



EXHIBITOR INFORMATION PACKAGE & CONTRACT

OTAFEST 2020 EXHIBITOR HALL

MAY 15 - 17, 2020

CALGARY TELUS CONVENTION CENTRE

WELCOME

The Otafest Exhibitor Team is pleased to invite you to take part in the Otafest 2020 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, Exhibitor Manager
Otafest
vendors@otafest.com

DATE & LOCATION

Otafest 2020

May 15 - 17, 2020

Calgary Telus Convention Centre

120 9 Ave SE

Calgary, AB T2G 0P3

FESTIVAL SCHEDULE

THURSDAY

MAY 14

Setup
5:00 PM - 10:00 PM

FRIDAY

MAY 15

Final Setup
7:00 AM - 10:00 AM

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

SATURDAY

MAY 16

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

SUNDAY

MAY 17

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

Takedown
4:00 PM - 10:00 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. 10 ft. x 10 ft. | <ul style="list-style-type: none">• Materials Handling• 8ft. High pipe and drape on 3 sides• 1 table (8 ft. x 2 ft.)• 2 chairs• 2 exhibitor badges* | \$650.00 + GST |
| Corner Booth | 100 sq. ft. 10 ft. x 10 ft. | <ul style="list-style-type: none">• Materials Handling• 8ft. High pipe and drape on 2 sides• 2 tables (8 ft. x 2 ft.)• 2 chairs• 2 exhibitor badges* | \$750.00 + GST |

* Exhibitor Badges will grant the bearer access to the Exhibitor Hall ONLY so you can get to your booth and sell your merchandise. If you want to explore the rest of Otafest (panels, showings, maid cafe, etc.), you will need to purchase a pass to Otafest 2020. An exhibitor badge can be upgraded to include general weekend admission for \$30.00 CAD during Otafest at the Exhibitor Relations booth.

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, March 22, 2020 and any replacement badges required during the event will be charged at \$30.00 + GST each.

MATERIALS HANDLING / SHIPPING AND STORAGE

Materials handling will be handled exclusively by Superior Show Services (SSS). 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 [Superior Show Services Trade Show Forms](#).

POWER & INTERNET

Power and internet access are available, however you must order them directly through the [Calgary Telus Convention Centre Trade Show Forms](#). Otafest is not able to order these services for you. If you have any questions, please contact the Calgary Telus Convention Centre.

FOOD AND DRINK SALES

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 ([CTCC Trade Show Form, p.20-21](#)) must be filled out. Please complete the form and submit it to Otafest by Sunday March 31, 2020. The sale of regular sized Pocky, Hi-Chew Fruit Chews, and flavoured KitKat bars has already been approved for all exhibitors.

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. Due to several issues arising in prior years regarding the quality of items included in mystery containers, the sale of mystery containers is prohibited at Otafest.

If you have questions regarding whether an item is considered a mystery container, please contact the Exhibitor Team for clarification.

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- treat them as cash. A sample certificate will be shown prior to the start of the festival so you'll know what to expect.

RAFFLES AND DRAWS

Vendors who wish to include a charged raffle or draw must obtain a raffle license and notify Otafest with proof of license. Otafest must also approve the raffle. 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.

APPLICATION & SELECTION

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

Online registration will open on Saturday, November 23, 2019 at 10:00 am MT.

The exhibitor selection process has changed. Exhibitors will be assessed and selected one week after applications have opened. We will inform all applicants of their status and/or booth placement by December 7, 2019 via email.

PAYMENT & DEADLINES

Payment is due Sunday, February 23, 2020. A confirmation email will be sent out once the application has been approved and will include details regarding booth details and payment.

Payment Options

1. Cheque

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

2. **Online**

Online payments can be made via Square. Please note a 2.9% + \$0.30 service fee will apply. If you would like to pay online, contact the exhibitor team.

Failure to meet the above payment deadlines will result in the loss of the reserved booth space. A \$75.00 fine will be issued 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 at the end of this package.



EXHIBITOR CONTRACT

OTAFEST 2020 EXHIBITOR HALL

MAY 15 - 17, 2020

CALGARY TELUS CONVENTION CENTRE

The application for a booth space at Otafest 2020 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 2020 the Vendor agrees to the terms and conditions set forth in the Otafest 2020 Exhibitor Contract. The information contained within the following contract may be updated or amended at Otafest's discretion.

1. Location, Layout, and Definitions

- a. The Otafest 2020 Exhibitor Hall is located inside the Calgary Telus Convention Centre (CTCC) Exhibit Hall, hereafter referred to as the "Exhibitor Hall" during the dates of May 15 - 17, 2020.
- b. A "Booth Space" refers to a space within the Exhibitor Hall available for lease.
- c. The "layout" refers to the configuration of Booth Spaces within the Exhibitor Hall.
- d. Otafest reserves the right to modify the layout if necessary.

2. Booth Space Applications

- a. The Vendor must submit an application online at <https://otafest.com/exhibit> in order to be considered for a booth space.
- b. Applicants and any assistants must be 14 years of age or older by May 15, 2020.
- c. Otafest reserves the right to reject an application for any reason.
- d. Placement of the Vendor in the Exhibitor Hall will be at the discretion of Otafest.

3. Materials Handling, Shipping, Loading and Unloading

- a. Materials handling will be exclusively handled by Superior Show Services (SSS) Inc. All merchandise and equipment coming in through the loading docks will be moved by SSS Inc. to the designated booth space.
- b. The Vendor shall follow the instructions provided by SSS for the shipping, loading and unloading and storage of merchandise and equipment.
- c. The Vendor is responsible for making their own arrangements with SSS for shipping and pre-show / post-show storage of merchandise and equipment.
 - i. 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 will have access to their designated Booth Space during the following setup, hours of operation, and takedown times of the Exhibitor Hall:
 - i. Thursday May 14, 2020 between 17:00-22:00 MST
 - ii. Friday May 15, 2020 between 08:00-18:00 MST
 - iii. Saturday May 16, 2020 between 10:00-18:00 MST
 - iv. Sunday May 17, 2020 between 10:00-22:00 MST
- b. Displays and showcases must be set up by the time the Exhibitor Hall is open to the public.

- c. The Vendor agrees to be present at their table during all the hours that the Exhibitor Hall is open to the public.
- d. The Vendor is responsible for ordering their own electrical power, Wi-Fi, and/or other equipment through the CTCC using the Tradeshow Forms.
- e. The Vendor may display their merchandise as they see fit. All displays must fit within the given booth space.
 - i. Displays and signage shall be no higher than 14ft from the ground.
 - ii. The Vendor shall abide by the venues and local fire and safety regulations.
- f. Displays must not obstruct or interfere with other Booth Spaces or the view of other Booth Spaces.
 - i. Displays and signage must remain forward facing.
- g. The Vendor shall keep their booth space clean and prevent any damage to the tables and chairs provided in the Exhibitor Hall.
- h. The Vendor shall not use any permanent methods of affixing displays to the tables, chairs, or the Exhibitor Hall.
- i. The tables and chairs provided shall not be moved or removed from the Booth Space.
- j. All personnel operating the Booth Space shall have an Otafest 2020 Exhibitor badge visible.
- k. Otafest shall not be held responsible for damage to the Vendor's merchandise or display as a result of relocating their materials in order to comply with the points listed in this contract.

5. Badges

- a. The Vendor will receive two (2) Exhibitor badges.
 - i. Exhibitor Badges will grant the bearer access to the Exhibitor Hall only and does not constitute admission to other rooms or areas at Otafest.
 - ii. An exhibitor badge can be upgraded to include general weekend admission for \$30.00 CAD during Otafest at the Exhibitor Relations booth.
- b. If requested, the Vendor may purchase additional Exhibitor badges for \$10.00 CAD plus service fee.
 - i. The request must be made before March 22, 2020.
 - ii. If the request is made on or after March 22, 2020, the price per badge becomes \$30.00 CAD charge plus service fee.
- c. There is a \$30.00 CAD charge to replace badges lost during Otafest.

6. Subletting

- a. If the Vendor intends to sublet their booth space, they shall indicate such intent 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 2020 Exhibitor Contract.

7. Payment, Refunds, and Cancellations

- a. All prices are in Canadian Dollars.
- b. The Vendor shall have the full payment for their table space submitted to Otafest no later than February 23, 2020. Failure to meet the payment deadline shall result in loss of booth space.
- c. A fine of \$75.00 will be levied against the Vendor for bounced cheques or invalid payments.
- d. Cancellations must be submitted in writing to vendors@otafest.com.
 - i. A 50% refund of the booth space (less the online payment service charge) will be provided if the cancellation is received before February 23, 2020.
 - ii. No refund will be provided if the cancellation is received on or after February 23, 2020.
- e. Otafest reserves the right to resell Booth Spaces which have not been claimed by the time the Exhibitor Hall opens to the public.

8. Merchandise Restrictions

- a. The Vendor shall abide by licensing and copyright regulations and laws.
- b. Vendors are responsible for the authenticity and quality of their merchandise and must be able to immediately prove authenticity if challenged.
 - i. 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.
 - i. All art and handmade crafts shall abide by copyright regulations.
- e. The Vendor shall not distribute or sell food or drink shall without prior approval from Otafest and the Marriott.
 - i. If the Vendor intends to sell food or drink, they shall fill out a Food and Beverage Authorization Request Form.
- f. The Vendor shall not sell Mystery containers.
 - i. "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. Raffles and/or draws in which a person must pay to enter must have an Alberta Gaming, Liquor and Cannabis license and have prior approval from Otafest to operate.
- h. The Vendor shall not sell weapons. However, props that abide by the Otafest Weapons Policy may be sold.
 - i. The Vendor shall contact Otafest in advance if they intend to carry such items.
- i. The Vendor shall not display merchandise which Otafest deems as offensive, inappropriate, or sexually explicit.
- j. The Vendor shall not show or sell sexually explicit merchandise to minors.
- k. 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.

9. Gift Certificates

- a. The Vendor shall accept official, signed Otafest 2020 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. Each day, after the Exhibitor Hall closes to the public, the Vendor may bring the Gift Certificates they have collected to the Exhibitor Information Desk in the Exhibitor Hall pre-function area to redeem the Gift Certificates for cash.
- d. The last day to redeem Gift Certificates for cash is Sunday, May 17th, 2020, after which all Gift Certificates shall be deemed null and void.
- e. Otafest shall not replace or honor lost Gift Certificates.

10. Security and Liability

- a. The Vendor is responsible for all of their merchandise and personal items. The Exhibitor Hall will be locked overnight, however, the Vendor must ensure that they store their belongings in a safe and reasonable location.
- b. Otafest assumes no responsibility for any lost, stolen, or damaged merchandise or personal items.
- c. The Vendor forever releases, waives, and discharges Otafest from all liability to the Vendor for any loss or damage to the Vendor or their property, and any claim or demands on account of personal or property injury.
- d. The Vendor is responsible for staffing their booth space.
 - i. If the Vendor needs to step away for a moment, they may request an Otafest staff or volunteer to watch over the booth space.
 - 1. Otafest does not guarantee the availability of such a service.
 - ii. No Otafest volunteer, staff, nor any representative of Otafest shall sell any merchandise on behalf of the Vendor.
- e. The Vendor is responsible for their own well-being at Otafest. If assistance is required, please contact an Otafest representative.

11. General Conduct

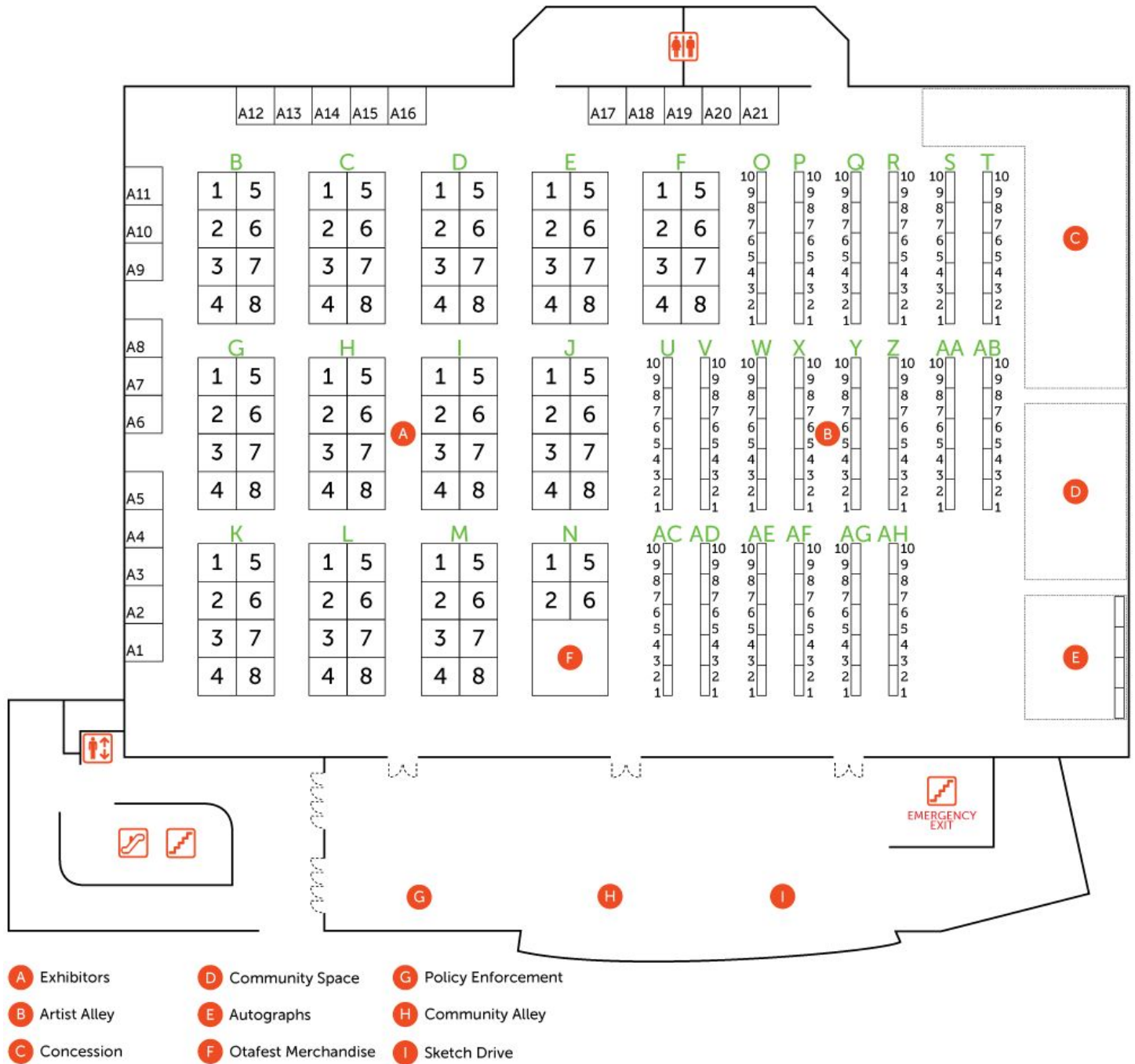
- a. The Vendor shall be respectful of other Vendors, artists, Otafest patrons, Otafest representatives, and CTCC staff.
 - i. Harassment will not be tolerated and will result in the Vendor's immediate removal without refund.
- b. The Vendor shall respect their Booth Space, the Exhibitor Hall, Artist Alley, and the CTCC building.

- c. Loud music and/or flashy light displays are not permitted.
- d. The Vendor shall follow local health and safety regulations at all times.

12. Violations

- a. Unless otherwise noted, Vendors in violation of the Otafest 2020 Exhibitor Information Package & Contract will receive one warning, a second violation will result in expulsion from Otafest 2020 with no refund. The Vendor may also be barred from future Otafest events for a period of no less than one (1) year. Any fees or charges incurred will be charged to the Vendor.

LAYOUT





EXHIBITOR SETUP AND TAKEDOWN DETAILS

OTAFEST 2020 EXHIBITOR HALL
MAY 15 - 17, 2020
CALGARY TELUS CONVENTION CENTRE

LOCATION

Vendors will use the **NORTH LOADING DOCK** near the LRT 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.

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

If you wish to pay online for parking, please visit www.parkplus.ca to access Virtual Pay, or download the MyParking app for your mobile device.

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 Superior Show Services (SSS). When you pull into the loading dock, an SSS staff member will direct you to the loading area to unload. Once all your materials have been unloaded onto the dock please give the SSS 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 SSS 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 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 & TEARDOWN

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 SSS staff member located by the loading dock doors. You will be given a number to designate your order on the loadout list. SSS staff will come to your booth to move your materials to the loading dock when it is your turn while you get your vehicle.

Unfortunately, if you are not completely ready to move out when the SSS staff come to your booth you will lose your spot in the line.