



Chatham Armoury Christmas Market Exhibitor Contract 2021

Company Name _____

Contact Person _____

Address _____

City _____ Province _____ Postal Code _____

Email _____ Website _____

Do you have facebook? _____ If so what name is your business under?

Do you have instagram? _____ If so what name is your business under?

Product/Service to be sold _____

PLEASE EMAIL ME A FULL DESCRIPTION OF YOUR PRODUCTS/SERVICES ALONG WITH THIS APPLICATION. PLEASE MAKE SURE I CAN COPY AND PASTE YOUR DESCRIPTION – IT MAY BE USED FOR SOCIAL MEDIA POSTS IF YOUR APPLICATION IS ACCEPTED. IF YOU DO NOT HAVE A FACEBOOK PAGE PLEASE EMAIL PICTURES ALONG WITH THIS APPLICATION.

Exhibitor Rate: \$200 plus HST (\$226) Due by October 15, 2021

Exhibitor Booth – 2 consecutive evenings (Group #1 - Nov. 26/27- 4pm-9pm, Group #2 - Nov. 28/29 - 4pm-9pm, or Group #3 - Nov. 30/Dec. 1 - 4pm-9pm) Feel free to circle the 2 dates you are most interested in but we cannot guarantee which nights you will get. We want a wide variety of vendors in each group.

What you get: Indoor 10x10 booth space, Vendor Spotlight on Social Media & promotion of Christmas Market for 2 months before event. Your customers will enjoy projection mapping on the outside of the building, photo walls, & live entertainment.

Setup & Teardown days/times:

Group #1 Nov. 26th - setup 12noon-4pm, teardown Nov. 27th 9-10pm

Group #2 Nov. 28th - setup 12noon-4pm, teardown Nov. 29th 9-10pm

Group #3 Nov. 30th - setup 12noon-4pm, teardown Dec. 1st 9-10pm

Please bring whatever you need for your setup (ie. shelving, cloths, tables, etc.)

If you need tablecloth(s) please email Lisa at lisa@tosuityourfancy.com – floorlength tablecloths are \$15 each.

Payment Options:

1. E-transfer to fourdiamondevents@gmail.com -please email the password to same email address
2. Cheque made payable to Four Diamond Events and mailed to: Lisa Lester-Harris 66 Fourth St. Chatham, ON, N7M 2G2
Four Diamond Events is a registered company under LML Holdings Chatham Inc. H.S.T. Number: 789522695- RT 0001

Please note: Registration is complete when we receive signed contract and payment which are due by October 15, 2021.

I have read and agree to the conditions of contract.

Name (print) _____ Title _____

Approval Signature _____ Date: _____

OFFICE USE ONLY: Date contract received: _____ Date payment received: _____



Chatham Armoury Christmas Market Exhibitor Contract Conditions

1. The Exhibitor agrees to use the space(s) provided only for display of the products or services specified in this agreement and agrees not to sublet the space(s) unless written permission is given by FDE.
2. FDE and the owners of the building are not liable for any damage or injury to the exhibitor, his agents or employees in the building or grounds.
3. The Exhibitor has the right to cancel his/her reservation for space up to 30 days before the opening of the show and will receive a full refund. Should the Exhibitor cancel his/her reservation less than 30 days of the show, they will be liable for the total amount of payment. All cancellations must be confirmed to Four Diamond Events (FDE) in writing by email and the effective date will be the date the notification is received. On notification of cancellation, FDE will be free to re-let the space(s).
4. In the event that the invited exhibitor fails to remit the outstanding balance by due date, FDE has the right to re-let space to another exhibitor.
5. FDE reserves the right to reject, prohibit exhibits or relocate exhibits when in it's opinion such moves are necessary to maintain the character and/or good order of the show. No monies will be returned to exhibitors under these conditions.
6. The exhibitor's property will be placed on display and exhibited at his/her own risk. The Exhibitor will assume all responsibility for loss or damage to his property due to fire, flood, theft, lightening, earthquake, explosion, or any other cause beyond the control of FDE.
7. The Exhibitor agrees that no display will be dismantled or goods removed during the entire run of the show and the display will remain intact until the closing hour of the show. The Exhibitor also agrees to remove this exhibit and equipment from the show premise by the final move out time, if failure to do so, the Exhibitor agrees to pay for additional costs which may occur.
8. The Exhibitor is eligible for a full refund if event is cancelled due to Covid.
9. The Exhibitor and the Exhibitor's staff agree to follow standard Covid protocols to ensure safety.
10. The Exhibitor agrees to maintain qualified personnel for their own booth displays at all times during the show hours.
11. No space may be dismantled before 9pm but everything must be gone by 10pm that same evening.