

To Whom It May Concern:

Career Showcase August 16 – 18, 2019

On behalf of Edmonton Airshows Inc., it is my pleasure to announce the 1st Career Showcase at the Edmonton Airshow, August 16-18, 2019.

Please find enclosed your exhibitor package and trade show rental agreement.

We are anticipating 40,000 people to attend the Showcase Trade Show/Career Fair with 30 booths exhibiting in a pole tent and 30 booths in the Vendor Village. There will be a wide variety of products & services from our exhibitors or vendors display to an enthusiastic public. The people attending will be individuals looking at potential careers in the aviation and aerospace industry.

To secure your 2019 booth space for the show, you must complete & return the following:

1. Career Showcase Contract, Appendix A
2. Contract Conditions, Appendix B
3. Payment (minimum \$700.00 deposit) Appendix C
3. Certificate of Insurance copy (off-site insurance from your insurance company)
4. Copy of your corporate logo for signage and literature

The package can be emailed.

As you may know, the residents of Sturgeon County and the County of Parkland are a well-segmented population of younger families with above average incomes...in other words, great consumers for the products and services you sell or provide.

On behalf of the Edmonton Airshow, we look forward to your participation as an exhibitor in the Career Showcase. The Edmonton Airshow strongly believes in providing you and your business with great value in return for your marketing dollar and time. If you need further information or assistance, please contact Brian at 780-257-4634 or brian@rwevents.ca

Thank you for your consideration, I look forward to seeing you on site.

Sincerely,



J Brian Andrus

Director, Career Fair
Edmonton Airshows Inc.

EDMONTON
AIRSHOW
SHOWCASE 2019
Career Showcase 2019
Exhibitor Package

Please be sure to read through **all documents carefully.**

Thank you and we look forward to your participation this year!

Edmonton Airshow

Edmonton Airshow
Suite 200, 8003-102 Street NW
Edmonton, Alberta T6E 4A2

Web: www.edmontonairshow.com

ONLY 20 BOOTHS AVAILABLE!

How to Reserve Your Space:

Complete the enclosed contract,

As an exhibitor in the Career Showcase, your booth space(s) is held and reserved for you until **5:00 pm, Friday, July 15, 2019**. In the event that you have not reserved your space by that date, it will be available to other exhibitors.

Enclose full payment (or a \$700.00 deposit, payable on the website **and** the balance due *Thursday, July 25, 2019*) for your booth space, as well as **proof of insurance**, such as a copy of the cover page of your policy or a letter from your insurance agent (NLT August 1).

Please review the "Cancellation Policy" as described on the trade show "Contract", Appendix A.

Please note: We do not restrict how many industries / businesses of the same nature are participating the Trade Show. **We do not guarantee that like businesses will not be in the same vicinity.** A like business maybe assigned a location near you depending on booth availability.

Email your (1) Contract, (2) Contract Conditions, (3) Payment and (4) Proof of Insurance (5) Corporate logo to: brian@rweevents.com

Edmonton Airshow Inc.
Suite 200, 8003-102 Street NW
Edmonton, Alberta T6E 4A2

A Complete Check List is enclosed at the back of this package.

Please return all items requested

Hours of Operation:

The Career Showcase is open to the cadets the following hours:

- Friday, August 16 8:00 a.m. – 11:30, Set-up
- Friday, August 16 12 pm – 4:00 pm

The Showcase Trade Show/Career Fair is open to the public the following hours:

- Saturday, August 17 10 am – 4:30 pm
- Sunday, August 18 10am – 4 pm
- Sunday, August 18 5 pm – 6:30 pm, Strike Down

Set-up & Strike Down

- General Set-up times are: Friday, August 16, 8 am – 11:30 am
- Strike Down/Removal Time is Sunday, August 18 from 5 pm – 6:30 pm. All displays, equipment and materials **must** be removed from Showcase Tent prior to 6:30 pm Sunday to prepare for the airport re-opening on Sunday evening.
- Please be respectful of fellow exhibitors and do not take down your booth until the show concludes Sunday at 5 pm.

If needed, Edmonton Airshow volunteers will be on-site prior to and after the show to assist exhibitors with their setup and take down needs.

All 10' x 10' in the Showcase Tent Include:

- 10 ft x 10 ft, floor space
- One 120V, 15 Amp Power outlet
- 8 ft high back-wall drapery
- 3 ft high side-wall drapery
- one 8 ft skirted table
- chairs, two
- Water is available twice a day, Friday, Saturday & Sunday
- Flooring will be provided
- The SHOWCASE tent will have interior lighting. *Individual booth lighting is available for an additional cost.*
- Lunch for the three days of the event *The Edmonton Airshow will have full on-site catering offering luncheon meals.*
- One Parking Pass and two credential passes per booth which includes access to the catering suite for lunch (*additional passes can be purchased for \$50*)

Extra amenities beyond those outlined above are available for an additional cost to the listed booth price.

For pricing please use the attached River City Event Rentals Order form.

Important Exhibitor Information

Applicant Information

Legal Business Name: This is the name of the person or entity that will enter into the license agreement with Edmonton Airshow, if selected. If your company is not a legally registered company, please use your personal name.

Operating Name: This is the name that you do business as, and that appears on your exhibit.

Contact Information: Let us know how to best reach you. Please provide the contact person, phone number, email address, and website (if applicable). We will communicate with you at these addresses and mainly through email.

GST Registration Number: If you are a GST registrant, please indicate your valid and current GST registration number.

Upon the approval of this application by Edmonton Airshow, at its sole discretion, the applicant is hereby bound to the obligations contained within this document and the application form.

Insurance Requirements

The Edmonton Airshow's number one priority is safety! Appropriate insurance is required to ensure the protection of all parties involved.

Licensees must have in force a minimum of:

1. Commercial General Liability (CGL) insurance with limits of not less than two million dollars (\$2,000,000.00) per occurrence, covering liabilities for bodily injury, personal injury, death and property damage including products and completed operations liability. The Edmonton Airshow may, in its sole discretion, request that you have in force CGL in excess of \$2,000,000, ranging from \$5,000,000, \$10,000,000 or other depending on the risk of your operations. This insurance shall name "Edmonton Airshow" as additional insurers.
2. Standard automobile insurance providing third party liability coverage for bodily injury and property damage insurance for limits of at least two million dollars (\$2,000,000.00), inclusive and in respect of any one claim for the injury to, or death of, one or more persons or damage to, or destruction of, property.

You must provide to Edmonton Airshow a certificate of insurance confirming that the minimum insurance is in place at the time of application or by no later than the August 1 deadline.

Any additional insurance requirements will be conveyed to you and a reasonable deadline to provide certification of this insurance will be set.

Security

- Security guards will be patrolling the facility nightly Friday evening through to Sunday morning, while the Showcase is closed.
- This does not guarantee protection against theft. Please cover your displays to discourage theft.
- Should you suspect suspicious behavior please alert security.
- Upon your arrival at the Showcase tent, exhibitors will be provided Accreditation Wrist Bands, one for Saturday and one for Sunday allowing access to the venue for lunch.

Credentials & Parking

- During the show, **no cars, commercial/heavy truck** may remain in the infield of the airport while the

airshow is open to the public to prevent potential conflict between people and vehicles.

- We encourage all exhibitors to drop off their material at the Showcase tent and park in the designated area.
- You will receive one (1) General Parking Pass and two (2) Accreditation Passes per booth purchased. The complimentary parking pass will provide exhibitors access to the parking lot. (Parking Map will be provided when you pickup your Credential passes). Pickup times will be **confirmed** by email, and likely will be at the River Cree Hotel on Friday, August 9 and August 10 from 10 am – 2pm.
- If you need to purchase additional Accreditation Passes, please add additional passes when filling out your application form.
- Exhibitors, who are from out of town, please make arrangements to pickup your General Parking Pass and Accreditation Passes by contacting Brian Andrus at 780-257-4634.
- SHOULD YOU NEED TO RESTOCK YOUR EXHIBIT DURING THE DAY, PLEASE CONTACT - Brian Andrus at 780-257-4634.

CONDITIONS FOR FRIDAY ONLY

- Follow the directions of the Security personal
- Follow the designated route to the Showcase Tent through the infield
- Unload and setup your exhibit booth
- Park on the East side of the tent
- Parking is only allowed on the Friday event
- Depart on the designated route through the infield

Set-up 8:00 a.m. - 11:30 a.m.

SHOWCASE Opens 12:00 p.m.

SHOWCASE Closes at 4:00 p.m.

CAUTION

The airshow is in setup mode on Friday. There is to be no wondering from the Showcase Tent to other areas of the infield site except for lunch at 11:30 a.m.

CONDITIONS FOR SATURDAY & SUNDAY

- THERE WILL BE NO VEHICLES ALLOWED on the infield while the public is on the grounds. Any vehicle movement must be completed before 9:45 a.m.
 - Conversely, THERE WILL NO VEHICLES ALLOWED until the public leaves the grounds at 5:00 p.m. Saturday and 5:00 p.m. Sunday.
 - Once the show has concluded, 5:00 p.m., Sunday, exhibitors will be allowed to retrieve their vehicles and teardown their booths.
 - Teardown is to be completed before 6:30 p.m.
 - Follow the directions of the Security personal
 - Follow the designated route to the Showcase Tent
 - Depart on the designated route through the infield
- Saturday SHOWCASE hours 10:00 a.m. - 4:30 p.m.
Sunday SHOWCASE hours 10:00 a.m. - 4:00 p.m.

Contract Edmonton Airshows Inc.

Edmonton Airshow, Suite 200, 8003-102 Street NW, Edmonton, Alberta T6E 4A2

Web: www.edmontonairshow.com

In consideration of these premises and of the mutual covenants of the parties, the Edmonton Airshows (hereinafter referred to as "Management") does hereby demise, let and lease unto the undersigned (hereinafter referred to as the "Exhibitor") and the Exhibitor does hereby hire and take from Management exhibition space at Villeneuve Airport, Alberta, subject to the terms, conditions and regulations as set out in Appendix "B" upon the following terms and conditions.

Cancellation Policy:

- If the Exhibitor cancels their contract 30 Days prior to the commencement of the contract (whether or not the space is re-sold), the Exhibitor will be liable to Edmonton Airshow for \$700.00 of the total cost.
- If cancellation is received 30 days or less before commencement of contract, 100% of total cost will be charged.
- All cancellations must be received in written form.

First Name	Last Name	Company Legal Name
Operating As Name		
Website		Email*
Phone Cell	GST Number	

***Please supply an e-mail address as many reminders, etc. are communicated through e-mail**

Please advise the name that you wish to be displayed on the exhibit sign provided by Edmonton Airshow:

Rental and Contract Execution

Subject to Management's discretion, booths may be reserved by remitting a non-refundable deposit of \$700.00 of total cost with this completed Application. The balance to be paid **45 days** prior to airshow or deposit is forfeited.

10' x 10' exhibitor booth \$1150.00 + GST (5%)	\$57.50	=	\$ <u>1207.50</u>
Additional, extras + GST (5%)	_____	=	\$ _____
TOTAL COST			\$ _____

Submit the appropriate documents to: brian@rweevents.ca

It is understood by the Exhibitor that Management may not be able to assign the Exhibitor the space requested. In that event, Management shall notify the Exhibitor of the available space. In the event that more than one Exhibitor applies for the same exhibit space(s), that space will normally be awarded to the first Exhibitor forwarding the required payment on said space. Management reserves unto itself sole and absolute discretion to award and allocate exhibit space.

The exhibitor intends to exhibit the following products, services, other: _____

Executed by: (Print name) _____ Position: _____

(Signature) X _____ Date: _____

The contract will commence August 16, 2019 and end August 18, 2019

Appendix B

The exhibitor agrees:

CONTRACT CONDITIONS

1. To abide by the terms and conditions set forth in this contract between the Exhibitor and Edmonton Airshow ("Management");
2. To observe and abide by all rules and directives of the Management including those in respect of set-up and take-down procedures and observation of fire regulations, food safety, and public safety (i.e.: gas & propane powered vehicles or equipment on display);
3. To permit the officers of the Management or any person authorized by them at any time to enter upon and inspect the licensed area;
4. Not to assign or transfer this contract;
5. To have an authorized representative in attendance at the booth during all times when the show is officially opened. Failure to comply with this regulation may result in removal from the show;
6. At no time to use electrical or other services in the booth which shall exceed the capacity of any transmission equipment so as to constitute a hazard. The Management's determination of what constitutes hazards shall be binding upon the Exhibitor;
7. To comply with all valid, federal, provincial and municipal legislation, regulations, by-laws, resolutions and standards including, without restricting the generality of the foregoing, maintenance of insurance in such amounts and for such coverage as is required by any federal, provincial or municipal regulators or licensors of the Exhibitor's business;
8. The Exhibitor is responsible for all damage caused by the Exhibitor to the facility and to all property owned or leased in connection with the show by Management howsoever such damage is caused. Management will maintain a security service and take reasonable precautions to safeguard the Exhibitors property, however, Management assumes no liability for loss or damage through any cause, of goods, exhibits or other materials owned, rented or leased by the Exhibitor. The Exhibitor shall indemnify the Management and hold them harmless from and against all liability, claims, damages or expenses for or arising out of any act or neglect by the Exhibitor, its servants, employees, agents, invitees, licensees in and about the booth. In the event it becomes necessary to restrict any installation or activity or to evict an offending Exhibitor, the Management is not liable for any refund of exhibit space rental or any other expenses incurred by the Exhibitor.
9. Good Neighbor Policy. Any items in your display or booth must not obstruct the first 3 feet from the aisle on either side of your booth, nor may any item or article in your booth be taller than 8 feet. Any free standing displays or any display material within the front 3 feet of your booth cannot be taller than 4 feet in height. All exhibitor materials including floor carpeting must remain within the exhibitors plotted space. The purpose of this policy is to allow the public to see past a booth to the next booth as they approach. Each booth will be checked for compliance with this policy prior to the show opening. Non-compliance may result in expulsion without refund. Any variance to this policy will require PRIOR APPROVAL of the Showcase committee. No placard, stickers, or other signage relating to non-exhibiting firms will be allowed in individual exhibits or anywhere else in the Show. Horns, bells, alarms or flashing lights will not be permitted. No amplifiers or loud speakers may be operated in individual exhibits without permission from the Edmonton Airshows Inc. and must not interfere with neighboring exhibitors. Self-contained automatic motion picture equipment, slide projectors, DVD players or other audio-visual equipment may only be operated if it doesn't interfere with neighboring exhibitors.

10. Aesthetics and Requirements

We require that you:

- Display the exhibit in a professional manner and in good structural condition.
- Maintain products presentable, clean and free of damage.
- Have professionally created and clear signage (hand-written signs will not be permitted).
- NOTE – one professionally produced sign advising the name of your exhibit will be provided by the Edmonton Airshow.
- All signage must be contained within the exhibit designated area and will be prohibited from being on the midway line.
- Keep the exhibit clean and free from packing boxes and papers.
- Utilize the waste management containers provided and ensure that no garbage is within or around their space or within their tents.
- Keep the exhibit fully stocked and staffed at all times during the hours of operation.
- Have staff that is alert and professional, and that maintain a professional appearance and attitude with guests at all times. Your staff is not permitted to work outside of their allocated exhibit space.

FOD (or flying object debris) is a major concern within the airport site and all exhibitors must be actively aware of any FOD potential. No handouts, giveaways are allowed without the prior consent in writing of Edmonton Airshow

Should you have a display that cannot comply with this policy,
please call Brian Andrus at 780-257-4634 prior to submitting your contract

Initials: _____

Payment

Credit Card:	Visa	M/C	\$700.00 + GST = \$735.00	\$1150 + GST = \$1207.50
			\$450.00 + GST = \$472.50	
Deposit:	\$700.00 + GST (\$735.00) for July 15, 2019			
Balance Due:	\$450.00 + GST (\$472.50) before July 25, 2019			
Full price:	100% of the booth cost, \$1150.00 + GST (1207.00), for July 25, 2019			
Other:				

Payment – Online Button on the website: <https://www.edmontonairshow.com/get-involved/career-showcase/>

Submit the appropriate documentation to: brian@rweevents.ca

Email your (see page 12):

- (1) Contract
- (2) Contract Conditions
- (3) Payment
- (4) Proof of Insurance
- (5) Corporate logo

FOR OFFICE USE ONLY

Acceptance:

Edmonton Airshow Representative _____ has assigned the following space(s)

Exhibit booth no. (s: _____, _____, _____ Date: _____

Total Cost: _____ Visa MC

Received: \$ _____ Received by: _____

CAREER SHOWCASE 2019

EXHIBITOR CHECKLIST & Email Cover Sheet

Company sending the attached documentation:

Date:

PLEASE USE THE FOLLOWING CHECKLIST TO ENSURE YOU ARE RETURNING ALL THE DOCUMENTS REQUIRED. YOU DO NOT NEED TO RETURN THIS CHECKLIST.

Appendix

- Appendix A Contract (*Page 8 of 12*)
- Appendix B Contract Conditions (*Page 10 of 12*)
- Appendix C Payment (*Page 11 of 12*)
- Company logo for use on signage and literature, a clean PDF, tiff or EPS file would be appreciated
- Document Copy of your insurance policy (NLT August 1)
 - You must provide to Edmonton Airshow a certificate of insurance confirming that the minimum insurance is in place at the time of application or by no later than the **August 1** deadline.
 - Insurance (you can get special weekend coverage through your preferred insurance broker)
- Additional Equipment List**

Please provide a copy of your Additional Equipment List with the package

Please send all the documentation to: brian@rwevents.ca

**EDMONTON AIRSHOW 2019
Career Fair Rental Equipment Order Form**

CLIENT INFORMATION

ORGANIZATION NAME:		
CONTACT NAME:		
CONTACT INFORMATION:	PHONE/CELL #:	EMAIL ADDRESS:

RIVER CITY EVENTS IS PLEASED TO BE THE PREFERRED EQUIPMENT SUPPLIER

- For all your rental or décor requirements, please VISIT: www.rivercityevents.ca for additional rental requirements you may have which are not detailed or contact our office for further assistance.
- Please quote applicable **SUPPLY CODE: AIRSHOW2019** upon inquiry or order.

TABLES, CHAIRS, ETC.	QUANTITY	PRICE	TOTAL
<input type="checkbox"/> 6' or 8' Banquet Rectangular Table		\$14.25 Each	
<input type="checkbox"/> 60" x 120" Signature Poly Table Linen (Half Length)		\$7.25 Each	
<input type="checkbox"/> 90" x 132" Signature Table Linen (Floor Length on 6' Table)		\$17.25 Each	
<input type="checkbox"/> 90" x 156" Signature Table Linen (Floor Length on 8' Table)		\$19.75 Each	
<input type="checkbox"/> Various color options available, please inquire			
<input type="checkbox"/> Table Skirt (12'L) – Various Colors Available		\$15.00 Each	
<input type="checkbox"/> Cocktail Tables (Hightop) 30" Round (29" or 42" Heights)		\$20.00 Each	
<input type="checkbox"/> Spandex Table Covers (Various Colors)		\$25.00 Each	
<input type="checkbox"/> Chrome/White Square High Top Table		\$95.00 Each	
<input type="checkbox"/> Bar Stool (Standard Chrome with Padded Seat)		\$7.50 Each	
<input type="checkbox"/> Padded Chair (Black)		\$5.00 Each	
<input type="checkbox"/> Folding Chair (Black or Grey)		\$1.95 Each	

GAMES AND ACTIVITIES	QUANTITY	PRICE	TOTAL
<input type="checkbox"/> Alien Pinball Game		\$80.00 Each	
<input type="checkbox"/> Bean Bag Game		\$50.00 Each	
<input type="checkbox"/> Crazy Cans Game		\$50.00 Each	
<input type="checkbox"/> Giant Connect Four Game		\$95.00 Each	
<input type="checkbox"/> Madhatter Tea Party Game		\$50.00 Each	
<input type="checkbox"/> Monster Attack Game		\$80.00 Each	
<input type="checkbox"/> Monster Knockdown Game		\$50.00 Each	
<input type="checkbox"/> Plinko Game		\$75.00 Each	
<input type="checkbox"/> Rattlesnake Roundup Game		\$80.00 Each	
<input type="checkbox"/> Roller Bowler or Snake Pit Game		\$125.00 Each	
<input type="checkbox"/> Wheel of Fortune		\$75.00 Each	

FOR ADDITIONAL GAME SELECTIONS PLEASE VISIT ON LINE FOR MORE CHOICES

FUN FOOD AND BEVERAGE SERVICE	QUANTITY	PRICE	TOTAL
☐ Popcorn Machine - Table Top (Cart also available)		\$125.00 Each	
☐ All in One Popcorn (pops approx. 200 bags)		\$59.95 Per Case	
☐ Small popcorn bags (100/pack)		\$11.95 Per 100 Pack	
☐ Cotton Candy Machine		\$125.00 Each	
☐ Floss Cones 100/pack		\$9.95 Per Pack	
☐ Floss Bags 50/pack		\$7.50 Per Pack	
☐ Floss Sugar (makes 70 Cones or 35 Bags)		\$13.95 Each	
☐ Please inquire for flavors and suggested quantities.			
☐ Sno Cone Machine		\$125.00 Each	
☐ Sno Cone Cups (200/pack)		\$19.95 Per 200 Pack	
☐ Sno Cone Syrup (Makes approx. 140 Cones)		\$24.95 Per Container	
☐ Please inquire for flavors and suggested quantities.			
☐ Granita/Margarita Machine (2 - Well)		\$225.00 Each	
☐ Syrup (Makes approx. 40 – 8oz. servings)		\$24.95 Each	
☐ Please inquire for flavors and suggested quantities.			
☐ Mini Donut Machine		\$175.00	
☐ Mini Donuts 70/box		\$25.95 Per Box	
☐ Mini Donut Bags 50/pack		\$6.95 Per Pack	
☐ Cinnamon Sugar (Tub)		\$9.95 Per Tub	
FURNISHINGS, ETC.	QUANTITY	PRICE	TOTAL
☐ Stanchions & Rope (Various Styles and Colors Available)		Please Inquire	
☐ Aisle Runners (Various sizes)		Please Inquire	
☐ Chrome Sign Holder		\$15.00 Each	
☐ Leather Soft Seating Armless Chair Low Back (White or Black)		\$125.00 Each	
☐ Leather Low Back Corner Chair (White or Black)		\$125.00 Each	
☐ Ottoman (White or Black)		\$50.00 to \$95.00 Each	
☐ Coffee Table (White or Black)		\$22.50 to \$25.00 Each	
☐ Side Table (Various Styles and Colors)		\$10.00 to \$25.00 Each	

ADDITIONAL

- ☐ River City Events is pleased to be the Edmonton Airshow 2019 rental equipment supplier.
- ☐ For any additional requirements you may have that are not detailed above, please contact Anna Dawson of River City Events at 780.424.6001 EXT. 929 or email anna@rivercityevents.ca for more information.
- ☐ Prices shown above are for duration of the event, additional charges for delivery and pick up. Please inquire.
- ☐ Custom décor or design is also available – please inquire within.
- ☐ A 10% Damage Waiver Insurance Fee & GST will be added to all processed orders.
- ☐ Please send completed orders to Anna Dawson via EMAIL to: anna@rivercityevents.ca.
- ☐ VISIT: www.rivercityevents.ca to see River City Events catalogue on-line.

Thank you in advance for the opportunity to be of service to you!