



# EXHIBITOR INFORMATION PACKAGE & CONTRACT

OTAFEST 2019 EXHIBITOR HALL  
MAY 17 - 19, 2019  
CALGARY TELUS CONVENTION CENTRE

## WELCOME

The Otafest Exhibitor Team is pleased to invite you to take part in the Otafest 2019 Exhibitor Hall. We are proud to host a variety of exhibitors whom attendees look forward to as a major highlight of their Otafest experience. We are eager to work with you to provide an unforgettable experience and uphold the quality expected from an Otafest event.

Sincerely,

Jessica Ha, Manager  
Exhibitors  
Otafest  
[vendors@otafest.com](mailto:vendors@otafest.com)

## DATE & LOCATION

**Otafest 2019**  
May 17 - 19, 2019  
**Calgary Telus Convention Centre**  
120 9 Ave SE,  
Calgary, Alberta, Canada

## FESTIVAL SCHEDULE

*THURSDAY*  
*MAY 16*

Setup  
5:00 PM - 10:00 PM

*FRIDAY*  
*MAY 17*

Final Setup  
7:00 AM - 10:00 AM

Open to Public  
10:00 AM - 6:00 PM

*SATURDAY*  
*MAY 18*

Open to Public  
10:00 AM - 6:00 PM

*SUNDAY*  
*MAY 19*

Open to Public  
10:00 AM - 4:00 PM

Takedown  
4:00 PM - 7:00 PM

# PRICING & BOOTH DETAILS

Each Exhibitor may purchase and combine together up to a maximum of eight (8) booths.

BOOTH TYPE	SIZE & DIMENSIONS	INCLUDES	PRICE
Regular Booth	100 sq. ft. 10ft x 10ft	<ul style="list-style-type: none"><li>- Materials Handling</li><li>- 8 ft. high pipe and drape on 3 sides</li><li>- 1 Table (8 ft. x 2 ft.)</li><li>- 2 Chairs</li><li>- 2 Exhibitor badges</li></ul>	\$600.00 + G.S.T
Corner Booth	100 sq. ft. 10ft x 10ft	<ul style="list-style-type: none"><li>- Materials Handling</li><li>- 8 ft. high pipe and drape on 2 sides</li><li>- 2 Tables (8 ft. x 2 ft.)</li><li>- 2 Chairs</li><li>- 2 Exhibitor badges</li></ul>	\$700.00 + G.S.T

## *Additional Badges*

Extra Exhibitor Badges are available at CAD \$10.00 + GST each. Note the required number of extra badges on your application form. Additional Badges requested after Sunday, April 7, 2019 and any replacement badges required during the event will be charged at \$30.00 + GST each.

## *Extra Furnishing, Materials Handling, Shipping and Storage*

Materials handling will be handled exclusively by St. George Show Services Inc. (SGSS) This pertains to all merchandise and equipment that comes through the loading dock. For details regarding extra furnishing for booth spaces, shipping and storage of merchandise please refer to the [SGSS Rental Information Package](#).

## *Electrical Power and Internet Connection*

Electrical power and internet connection can be ordered using the [Calgary Telus Convention Centre \(CTCC\) Tradeshow Services Form](#). We are unable to provide you with power and/or internet should you fail to order these services yourself.

## *Sale of Food and Drink*

The sale of food and drink is prohibited unless authorization has been granted from Otafest and Marriott catering services. A [Food and Beverage Authorization Request Form](#) must be filled out. Please complete the form and submit to Otafest by Sunday March 31, 2019. The sale of regular sized Pocky, Hi-Chew Fruit Chews, and flavoured KitKat bars has already been approved for all exhibitors.

## *Sale of Mystery Containers*

“Mystery containers” are defined as a bag, box, or container whose exact contents are unknown to the purchaser until after the purchase has been made. To ensure the validity and quality of goods in our hall, the sale of mystery containers is prohibited unless prior authorization has been granted from Otafest. A [Mystery Containers Authorization Request Form](#) must be filled out. Please complete the form and submit to Otafest by Sunday March 31, 2019. Mystery containers are subject to random search by Otafest staff prior to and during the event.

## *Raffles and Draws*

Exhibitors who wish to include a charged raffle or draw must obtain a raffle license and notify Otafest with proof of license. Please refer to the [Alberta Gaming, Liquor and Cannabis site](#) for details on license requirements. Otafest reserves the right to remove unlawful or unauthorized raffles or draws during the event.

## ACCOMMODATIONS

The Marriott Hotel is conveniently attached to the convention centre and provides easy access to a number of restaurants and shops in the heart of downtown Calgary. You can book your stay at <https://otafest.com/hotel>.

## GIFT CERTIFICATES

As part of Otafest's various contests, patrons will be given gift certificates for use in the Exhibitor Hall. You must accept the certificates for the value indicated as an all-or-nothing item (i.e. don't give any change). At the end of each day, please bring all gift certificates collected to the Exhibitor Hall information desk where you received your badges to be paid out. Please note you will not be compensated for lost certificates. A sample certificate will be shown prior to the start of the festival so you'll know what to expect.

## APPLICATION

Registration is by request only. Please fill out the application form at <https://otafest.com/exhibit>.

Online registration will open on Saturday, November 24, 2018 at 10:00 am MT.

## PAYMENT & DEADLINES

The payment due date is Sunday February 24, 2019.

A confirmation email will be sent out once the application has been approved and will include details regarding booth details and payment. Failure to meet the payment due date will result in the loss of your booth space.

### *Payment Options*

#### 1. Cheque

- a. Make cheques and acceptable money orders payable to: "Otafest". Do not send cash in the mail. Receipts will be issued upon request. Send payments by post to the following address:

Otafest  
Southland Crossing RPO P.O. Box #42143  
Calgary, AB Canada T2J 7A6

#### 2. Online

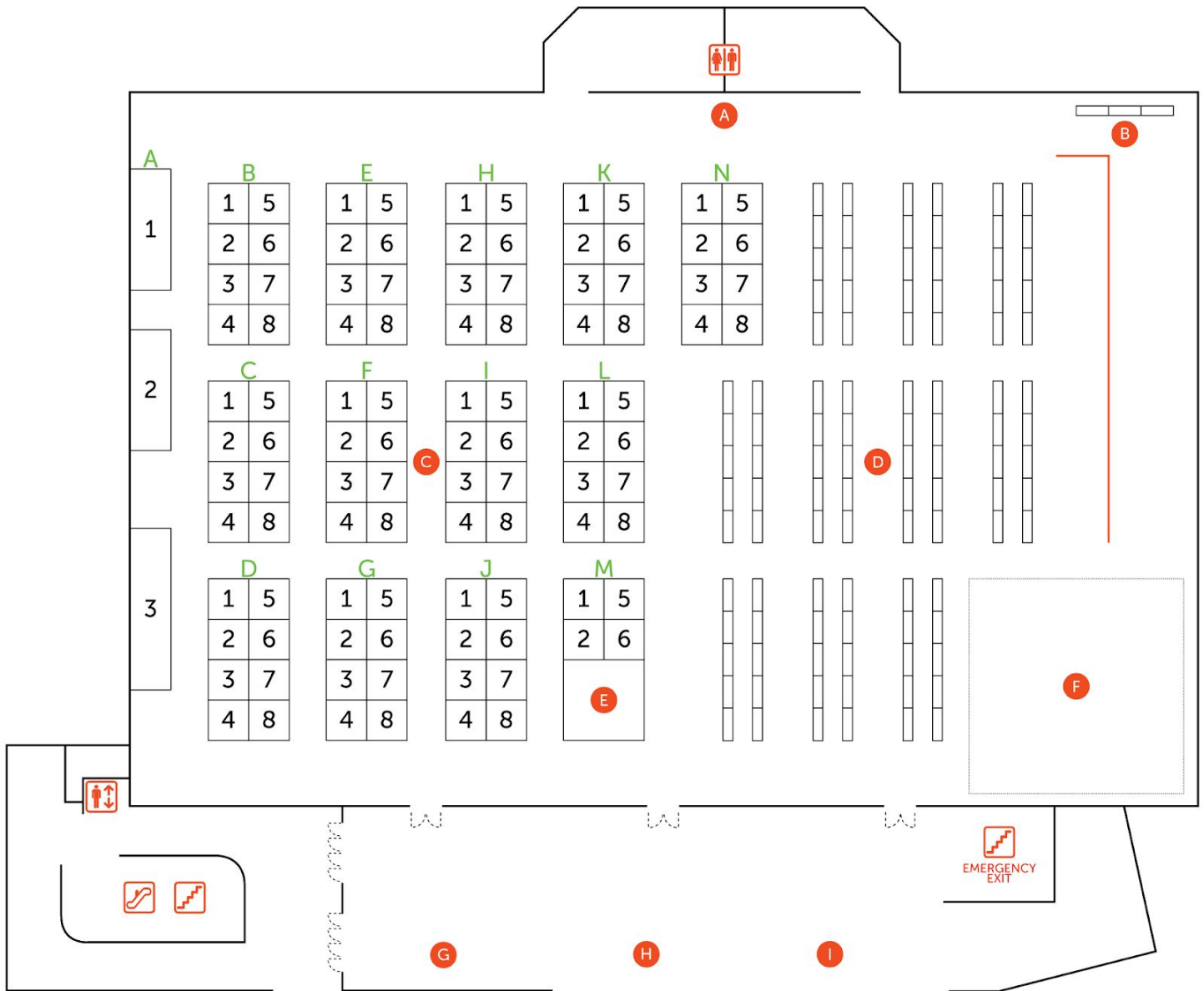
- a. Online payments can be made via Square. Please note a 2.9% + \$0.30 service fee will apply. If you'd like to pay online, please inform the Exhibitor Team via e-mail.

Failure to meet the above payment deadlines will result in the loss of the reserved booth space. A \$75.00 fine will be issued to Exhibitors for bounced cheques or invalid payments.

# SETUP AND TAKEDOWN

For more information regarding parking, restocking, and setup and takedown procedures, please refer to the [Setup and Takedown Details](#) appendix.

## LAYOUT



- A** Otafest Photo Booth
- B** Autographs
- C** Exhibitors
- D** Artist Alley
- E** Otafest Merchandise
- F** Concession
- G** Policy Enforcement
- H** Community Alley
- I** Sketch Drive



# EXHIBITOR CONTRACT

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CALGARY TELUS CONVENTION CENTRE

The application for a booth space at Otafest 2019 will become a contract between the Otafest Film and Cultural Festival Planning Committee (Otafest) and the applicant (Vendor). By submitting an application for a booth space at Otafest 2019 the Vendor agrees to the terms and conditions set forth in the Otafest 2019 Exhibitor Contract. The information contained within the following contract may be updated or amended at Otafest's discretion.

## 1. Location and Layout

- a. The Otafest 2019 Exhibitor Hall is located inside the Calgary Telus Convention Centre (CTCC) during the dates of May 17 - 19, 2019.
- b. Otafest reserves the right to modify the layout if necessary.

## 2. Registration for Booth Space

- a. The Vendor must fill out the Otafest 2019 application form in order to be considered for a booth space.
- b. Otafest reserves the right to reject an application.
- c. Placement of the Vendor in the Exhibitor Hall is at the discretion of Otafest.
- d. Applicants must be 14 years of age or older.

## 3. Materials Handling, Shipping, Loading and Unloading

- a. Materials handling will be exclusively handled by St. George Show Service (SGSS) Inc. All merchandise and equipment coming in through the loading docks will be moved by SGSS Inc. to the designated booth space.
- b. The Vendor shall follow the instructions provided by SGSS for the shipping, loading and unloading and storage of merchandise and equipment.
- c. The Vendor is responsible for making their own arrangements with SGSS Inc. for shipping and pre-show/post-show storage of merchandise and equipment. The Vendor is responsible for the fees associated with shipping and pre-show/post-show storage of merchandise and equipment.

## 4. Use of Booth Space

- a. The Vendor shall have access to their designated booth during the listed setup times and the listed hours of operation of the Exhibitor Hall.
- b. The Vendor shall be present at their booth during the hours the Exhibitor Hall is open to the public. Displays and showcases shall be set up by the time the Exhibitor Hall is open to the public.
- c. The Vendor is responsible for ordering their own electrical power, Wi-Fi, and other equipment through the CTCC using the Tradeshow Forms .
- d. The Vendor may display their merchandise as they see fit. All displays must fit within the given booth space. Displays and signage shall be no higher than 14ft from the ground . All Vendors shall abide by the local fire and safety regulations.
- e. Displays must not obstruct or interfere with other booth spaces or the view of other booth spaces. Displays and signage must remain forward facing.

- f. The Vendor shall keep their booth space clean and prevent any damage to the tables and chairs provided or to the Exhibitor Hall. The Vendor shall not use any permanent methods of affixing displays to the tables, chairs, or the Exhibitor Hall.
  - g. The tables and chairs provided shall not be moved or removed from the booth space.
  - h. All personnel operating the booth space shall have an Otafest 2019 Exhibitor badge visible.
5. Subletting
- a. If the Vendor intends to sublet their booth space, they shall indicate this in the registration form.
  - b. The Vendor is responsible for their sublet, and shall ensure that their sublet has read, understands, and abides by the Otafest 2019 Exhibitor Contract.
6. Payment, Refunds, and Cancellations
- a. The Vendor shall have the full payment for their table space submitted to Otafest no later than February 24, 2019 . Failure to meet the payment deadline shall result in loss of booth space.
  - b. A fine of CAD \$75.00 will be issued to Vendors for bounced cheques or invalid payments.
  - c. Cancellations must be submitted in writing to vendors@otafest.com. A 50% refund of the booth space (excluding or minus the online payment service charge) will be provided if the cancellation is received before February 24, 2019. No refund will be provided if the cancellation is received on or after February 24, 2019.
  - d. Otafest reserves the right to resell booths spaces which have not been claimed by the time the Exhibitor Hall opens to the public.
7. Merchandise Restrictions
- a. The Vendor shall abide by licensing and copyright regulations and laws. Vendors are responsible for the authenticity and quality of their merchandise and must be able to immediately prove authenticity if challenged.
  - b. Otafest reserves the right to inspect merchandise and request to see supplier receipt.
  - c. The Vendor assumes full responsibility for any litigation and fines associated with the sale of bootlegged, counterfeit, and/or illegal merchandise.
  - d. The sale of art and handmade crafts is permitted only if the Vendor is the original artist/artisan or a Proxy Selling Agreement has been signed. All art and handmade crafts shall abide by copyright regulations.
  - e. Food or drink shall not be distributed or sold without prior approval from Otafest and the Marriott. If the Vendor intends to sell food or drink, they shall fill out a Food and Beverage Authorization Request Form.
  - f. "Mystery containers" are defined as a bag, box, or container whose exact contents are unknown to the purchaser until after the purchase has been made.
  - g. Mystery containers shall not be sold without prior approval from Otafest. If the Vendor intends to sell mystery containers, they shall fill out a [Mystery Containers Authorization Request Form](#).
  - h. Raffles and/or draws in which a person must pay to enter must have an Alberta Gaming, Liquor and Cannabis license and prior approval from Otafest to operate.
  - i. The sale of weapons is prohibited. However, props that abide by the [Otafest Weapons Policy](#) may be sold.
    - i. The Vendor must contact Otafest in advance if they intend to carry such items.
  - j. Merchandise which may be deemed as offensive, inappropriate, or sexually explicit shall not be displayed.
  - k. Sexually explicit merchandise shall not be sold to minors.
  - l. The Vendor shall not reproduce or sell Otafest branded merchandise, mascot characters, or other Otafest trademarks unless the Vendor has received prior approval in writing from Otafest.
8. Gift Certificates
- a. The Vendor agrees to accept official, signed Otafest 2019 Gift Certificates ("Gift Certificates") and honor them for the value denoted on the certificate.
  - b. The Vendor shall not provide change for purchases made solely with a Gift Certificate.

- c. The last day for Vendors to redeem Gift Certificates for cash is Sunday May 19th, 2019 at 4:00 PM MT, after which all Gift Certificates shall be deemed null and void.
- d. Otafest shall not replace or honor lost Gift Certificates.

#### 9. Security and Liability

- a. The Vendor is responsible for all of their merchandise and personal items. The Exhibitor Hall will be locked and a security guard will be on patrol overnight, however, The Vendor must ensure that they store their belongings in a safe and reasonable location. Otafest assumes no responsibility for any lost, stolen or damaged merchandise or personal items.
- b. The Vendor is responsible for staffing their booth space. If a Vendor needs to step away or a moment, an Otafest staff or volunteer may watch over the booth space but shall not sell any merchandise.
- c. Otafest assumes no responsibility for any harm or injury incurred at Otafest 2019. Vendors and their staff are responsible for their own well-being at Otafest 2019. If assistance is required, please contact an Otafest representative.

#### 10. Badges

- a. There is a CAD \$30.00 charge to replace lost badges
- b. Extra Exhibitor Badges are available at CAD \$10.00 + GST each, any desired extra badges must be indicated on the application form by April 7, 2019. Badges requested after April 7, 2019 will be charged CAD \$30.00 each
- c. Exhibitor Badges grant the bearer access to the 2019 Exhibitor Hall only. Individuals wishing to visit panels, showings, or other Otafest events outside the Exhibitor Hall must purchase general admission to Otafest 2019.

#### 11. General Conduct

- a. The Vendor shall be respectful of other Vendors, Otafest patrons, Otafest representatives, and CTCC staff. Harassment will not be tolerated.
- b. The Vendor shall respect their booth space, the Exhibitor Hall, and the CTCC building.
- c. Loud music and flashy light displays are not permitted in the Otafest 2019 Exhibitor Hall.
- d. The Vendor shall follow local health and safety regulations at all times.

#### 12. Violation of Contract

- a. Unless otherwise stated, Vendors in violation of the Otafest 2019 Exhibitor Contract shall receive one warning, a second violation will result in expulsion from Otafest 2019 with no refund. Any fees or damages incurred shall be charged to the Vendor.



# MYSTERY CONTAINERS AUTHORIZATION REQUEST

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Approval of sale of mystery containers are subject to the following terms and conditions in addition to those in the application contract. Failure to abide by any of these terms may result in expulsion from the event without refund or compensation, confiscation of any or all prohibited items, and disqualification from attending future events.

1. The Vendor shall abide by licensing and copyright regulations and laws. Vendors are responsible for the authenticity and quality of their merchandise and must be able to immediately prove authenticity if challenged.
2. Sexually explicit merchandise shall not be sold to minors.
3. The sale of weapons is prohibited.
4. Food or drink shall not be distributed or sold without prior approval from Otafest and the Calgary Telus Convention Center.
5. Otafest reserves the right to inspect merchandise prior to or during the event and request to see supplier receipt.
6. Otafest reserves the right to order a Vendor to cease sales of any item(s) it deems in breach of any/all of the Vendor's agreement(s) with Otafest.

Be advised we will perform an investigation if a patron submits an official written complaint about the value or quality of your mystery containers. Otafest reserves the right to inspect, open, and remove any mystery containers and/or remove the offending Vendor from the event if any of the above is violated.

Please provide a brief description regarding your mystery bags and boxes:

Price Range	
Content Description (Item types, franchises, etc.)	

I, the undersigned, have read, understood and agree to all of the terms and conditions contained within this contract and understand that I may contact Otafest if I have any questions. I agree that I will make myself available to an Otafest staff member 1 hour prior to opening on May 17th, 2019 to go over the item(s) for sale.

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# EXHIBITOR SETUP AND TAKEDOWN DETAILS

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## LOCATION

Vendors will use the NORTH LOADING DOCK just past the train tracks. [Click here for a map and directions.](#)

## PARKING

Street parking is free after 6pm on Thursday, Friday, and Saturday, and all day Sunday. A Calgary Parking Authority (CPA) parkade is in the North building next to the loading dock. Please refer to the [CPA site](#) for specific lot details and rates.

Note that the parkade has a clearance of 6' 8" (2.05m). If your vehicle exceeds this, there are other parking lots in the area.

You may also want to setup an account with ParkPlus to pay for parking online over multiple days. Create an account and click "More Options" > "Online Activation". A calendar will appear to allow you to fill in your plate number and the times and days you will be parked there. You can access this via [www.parkplus.ca](http://www.parkplus.ca).

## UNLOADING/SETUP

To facilitate the setup process please refer to the setup schedule that will be made available in May for your designated loading time. Have your booth ID number ready when you arrive at the loading dock.

All materials handling will be done by St. George's Services (SGS). When you pull into the loading dock, an SGS staff member will direct you to the loading area to unload. Once all your materials have been unloaded onto the dock please give the SGS staff your booth ID number and they will move it there for you while you park your vehicle. If you have materials or merchandise you would feel more comfortable carrying to your booth space yourself, please let the SGS staff know.

Please check in with Otafest staff at the Exhibitor Relations booth located in the pre-function space just outside the hall to pick up your vendor badges.

## RESTOCKING

If you require the loading dock to restock during the event, please notify Otafest staff at the Exhibitor Relations booth in advance with your booth ID. The loading dock will be available from 8:00am - 9:30am each morning. All materials must be moved from the dock by 9:45am.

## LOADING/TAKEDOWN

To facilitate the take-down process please finalize your transactions within 15 minutes of the closing announcement and have your booth ID number ready once you have finished packing. Please provide your booth ID number to an SGS staff member located by the loading dock doors. You will be given a number to designate your order on the loadout list. SGS staff will come to your booth to move your materials to the loading dock when it is your turn while you get your vehicle.

**Note that if you are not completely ready to move out when the SGS staff come to your booth you will lose your spot in the line.**