



# 2018 EXHIBITOR APPLICATION PACKAGE

Mayor's Environment Expo



## 2018 EXHIBITOR APPLICATION GUIDELINES

### Mayor's Environment Expo

#### Forms to submit with application:

- ✓ Exhibitor's Application Form
  
- ✓ Insurance Certificate (**City Departments and Schools do not require insurance**)

Each of the three days at this year's Expo is dedicated to one age group in order to increase relevancy to the audience. The days and corresponding grades are as follows:

<b>Tuesday, June 5<sup>th</sup>, 2018</b>	<b>Kindergarten to Grade 3</b>
<b>Wednesday, June 6<sup>th</sup>, 2018</b>	<b>Grade 4 to 6</b>
<b>Thursday, June 7<sup>th</sup>, 2018</b>	<b>Grade 7 to 9</b>

#### **NEW FOR 2016 LEARNING COMMONS**

This year we have changed the way we are organizing the Municipal Atrium. Through consultation with exhibitors, teachers and City of Calgary Staff we are developing the Exhibitor area of the Municipal Atrium into a learning commons. The Atrium will now be set up into three specific ZONES – **Land, Air and Water**. In each of these zones we will be placing City of Calgary booths, Community Organizations and Eco-Leader School booths. Eco-Leader Schools are schools that have taken on a specific environmental issue and are presenting their results after seven-months of research.

Please indicate which ZONE you would like to participate in.

#### **Guidelines:**

1. Exhibits have to be educational and appeal to one or more of our school audiences. You are welcome to attend all days if your presentation can be tailored to the audience of each day. As you likely are aware, the more interactive and hands-on your display is, the greater the educational benefit
  
2. Each booth must be staffed during the operating hours of the Expo 9:00am-3:00pm. It is the responsibility of each exhibitor to ensure that all display material and area is kept tidy.



3. The distribution of **flyers and giveaways is not permitted** at the Expo. We have found that they actually distract the children from learning and asking questions.
4. The Expo is neither a trade show nor a commercial retail opportunity. It is City policy that there will be **no selling** of items in the Atrium (the display area of the Municipal Building). However, “no-fee” raffles/draws for prizes directed toward students or schools are acceptable.
5. **There is no cost for exhibit space.** All requests for space will be reviewed and determined by the Mayor’s Environment Expo Organizing Committee.
6. The City of Calgary will provide a standard booth space [1.83 m (6 ft) wide and 1.2 m (4 ft) deep]. A limited number of 3 m (10 ft) wide spaces are available for those with 3 m (10 ft) wide display stands. A skirted table and two chairs will be provided if requested on the application form. Exhibitors requiring more than a 1.83 m (6 ft) space should clearly indicate this need in the appropriate location on the Application Form. Two compatible groups can share a space.
7. Exhibitor application are usually always approved unless we feel that your booth does not fit the educational or overall spirit of the Environment Expo. If we have any questions we will contact you for further follow-up.
8. Once you have been accepted, you will receive an exhibitor handbook detailing the logistics of your attendance.
9. All exhibits are to be set up on Monday (**June 4th**) between 1:00 pm and 6:00pm, or the morning of your allocated day between 7:30 am and 8:30 am, and are not to be taken down before 3:00pm of your last day.
10. The loading dock is open only until **4:00pm** for set up and take down. Please indicate on your application form if you will require the loading dock.
11. **Vehicles must not be left in the loading dock.** Vehicles are to be unloaded quickly in the dock. Volunteers will move materials to the Atrium while exhibitors park their vehicles. After parking, exhibitors are to report to the Information Kiosk where the booth locations are posted.
12. Although the Expo operates between 9:00am and 3:00pm, please be aware that the Atrium of the Municipal Building is open to the public from 6:00am to 6:00pm each day. Limited security service is provided during that time. The City is not responsible for vandalism or theft of valuables left at the booth during the event or off-hours. **A secure night-time storage area is available.** Day-time storage space is limited to the Atrium within the confines of assigned booths. Each exhibitor is responsible for the security and maintenance of their exhibit



materials. The City will not be held liable for any loss, theft, damage or otherwise of property in connection with exposition activities.

13. Exhibitors may include audio/visual presentation provided that the volume is kept low enough so as not to interfere with other exhibits or building operations. Such presentations may need to be scheduled intermittently throughout the day to enhance the visitor experience. If electrical power is required, please mark the form accordingly.
14. \* **Indemnification** - The applicant shall indemnify, defend and hold harmless The City of Calgary and all of its employees, officials, officers and authorized representatives from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, costs and fees of whatsoever kind or nature arising by reason of any act, error, omission or fault by the applicant or anyone acting under the applicant's direction or control or on its behalf in connection with or incidental to the use of this facility.
15. \* The exhibitor must maintain a commercial general liability insurance policy in the amount of not less than **Two Million Dollars (\$2,000,000)** inclusive limit for any one occurrence and such insurance policy shall include:
  - The City of Calgary as an additional insured;
  - A cross liability clause;
  - Products and completed operations coverage;
  - **Insurance certificate must be provided as requested**

\* **Schools and City of Calgary Departments do not require Insurance Certificates**