



**EXHIBITOR CONTRACT**  
**January 31, February 1 & 2 - 2020**  
**WESTERN FAIR DISTRICT - 845 FLORENCE STREET, LONDON ON**



<b>COMPANY NAME</b> as it will appear online and in print:				
<b>CONTACT NAME:</b>			<b>EMAIL:</b>	
<b>TELEPHONE:</b>			<b>WEBSITE:</b>	
<b>BOOTH(S) # REQUESTED:</b>			<b>BOOTH(S) # CONFIRMED:</b>	
<b>MAILING ADDRESS:</b>				
<b>NAME &amp; CELL PHONE # FOR SHOW MOVE IN DAY CONTACT:</b>				
<b>BOOTH RENTAL - ***Hydro not included. Floor covering required.</b>	<b>#</b>	<b>Amount</b>	<b>Total</b>	<b>First right of refusal date: July 15, 2019.</b> After this date all booths are open for sale. Contract AND payment MUST be received to secure booth space. No exceptions. <b>Deposit:</b> CONTRACTS WITHOUT DEPOSIT WILL NOT BE PROCESSED. A 50% deposit of total amount due must accompany this signed contract in order for booths to be reserved and confirmed. Remaining balance due October 1st 2019. Contracts submitted on or after October 1st must include full payment. Payment may be made by certified cheque, cash, credit card or e-transfer. <b>NOTE - There is a \$50.00 charge for NSF cheques AND for every credit card transaction that is declined.</b> <b>Cancellation Policy:</b> Notification to cancel must be made in writing to LHBA or email to: newhomes@lhba.on.ca on or before October 1st 2019. Cancellation after October 1st 2019 will result in forfeiture of all monies paid. Cancellation prior to October 1st 2019 will result in an administrative fee of 25% of total booth cost plus hst being withheld from refund monies paid. <b>Exhibitor Passes:</b> 1-2 Booths- 3 passes, 3-5 Booths-5 passes, 6+ booths- 8 passes. Guest tickets available for purchase, more information to follow. <b>Moving booths:</b> The LHBA reserves the right to relocate any booth(s) as necessary with no financial compensation
Standard booth (s)		X\$795.00		
Corner charge		X\$155.00		
Non standard booth				
Non standard booth				
LHBA member discount - <i>Member in good standing 2019/2020</i>		-\$70.00		
Multiple booth discount - <i>\$240.00 for every 4 booths</i> <i>*This does not apply to Boulevard of Dreams or Feature booths</i>		-\$240.00		
Other discount (authorized by _____)				
<b>SUBTOTAL</b>				
13% hst #R122786270				
<b>TOTAL AMOUNT DUE - MAKE CHEQUES PAYABLE TO LHBA</b>	VERIFIED			
<b>DEPOSIT PAID - 50% minimum with new contract before Oct. 1st / full amount after Oct. 1st</b>				
<b>BALANCE DUE - all booth rentals must be paid in full by October 1st</b>				
<b>Product or service to be promoted in booth:</b>				

X \_\_\_\_\_

**EXHIBITOR SIGNATURE**

The person signing this document represents the exhibitor company and acknowledges & agrees to the use of their information for promotion. He/she has read and agrees to the terms on the contract, agrees to abide by the rules and regulations, and gives permission to be added to the LSHS exhibitor newsletter list.

**Please send the completed contract to the LHBA :**

**Email: newhomes@lhba.on.ca**

**Fax: (519) 649-2781**

**Mail: 571 Wharnclyffe Rd. S. London ON N6J 2N6**

\* PLEASE NOTE: The booth space you are renting has:

Pillar within the space \_\_\_\_\_ Vent within the space \_\_\_\_\_ Firehose cabinet within the space \_\_\_\_\_ Other: \_\_\_\_\_

Is last to move in (Thursday 1 pm) and first to move out (Sunday at 5pm) \_\_\_\_\_ No signs hung from ceiling in Building One : \_\_\_\_\_

**FOR OFFICE USE ONLY**

Confirmed Booth#(s) \_\_\_\_\_  
 Date contract received: \_\_\_\_\_ Type of payment: cash / cheque / e-transfer / credit card  
 Deposit amount: \_\_\_\_\_ Balance amount: \_\_\_\_\_ Adjustments: \_\_\_\_\_  
 Trans#: \_\_\_\_\_ Trans#: \_\_\_\_\_  
 Posting amount & date: \_\_\_\_\_ Invoice# \_\_\_\_\_ Sold by: \_\_\_\_\_

**CREDIT CARD AUTHORIZATION: VISA OR MASTERCARD**

Company Name: \_\_\_\_\_

Circle One: Payment in full now OR 50% now and balance to be run on October 1st

Credit card number: - PLEASE PRINT CLEARLY \_\_\_\_\_ EXPIRY: \_\_\_\_\_

**3 DIGIT SECURITY CODE FROM BACK OF CARD** \_\_\_\_\_

\*NOTE - THERE IS A \$50 SERVICE CHARGE FOR EVERY CREDIT CARD TRANSACTION THAT IS DECLINED

X \_\_\_\_\_

The person signing this gives permission for the above credit card to be charged as agree above. He/she is a signing authority for the credit card given.