



EcoLiving Fair & Speaker Series
September 30, 2011 6:00pm – 9:00pm
October 1, 2011 9:00 am – 5:00 pm
Southern Alberta Institute of Technology

EXHIBITOR'S APPLICATION FORM

(All information collected is confidential)

Please complete one form for each exhibit. The deadline for registration is August 31, 2011.

Name of Organization: _____

Contact Person(s): _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: () _____ Cell: () _____

Email: _____

Display booth requirements:

{Note: all tables in the hall are 8 ft, in the lobby are 6 ft.}

Internet Connection

Yes ___ No ___

Electrical required

Yes ___ No ___

Skirted table (one)

Yes ___ No ___

Chairs (two)

Yes ___ No ___

Access to Loading dock

Yes ___ No ___

All exhibits must be set up by 6:00pm on Friday, Sept. 30th

Please specify any other requirements:

Do you have insurance for this event?

Yes ___ No ___

Are you interested in giving a talk or facilitating a workshop? (If yes, please complete speakers application form attached)

Yes ___ No ___

Please describe the products or services that you are going to exhibit.

Please include www.ecolivingevents.ca on your website and promotional material.

List items that you will be selling (if applicable).

EcoLiving Fair Terms and Conditions:

Initials

1. Payment is required to secure exhibition space.
2. The organizer reserves the right to reject inappropriate applications.
3. The exhibitor is responsible to provide information to the consumer for product sales and returns.
4. The exhibitor agrees to remove all display materials, products and associated waste from his/her space after the conclusion of the Fair.
5. Security will be provided throughout the event however, the exhibitor accepts all risks and responsibilities associated with the use of the exhibit space, including damage or loss of their property.
6. The organizer reserves the right to cancel the Fair at any time, and will not be held responsible for any loss incurred by the exhibitor.
7. The Exhibitor must obtain any required licenses or permits related to the sale of products for the duration of the EcoLiving Fair.
8. A \$40 fee will be charged for non-sufficient funds (NSF) cheques.
9. The exhibitor must complete a registration form to be reviewed by the committee.
10. The exhibitor requires special permission from the organizer if sharing booth space with other organizations.
11. The exhibitor is applying for a booth space at the EcoLiving Fair on October 1, 2011. If application is approved, the exhibitor agrees to abide by the terms and conditions set out in this application and agreement.

Speaker Terms and Conditions:

Initials

1. The speaker must limit presentation and questions to 45 minutes.
2. (Example: Presentation 30 minutes/ 15 minutes for questions)
3. The organizer reserves the right to reject the application.
4. Presentations can not be a marketing promotion.
5. Audience surveys will be conducted after each presentation.
6. The speaker must arrive and check-in with the organizer at least 30 minutes before his/her scheduled time.
7. PowerPoint presentations must be brought to the event by memory stick and on a CD.

Exhibitor cost: \$425

Not-for-Profit: \$200

Payment: **Cash or Cheque ONLY**
 Please make cheques payable to EcoLiving Events Ltd.

Mail to: **EcoLiving Events Ltd.**
 8815 – 36 Avenue NW, Calgary, Alberta, T3B 1W3

Email: info@ecolivingevents.ca **Phone: 403-288-6046**

Website: www.ecolivingevents.ca

For office use only: Date received: _____ Booth # _____ Confirmation Sent: _____

Please include www.ecolivingevents.ca on your website and promotional material.

Speaker Application and Agreement

Name of Organization: _____

Contact Person(s): _____

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____ Phone: () _____

Cell: () _____ Email: _____

Signature: _____ Date: _____

(Please initial speakers terms and condition)

Are you doing a PowerPoint presentation? Yes ___ No ___

Title of the presentation: _____

Please write a summary of your presentation (Approx. 50 words)

Speaker's biography (Approx. 50 words)

Mail to: EcoLiving Events
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Email: info@ecolivingevents.ca
Phone: 403-288-6046
Website: www.ecolivingfair.ca



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