactly as listed. We thank you for your understanding.
9. **Electricity:**  
Vendors must provide for own electricity. Generators must be modern silent units and meet all codes. The show grounds will be inspected prior to show time by the Electrical Safety Authority and Fire Department to ensure safe installation, operation and compliance.
10. **Cleaning:**  
Vendors/Exhibitors are responsible for cleaning their own display areas.
11. **Tables and chairs:**  
If you require tables or chairs, you must indicate this on your contract. There is a charge of \$30.00 per table and \$10.00 per chair. These are available on site. We will only order the number of tables and chairs requested!!
12. **Security:**  
Security will be in place during the show setup, after show hours, and during tear-down. Please store small items in a safe place in your display each night after the show closes. There will be no camping on site.
13. **Insurance:**  
AIRFEST 2020 is insured against liability and property damage. Vendors are responsible for their own materials and therefore must carry their own appropriate insurance. Evidence of coverage naming Southwestern Ontario Wings and Wheels Association as additional insured must be submitted no later than June 1, 2020.
14. **Format:**  
AIRFEST 2020 strives to be an exhibition of the highest excellence. The quality of the airshow is due, in great part, to the high caliber of the vendor and their product or displays. It is imperative that the quality remains high. Your staff and display are a direct reflection of your business. Although we permit the sale of food to be made at your booth, please be aware that this is NOT the main focus of our show, which is providing a safe and enjoyable experience for the public. Business should be conducted with due consideration for their safety and enjoyment as well as your neighbours. Show Management will handle any complaints.
15. **Sound / Noise /Open Flame:**  
All vendors must have an equal opportunity to present their goods and services without interference from neighbouring booths. Undue sound or noise will not be tolerated, as determined by the show coordinator. Generators are allowed within the vendor area but must be low noise. No open flame is allowed within 100' of parked aircraft. Each vendor must provide their own approved fire extinguisher.
16. **Food Services:**  
All food service providers must be compliant with all municipal, provincial and federal guidelines regarding the preparation and sale of food stuffs including permits/licensing. Food vendors are expected to comply with all regulations regarding food service.

Please check with the Elgin St. Thomas Public Health Unit at [www.elginhealth.on.ca/](http://www.elginhealth.on.ca/) more information to ensure compliance which will be strictly enforced.

**Elgin St. Thomas Public Health**

1230 Talbot Street,

St. Thomas, ON N5P 1G9

Phone: (519) 631-9900 or Toll free: 1-800-922-0096

Fax: (519) 633-0468

17. **Personnel:**

All booths must be adequately staffed during all show hours.

18. **Payment for space:**

Vendor space must be paid in full at time of reservation under the terms of the contract. Under no circumstances is the space to be sublet.

19. **Vendor Passes:**

Your company will be issued four (4) vendor passes and two (2) parking passes during set-up. They are your admittance to the show. Passes will be waiting for you at security when you arrive.

Parking of cars/trucks/motorcycles etc. in the vendor/exhibit area is prohibited without prior approval from the Director of Site Operations. Non approved vehicles will be towed at the individual owner's expense.

Additional vendor/exhibitor passes are available for \$15.00 each. Please inform us of the number needed by April 1st at the latest.

19. **Correspondence:**

Please ensure the following is included.

Completed Application signed dated and with correct contact information

Certificate of Insurance

Cheque or Money Order

**Please send all applications with payment and proof of insurance to:**

**GREAT LAKES INTERNATIONAL AIR SHOW - AIRFEST 2020**

P.O. Box 22045 Elmwood Square, St. Thomas ON N5R 6A1

ENSURE CHEQUE IS MADE PAYABLE TO

**GREAT LAKES INTERNATIONAL AIR SHOW**

Upon review by management, successful applicants will have their payment processed and will be contacted via e-mail confirming acceptance.