



**CRA Quebexpo Exhibit Space Contract**  
**Centrexpo Cogeco- Drummondville (Quebec)**  
**March 30th and 31st, 2020**

Please confirm the requested space for the following company. It is understood that this application becomes a contract only when signed on behalf of CRA. We understand that we will be placed in the area of the floor as appropriate to our products. We, including our exhibitor-appointed contractors, agree to abide by the CRA Tradeshow Rules and Regulations governing **Canadian Rental Association Trade Shows**.

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_ Contact Mailing Address \_\_\_\_\_  
 City/Prov/PC \_\_\_\_\_ If different than company address.  
 Telephone \_\_\_\_\_ Contact Telephone \_\_\_\_\_  
 Toll-Free Phone \_\_\_\_\_ Signature \_\_\_\_\_  
 Fax Number \_\_\_\_\_ Website \_\_\_\_\_  
 Email Address \_\_\_\_\_  
Email address used for delivery of exhibit information; not published.

Booth Captain Contact Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

\*\*Booth Captain is responsible for all onsite requirements and for registering all booth staff including meals and events by the deadline.

**SPACE/LOCATION REQUEST**

Equipment Displayed  Construction/Industrial  General Tool/Light Construction  Party/Special Event

Size/Booth Type Requested (10-ft. by 10-ft. min.)  
 Standard \_\_\_\_\_ ft. x \_\_\_\_\_ ft. Corner \_\_\_\_\_ ft. x \_\_\_\_\_ ft. Peninsula \_\_\_\_\_ ft. x \_\_\_\_\_ ft. Island \_\_\_\_\_ ft. x \_\_\_\_\_ ft.

Booth Preferences\* 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

CRA does not guarantee assignment of preferences listed; location request based on earned priority points and history. CRA will comply with request if not disruptive to overall floor layout.

Competitors (list any companies you prefer not be located in adjacent booths)

Description of Products to be Displayed – **Must Be Completed**

**COST OF BOOTH SPACE** \$850 per 10' x 10' booth (plus HST)

**THIS AGREEMENT MUST BE ACCOMPANIED BY A DEPOSIT OF 25 PERCENT OF THE TOTAL COST OF SPACE RESERVED.**

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| <ul style="list-style-type: none"> <li>Signed contract will secure a space. Deposit <b>MUST</b> be received by July 25<sup>th</sup>, 2019 in order for us to provide booth space confirmation. All exhibit spaces without contracts will be released on July 26<sup>th</sup>, 2019.</li> <li>Deposit (25 percent) is nonrefundable after Oct. 29, 2019.</li> <li>All outstanding balances for exhibit space due Nov. 23, 2019.</li> <li>Payable in CAD funds by cheque, money order or credit card.</li> <li>All contracts received after Nov. 23, 2019, must be accompanied by full payment for space reserved.</li> </ul> | <ul style="list-style-type: none"> <li>Exhibit Space contracts with unpaid balances on Dec. 13, 2019, may be canceled by CRA with no refund due.</li> <li>Booth space canceled (in whole or in part) after October. 29, but before Dec. 13, will be assessed a fee of 25 percent of the cost of such canceled booth space. No refunds will be made for canceled booth space (in whole or in part) after Dec. 13, 2019.</li> </ul> |
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Total # of Booths Reserved \_\_\_\_\_  
 Total Cost of Space \$ \_\_\_\_\_  
 25 Percent Deposit Enclosed \$ \_\_\_\_\_

**I authorize CRA to charge the remainder of the balance to the listed credit card on November 23, 2019.**

Signature: \_\_\_\_\_

**METHOD OF PAYMENT**    Cheque

Cheque/Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Signature \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ PC: \_\_\_\_\_

(For CRA Office Use Only)

Date Received: \_\_\_\_\_ Deposit Amount: \$ \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_  
 Company ID: \_\_\_\_\_ Booth Assigned \_\_\_\_\_ Accepted by CRA \_\_\_\_\_  
 Nathalie McGregor, CEO

**SIGN AND RETURN THIS APPLICATION TO: [atshow@crarental.org](mailto:atshow@crarental.org) or fax to 905-643-3999**



## The CRA Quebexpo Rules and Regulations

These Rules and Regulations are an integral part of the Exhibit Space Application/Contract (the "Exhibit Space Contract") submitted to the Canadian Rental Association ("CRA") by Exhibitor. The purpose of these rules is to assure that all exhibitors are given equal opportunity to conduct business in a safe, attractive, professional exposition. Exhibitor is responsible for reading and understanding all Rules and Regulations.

Failure to comply with these Rules and Regulations may result in the loss of priority points, the removal of Exhibitor's exhibit and/or its agents or employees from The CRA Show, the exclusion from future trade shows and/or other discipline determined by CRA in its sole discretion. Exhibitor agrees that it and its employees and agents will abide by these Rules and Regulations and any additions and/or amendments which CRA may put into effect. CRA shall have the final authority to interpret and enforce these rules. All matters not covered by these Rules and Regulations are subject to the decision of CRA. All decisions so made shall be as binding on all parties. All questions, problems and disputes must be directed to CRA.

In addition, the Exhibitor assumes all responsibility for any compliance with all pertinent ordinances, regulations and codes of duly authorized local, provincial and federal governing bodies concerning fire, safety and health together with the rules and regulations of the operators and/or owners of the property wherein the show is held.

All exhibiting companies agree that they and their employees will abide by these rules and any additions and/or amendments, which the CANADIAN RENTAL ASSOCIATION shall put into effect, and that they shall remain as exhibitors from time to time, solely on their strict compliance with these rules. They have been formulated in the best interest and for the protection of the exhibitors as well as the CANADIAN RENTAL ASSOCIATION and its representatives. In any interpretation of the rules, the judgment of the CANADIAN RENTAL ASSOCIATION shall be final, and any matters not covered are subject to the decision of the CANADIAN RENTAL ASSOCIATION.

- 1. CANCELLATION BY EXHIBITOR:** Prior to Oct. 29<sup>th</sup>, 2019, a deposit of 25% of the total cost of the booth space must accompany Exhibitor's signed Exhibit Space Contract. On or after Nov. 23<sup>rd</sup>, 2019, full payment of booth space is required. If Exhibitor fails to meet this payment schedule or has any other past due account with CRA, then CRA may, at its option and without penalty, terminate the Exhibit Space Contract.

Exhibitor may cancel all or part of its booth space by written notice to CRA. Booth space will be considered cancelled by Exhibitor upon the date that written notice of cancellation is received by CRA. Exhibitor may cancel booth space (in whole or in part) on or before Oct. 4<sup>th</sup>, 2019 without cost and CRA will refund all deposits and other amounts paid by Exhibitor with respect to such canceled booth space. Exhibitor may cancel booth space (in whole or in part) after Oct. 4<sup>th</sup>, 2019, but before Nov. 22<sup>nd</sup>, 2019 but will be assessed an administrative fee of 25% of the cost of such cancelled booth space and CRA will refund all deposits and other amount paid by exhibitor with respect to such cancelled booth space in excess of such fee. No refunds will be made with respect to cancel booth space (in whole or in part) if notice of cancellation is received after Nov. 22<sup>nd</sup>, 2019; however, If Exhibitor partially cancels its booth space following initial space assignment, CRA reserves the right to relocate Exhibitor's exhibit space to meet the needs of the CRA show.

- 2. FORCE MAJEURE:** In case of cancellation of the Exhibition or unavailability of the Exhibit space for the specified uses due to war, government action or order, act of God, fire, strike, labour disputes, or any other causes beyond the Association's control, this agreement shall terminate and the Exhibitor shall be entitled to the return of the Rental Fee for the exhibit space, less the pro rate share allocable to the exhibit space of the expenses incurred by CRA in connection with the Exhibitor. In case of cancellation by CRA for any reason, or a change in the place or date of the Exhibition which is unsatisfactory to the Exhibitor, the Exhibitor shall be entitled to return of sums paid for the exhibit space. Refund of the Rental Fees, as provided in this section, shall be the exclusive remedy of the Exhibitor against CRA in the event the Exhibition is cancelled or rescheduled or the exhibit space is unavailable for use.

- 3. NON-WAIVER:** No waiver or any breach of this contract shall be held to be a waiver of any other or subsequent breach.

- 4. SUCCESSORS IN INTEREST:** This agreement shall bind the

respective parties and their successors in interest.

- 5. GOVERNING LAW:** This agreement shall in all respects be governed by the local laws.
- 6. HOSPITALITY SUITES:** Hospitality suites allocated with consent of the CRA only. Hospitality suites must be closed during exhibit hours.
- 7. LOCATION AND ASSIGNMENT OF SPACE:** All exhibits will be located in the designated facility. Exhibits may NOT be located outside the exhibit floor of the building nor in parking areas in or surrounding the building without CRA consent. Dimensions of all booths shown on the exhibit diagram are believed to be accurate but are only warranted to be approximate. CRA reserves the right to make such modifications as may be necessary to adjust the floor plan to meet the needs of exhibitors and the CRA Show. The Tradeshow Manager of the CANADIAN RENTAL ASSOCIATION has allocated exhibit space to exhibitors on a fair and equitable basis. Following the initial booth assignment, space will be assigned on a first-come, first-served basis. CRA will attempt to accommodate requests from companies that want to be located near or next to each other. However, the priority point system and history will not be compromised. If both companies consent to being assigned space based on the points of the company that has fewer points, there is such a greater chance of accommodating the request. CRA must receive this request and consent in writing prior to initial space assignment.

**INSTALLATION AND DISMANTING OF EXHIBITS** - No children under the age of 16 will be allowed in the exhibit during installation.

**MOVE-IN** Schedule (tentative) - Friday, January 31<sup>st</sup>, 2020 from 9:00 am – 2:00 pm

All exhibits will be installed during the hours designated by CRA and must be erected and completely arranged within the time allocated. If an Exhibitor fails to occupy the assigned space by this deadline, CRA has the right to utilize the area in any way it may decide without relieving Exhibitor of the obligation to pay in full and will authorize, at Exhibitor's expense, the removal to storage of any booth materials not set by the specified time.

The Association will not allow the exhibitor to move in and set up unless they have PAID IN FULL the mutually agreed total amount owing for the exhibit. The exhibitor must complete and sign the contract agreement on the reverse side before the booth is opened. If a payment problem should arise the Association may retain, as security, booth contents of the Exhibitor in question until the matter

is resolved. All product equipment and promotional items must be placed in the booth One hour before end time of the move-in time as indicated on the exhibitor package.

All shipping requirements must be pre-arranged via the show decorator.

**MOVE-OUT** (tentative) – Saturday, February 1<sup>st</sup>, 2020 from 3:00 pm – 10h00 pm

Exhibitors will not be allowed to dismantle or repack any part of their exhibit until after the official closing of the CRA show. Noncompliance will result in a written warning with points suspended for that year. Exhibit material other than hand-carried material cannot be removed from the booth until the aisle carpeting is removed.

At the close of the exhibition, the exhibitor shall by 12:00 midnight of that day, unless such time is extended, remove the exhibit and all other goods and property brought upon the premises by the exhibitor and leave the space occupied by the exhibitor clean and free from all rubbish. Cleaning charges will be assessed the exhibitor if the booth area they occupied required cleaning services.

All shipping requirements must be pre-arranged via the show decorator.

**8. STANDARD BOOTH EQUIPMENT:** Included in the price of each booth (except islands) will be 8ft. high draped background with 3ft high draped sidewalls and booth carpet.

All other services required such as material handling, furnishing, electricity, internet, etc., must be arrange through the official decorator, Convention Center or other official suppliers designated by CRA. Exhibitor and its employee and agents must comply with all local ordinances, codes and union jurisdictions.

**9. SPACE REGULATIONS:** CRA reserves the right to restrict, prohibit or evict exhibits, which, because of noise, method of operation, materials, creation of safety hazards or any other reason, detract from the general character of the CRA show. In addition;

**Noise.** CRA reserves the right to restrict exhibits which, because of noise, method of operation, materials or for any reason become objectionable and also to prohibit or to evict any exhibit which, in the opinion of CRA may detract from the general character of the rental equipment show as a whole. All demonstrations or other promotional activities must be confined within the limits of the exhibit booth. Demonstrators or activities that cause annoyance to neighboring exhibitors such as flashing lights or noise, or result in obstruction of aisles or prevent ready access to a nearby exhibitor's booth will NOT be allowed. Exhibitors must take every reasonable precaution to minimize the noise of demonstrations or of operating sound devices, sound films, cutaway models etc.

**Marketing Activities.** Exhibitors shall distribute printed matters, souvenirs or other articles only within the exhibit space. Throwing of souvenirs, loud shouting and making of any unnecessary noises to attract attention will not be permitted. Singers are prohibited. Models or other entertainers will not be permitted to wear attire other than that which conforms to normal business or daytime social standard. CRA reserves the right of approval of said model and their attire, as well as the attire of other booth personnel.

**Balloons.** Balloons may not be exhibited or displayed unless manufactured and distributed in the normal course of business by the exhibiting firm. If inflated and displayed, balloons must be displayed within the limitations of the Rules and Regulations. Inflated balloons must be inflated only with air or heavier-than-air gas; helium is not permitted

**Safety.** CRA reserves the right to require equipment be repositioned and the right to stop any product demonstration on The CRA Show floor, which is determined to be a hazard, a disruption of The CRA Show or not consistent with the Rules and Regulations.

**Vehicles.** Operation of gasoline-operated vehicles/ equipment will be permitted during move-in and move-out periods. Vehicles/equipment of any type on display that are powered by fuel can have no more than ¼ tank of gas in the fuel tank (or amount designated by the Convention Center and local fire ordinances), and that fuel tank must be sealed with either a locking fuel cap or by tape. Batteries must be disconnected. External chargers are usually recommended for demonstration purposes. Propane tanks are not allowed, even if empty.

**Food and Beverage Dispensing.** Exhibitor may not dispense food and/or beverages of any kind without written permission from the exclusive Convention Center caterer. The serving and associated charges of food or beverage in display booths is the responsibility of Exhibitor. Serving of alcoholic beverages from Exhibitors' booth is prohibited at any time during the trade show or during the installation and dismantling of exhibits.

**10. USE OF SPACE: ASSIGNMENT, SUBLETTING OF SPACE:**

No exhibitor shall assign, sublet or share the space allotted without the knowledge and consent of CRA. No products, parts, accessories, or other goods, souvenirs, catalogs, etc, bearing names or other forms of advertising other than that of the exhibitor may be displayed. Exhibitors may not display any rebuilt or reconditioned machinery or equipment. No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit area.

**11. EXHIBIT CONSTRUCTION AND ARRANGEMENT**

**LIMITATIONS:** Exhibit background in all areas except island spaces cannot exceed 8 feet in height including a company name or other advertising. All display fixtures exceeding 4 feet in height and within 10 lineal feet of an adjoining booth or cross aisle must be confined within the rear half of the booth area. On island of peninsula spaces (space surrounded by aisles on three or four sides and 20' X 20' or larger) exhibit height construction is unlimited to facilitate the construction of open-type exhibits. However, only firm name or logo may appear above 10-foot height and in peninsula spaces no copy is allowed on the side facing adjoining booths, and that side must be finished. All display fixtures exceeding 4 feet in height and placed within 10 lineal feet of a neighboring exhibit or cross aisle must be a foot in from the numbered aisle. If a ceiling or two-storey exhibit is used over the entire island space, narrow supporting columns will be allowed in the corners at the cross aisles. Nothing will be allowed to be suspended from the ceiling of the exhibit area. Plans for island type exhibits or exhibits not conforming with the above must be approved by CRA at least TWO months prior to the opening of the show.

Height limitations do not apply to equipment manufactured in the normal course of business by the exhibitors, and displayed in its normal operating position. However, such equipment must remain completely within the confines of the exhibit space. CRA reserves the right to have any such finishing done to any exhibit which does not lend itself to an attractive appearance, such as unfinished sides or end panels. Such expense incurred will be at the Exhibitor's expense.

**AUTHORIZED AGENTS:** The exhibitor, whose authorized signature is on the reverse side, will act as the full authority to represent the Exhibitor in the business with the CANADIAN RENTAL ASSOCIATION during the term of the contract or this same exhibitor will have an appointed agent or agents with full authority to represent the Exhibitor. He will be responsible for service pertaining to receipt of material, set up the exhibit, dismantling and shipping instructions, for the duration of the Show and shall be given full power of the preparation, conduct and removal of the exhibit and shall work with the Exhibition Manager and staff to carry out all Rules and Regulations of the show and to conduct the exhibit in a businesslike manner.

**12.RECEIPT OF GOODS:** Goods will not be received unless plainly marked with all charges prepaid. All exhibits must be ready at least one hour before the show opens. CRA will not allow any move-in exhibits during Show Hours.

**13. EXHIBITOR REGISTRATION:** Exhibit hall attendance is restricted to qualified exhibitors, attendees and service suppliers as monitored by CRA. Badges are required at all times.

Exhibitor is limited to the number of complimentary exhibitor badges based on the size of contracted exhibit space. Use of an exhibitor badge by anyone other than the person named thereon is expressly prohibited. Any violations may result in the automatic removal of the exhibitor badge and will be considered just cause to expel Exhibitor and its representatives from The CRA Show floor and/or invoice the exhibiting company for the full registration fee as a result of false certification. Exhibitors witnessing such violation are urged to report said violation to CRA.

Firms or organizations (non-exhibiting suppliers) not assigned exhibit space will not be permitted to solicit business within the exhibit area and areas outlined above. Any company found to be conducting business as outlined in the manner will be in violation and removed from the exhibit hall.

**14. BOOTH PERSONNEL:** Name badges for admission to the exhibition hall and all activities will be issued according to the following policy:

- a. One Booth: maximum 4 personnel
- b. Two Booths: Maximum 6 personnel
- c. Three/Five Booths: Maximum 8 personnel
- d. Six/More Booths: Maximum 10 personnel

A charge of \$25.00 will be assessed for exhibitors who request badges over this maximum allowed. A charge of \$25.00 will be assessed for all badges made on-site (plus GST)

**15. CARE OF BUILDING, EQUIPMENT & EXHIBITS:**

Exhibitors must not deface the walls of floors of the building, the booths, or the equipment of the booths. No nails or tacks can be driven in the building walls, floor or columns and equipment must be self-supporting. The exhibitor shall indemnify CRA for all claims for damage to exhibit space and exhibit premises caused or contributed to by his employees, representatives and guests. When such damage to the building appears, the Exhibitor is liable to the owner of the property so damaged.

All materials used to decoration must be flame proofed. Paper decorations, cut evergreens or branches are not permitted.

CRA will sweep and clean the aisles, but the Exhibitors must, at their own expenses, keep their exhibit space cleaned and their exhibits dusted and in good order. A cleaning charge will be assessed the exhibitor if booth requires cleaning services.

**16. LIABILITY AND INSURANCE:** Neither CRA or the exhibition Centre, nor their representatives, nor any members of the committee will be held responsible for any injury, loss or damage that may occur to the exhibitor, or to the exhibitor's employees or property from any cause whatsoever. It is the exhibitor's responsibility to protect machinery and exhibits so that no injury will result to the public, visitors, guests or persons or property. All property of the exhibitor is understood to remain in the

exhibitor's care, custody and control in transit to, from or within the confines of the exhibit hall subject to the Rules and Regulations. The exhibitor, signing the contract, expressly releases, holds, keeps and saves harmless and indemnifies the foregoing named organization and committee and individuals from all claims for such loss, damage or injury. Exhibitors are advised to carry insurance to cover any of the above.

**17. SECURITY:** CRA will provide necessary watchmen for the building during the hours the show is closed. CRA shall take all proper and reasonable care to see that the exhibit is not destroyed or damaged through any cause within its control, but it does not insure the safety of said exhibit and is required to use only such reasonable care as it deems necessary through the employing of watchmen and other such precautions as a prudent businessman in the protection of his own property.

**18. BOOTH SERVICES:** The price in this contract includes standard backdrop and side railings furnished by the contracted decorator. No front railing will be installed, all other services required such

as electricity, furnitures, etc. must be arranged through the official decorator. All local ordinances, codes and union contracts must be complied with and are the sole responsibility of the Exhibitor.

**19. EXHIBITOR'S LITERATURE:** any literature, commercial in nature, which pertains to the convention activities of the CRA e.g. show directory, show guide, etc may not be distributed at any trade show without the approval of the Managing Director of the CANADIAN RENTAL ASSOCIATION