



Recreation, Culture & Community Services
265 Cannifton Road
Belleville, ON K8N 4V8
Tel: 613-966-4632
TTY: 613-771-9781
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Older Adult (50+) Information Fair 2019

Please find below the information regarding the Older Adult (50+) Information Fair (formerly the Seniors Showcase Information Fair) which will be held on May 30, 2019.

The last seven years have been extremely successful with approximately 100 exhibitors and more than 500 seniors attending each year. We anticipate having a large number of attendees again this year to gather information from all of our exhibitors.

The event is being held at the Quinte Sports & Wellness Centre from 11:00 am to 3:00 pm. Exhibitors will be set up in the Mackay Arena. We will be supplying exhibitors with a 6x3 table and 2 chairs. Exhibitors will be responsible for bringing their own table covering, portable signage and extension cord if a hydro site has been approved.

The Courtyard Cafe will be open for exhibitors to purchase lunch, snacks and drinks. They will also be bringing a trolley, with sandwiches, wraps, drinks, desserts & snacks for purchase, to all the booths during the Fair for exhibitors who can't leave their booths.

Set-up is from 8:30-10:45 am and tear-down will be from 3:00-4:00 pm. There will be more information sent on allocated entrances, parking locations, floor plan and program closer to the event.

We recommend bringing pamphlets, brochures and/or any other giveaways that will help promote your business or service. Also having a free draw or a little game with prizes for winners generates excitement in your area and draws people's attention.

The exhibitors will be in the Mackay Arena, the seminars will be in the 50+ Centre and the fitness demonstrations and complimentary snacks for seniors will be located in the gymnasium across the corridor from the MacKay Arena.

There is free Wi-Fi in the building; however there is no guarantee on its reliability the day of the Fair.

Please call Karen at 613-967-3200 ext. 3266 or Tanya at 613-967-3200 ext. 3822 or email kweichenthal@city.belleville.on.ca if you have any questions or concerns.

Thank you,

Karen Weichenthal
Recreation Programmer



CONTRACT TERMS AND CONDITIONS

1. CONTRACT:

This application for exhibit space and application fee for the Older Adult (50+) Information Fair 2019 (the "Fair"), when accepted by The City of Belleville (COB), shall constitute a contract between the Exhibitor and COB.

2. CANCELLATION OF CONTRACT:

COB reserves the right to terminate this contract and withhold from the Exhibitor possession of the exhibit space if the Exhibitor fails to pay all exhibit space payments by May 21, 2019. In the event of cancellation by the Exhibitor after May 20, 2019 no refund of the exhibit space payment will be made.

COB also reserves the right to terminate this agreement at any time upon two weeks' notice.

3. LOCATION OF EXHIBIT:

The Exhibitor agrees to confine his or her exhibit to the contracted exhibit space only and to maintain staff in his/her exhibit space during the show hours. No furniture, displays or stock are permitted in the aisles. COB reserves the right to relocate an Exhibitor as it shall deem necessary without prior notice.

4. QUALIFICATIONS TO EXHIBIT:

COB reserves the right to remove, decline or prohibit any exhibit or any part of an exhibit or proposed exhibit, which, in the opinion of COB, is not suitable to or in keeping with the character of the exhibition or is in violation of fire and safety codes.

5. POSTPONEMENT OR CANCELLATION:

COB reserves the right to postpone or cancel the exhibition at its discretion. The Exhibitor hereby waives any claim for damages or compensation relating to such termination. Should the exhibition not be held, COB will refund to the Exhibitor the full exhibit space payment.

6. DAMAGES:

The Exhibitor, together with its, his or her officers, employees, agents, directors, successors, heirs and assigns releases COB and its officers, employees, agents, councillors and assigns from any personal injury or property damage, expenses or losses incurred by the Exhibitor in relation to the Fair, including but not limited to theft or damage to goods or property before during or after the Fair, due to any cause whatsoever, including but not limited to negligence, breach of statutory duty including duties arising from occupier's liability legislation, and breach of contract.

DISPLAY REGULATIONS

1. Exhibitors shall be set up completely and be ready for business by 10:45 am the day of the Fair.
2. The Exhibitor shall operate during the hours that the Fair is operating.
3. The Exhibitor shall not solicit business outside their booth area.
4. The exhibit shall not have a total height of more than seven (7) feet, unless otherwise agreed to by COB.
5. COB shall provide one table and two chairs. Tablecloths and extension cords will not be provided.
6. Signage shall be either professionally done or made with a stencil or letter set. Freehand signage shall not be allowed.
7. The display shall be kept clean and tidy throughout the occupancy term and garbage shall be disposed of in the designated areas.



City of Belleville

Older Adult (50+) Information Fair 2019

Application to Exhibit

Space is limited; please respond as soon as possible.

Name of Organization _____

Brand Name (Voxx, Mary Kay, etc.) if Applicable _____

Please indicate whether you are a business or non-profit organization _____

Address _____

Contact Name _____ **Position** _____

Telephone _____ **Email** _____

Number of Tables _____ **Hydro Required :** YES NO

Special Requests _____

Cheque Enclosed \$ _____ (**\$80.00 + HST per table/space for businesses**)

Made payable to: City of Belleville

(No charge for approved non-profit organizations)

Credit card payments accepted: Call 613-966-4632

DATE: Thursday, May 30, 2019

OLDER ADULT (50+) FAIR HOURS OF OPERATION: 11:00 am to 3:00 pm

SET UP: Thursday, May 30, 2019 from 8:30 am to 10:45 am

TEAR DOWN: Thursday, May 30, 2019 from 3:00 pm to 4:00 pm

By signing this contract, I have read and agree to the Exhibitor Contract Terms and Conditions.

SIGNATURE

DATE

INSURANCE REQUIREMENTS:

The Exhibitor shall, for the term of the contract, take out and keep in effect with insurers licensed to carry on business in the Province of Ontario, at their own expense, the following insurance:

LIABILITY INSURANCE:

The exhibitor(s) shall maintain sufficient Public Liability Insurance and shall provide to the City proof of such insurance in the form of a Certificate of Liability issued by an insurance company licensed to write property casualty insurance in the Province of Ontario and providing as a minimum requirement the following:

- a) \$5,000,000 primary limits (or primary plus excess liability coverage equaling \$5,000,000 or greater) for both General Liability and Non-Owned Automobile Liability, coverage to include Bodily Injury, Property Damage and Products/Completed Operations; Policies to be written on an occurrence basis.
- b) Certificates must provide; for thirty (30) days' notice to the City in the event of cancellation or in the event of non-renewal of an Insurance Policy or pertinent coverage.
- c) Such coverage must be maintained and in effect continuously while the exhibit is in progress, and renewal certificates must be provided prior to the policy expiration.

All exhibitors are required to provide us with a “Certificate of Insurance” that includes the following information:

- List City of Belleville as the Certificate Holder with the address as indicated below
 - City of Belleville
169 Front Street
Belleville, ON K8N 2Y8
- Include the following information as a description of Operations
 - Older Adult (50+) Information Fair 2019
Quinte Sports & Wellness Centre
265 Cannifton Road
Belleville, ON K8N 4V8
- List City of Belleville as additional insured with the address
 - City of Belleville
169 Front Street
Belleville, ON K8N 2Y8

Please contact your insurance company and have them email the certificate [to rccsgeneral@city.belleville.on.ca](mailto:rccsgeneral@city.belleville.on.ca) or fax it to 613-967-3207. If necessary, your certificate can be sent to you and then you can forward it to the email address above. This is a standard form that insurance companies should be able to provide at no cost. Please ensure we have received the certificate before May 20, 2019 or you will forfeit your exhibitor space.

If you are having issues meeting these requirements or have any questions or concerns: Please call Karen at 613-967-3200 ext. 3266 or email kweichenthal@city.belleville.on.ca