

COMOX VALLEY EXHIBITION VOLUNTEER RECRUITMENT FAIR

201-580 Duncan Avenue, Courtenay, BC V9N 2M7

APRIL 19, 2020

250.338.8177 cvex.ca

info@cvex.ca

**This is the event for you if your organization is wanting to increase
volunteers, membership, or community awareness**

2020 VOLUNTEER FAIR APPLICATION

Organization Name:	Contact Person:
Address:	Phone:
City:	Cell:
Postal Code:	E-mail:

BY SUBMITTING THIS APPLICATION, I HEREBY ACKNOWLEDGE, THAT I HAVE READ THE POLICIES, RULES AND REGULATIONS AND AGREE TO ABIDE WITH THEM. I ALSO AGREE TO HOLD SAFE AND ABSOLVE THE COMOX VALLEY EXHIBITION ASSOCIATION FROM ANY LOSS OR DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF MY PARTICIPATION THAT IS THE RESULT OF MY ACTIONS, BOOTH OR EQUIPMENT. I ALSO GRANT PERMISSION TO CORRESPOND VIA E-MAIL REGARDING THIS APPLICATION.

Submitter _____ Date _____

In order to help cover costs for advertising and signage Comox Valley Exhibition is asking for a nominal charge of **\$20 for an 8' wide space or \$40 for a 16' wide space**. We have up to 84 - 8' spaces available and hope to be able to accommodate all non-profit/charitable organizations in the Comox Valley that are looking to expand their volunteer base/memberships. Please help us to keep costs down by providing your own table & chairs and if you require power please bring your own power cords.

8' tables available for \$5 rental fee.

Booth Choices (see pg. 4)	1 st	2 nd	3 rd

Power required (limited outside edge booths available)	Yes a	No a
--	-------	------

Looking Forward, Looking Back - August 28th, 29th & 30th, 2020

COMOX VALLEY EXHIBITION VOLUNTEER RECRUITMENT FAIR

201-580 Duncan Avenue, Courtenay, BC V9N 2M7

APRIL 19, 2020

250.338.8177 cvex.ca

info@cvex.ca

VOLUNTEER FAIR APPLICATION DEADLINES & PAYMENT

APPLICATION DEADLINE: Application, with payment, to be received no later than April 5. Organization site allocation may be based on date of receipt of application. **If your application is received and accepted prior to March 23, notice of your attendance will be listed in all our advertising and signage.**

PAYMENT: A space will not be considered sold and occupied until full payment has been made and confirmation has been received from the CVEX. No exhibitors will be permitted entry into the show until full payment has been received. CVEX management reserves the right to move an exhibitor to a different location for the best interests of the show. This reservation request becomes a contract after it is signed by the exhibitor and accepted by the Comox Valley Exhibition.

ALL NSF CHEQUES ARE SUBJECT TO A \$75.00 SERVICE CHARGE

CANCELLATIONS, LATE COMERS & NO SHOWS: Any space not claimed or occupied, or for which no special arrangements have been made prior to 4:00 PM Thursday April 16, may be resold or reassigned by Show Management and any monies paid will be forfeited. No refunds will be made on cancellations made after April 16 unless approved by the Board of Directors.

RULES & REGULATIONS

1. HOURS OF OPERATION

- **Sunday**, --- 11 am – 4 pm
- Exhibitors must be ready to open ½ hour prior to opening times and not close until event closing times.

2. GENERAL RULES & CONDITIONS

- All displays must be clean and attractive.
- Space contracted by the organization may not be sublet, resold or shared without the prior written permission of the CVEX.
- CVEX reserves the right to alter or change the space assigned.
- Exhibitor identification must be worn at all times.

4. STAFFING OF EVENTS

- All booths must be staffed at all times during the hours of the show. Unmanned booths must receive prior written approval.

6. THEME

- **Volunteering is a Family 'A' Fair**

Looking Forward, Looking Back - August 28th, 29th & 30th, 2020

COMOX VALLEY EXHIBITION VOLUNTEER RECRUITMENT FAIR

201-580 Duncan Avenue, Courtenay, BC V9N 2M7

APRIL 19, 2020

250.338.8177 cvex.ca

info@cvex.ca

7. MOVING IN AND OUT

- Move In – Sunday 8:30 am
- All exhibits must be completely set-up before 10:30 am Sunday.
- Move Out – **Sunday, 4:00 pm. Must be completed by 6:00 pm.**
- Your designated area must be left in the same condition as when you arrived.

8. PARKING

- Park in the designated areas as directed by the Director or attendants.
- Exhibitors vehicles may not be in the public area unless they are an integral part of the display.
- Do not leave vehicles blocking entrances or driveways.

9. INSURANCE / LIABILITY

- CVEX will not accept responsibility for injury to persons, loss of, or damage to, products, exhibits, equipment or decorations by fire, accident, theft or any other cause, during the event, move in or move out. The exhibitor is responsible for obtaining any / all insurance related to the participation and requirements of exhibits in the show.
- A copy of your proof of insurance must be attached to your application

10. PRODUCTS DISPLAYED / EXHIBITOR RESTRICTIONS

- **Info and Display only booths - No products or merchandise may be sold except for draw tickets and memberships.**

11. SOUND LEVELS

- Any attention arousing devices such as music, televisions, voice amplification, etc. must be kept at levels that do not interfere with other exhibitors.

13. DOGS/PETS PERMITTED AS FOLLOWS:

- **Dogs are NOT permitted**, except for Certified Assistance Dogs.

15. SMOKING / ALCOHOL / FIREARMS

- Smoking is prohibited in buildings and throughout the grounds, except in designated smoking areas.

16. MISCELLANEOUS

- The CVEX reserves the right to refuse anyone entry and to remove anyone for cause.
- All vendors will receive a confirmation of acceptance of their application via mail, telephone or email.

Any Exhibitor / Vendor, who violates any of the TERMS & CONDITIONS or any of the rules printed herein, or any part of their contract, may be barred from further attendance for such a period as may be decided by the Board.

Terms & Conditions are subject to change for legal reasons or to improve the quality of the CVEX. You will be advised of those changes as soon as possible

Looking Forward, Looking Back - August 28th, 29th & 30th, 2020

