



Clear Hills County

Effective Date: November 12, 2014	Policy Number 6312
Title: TRADESHOW EXHIBITORS	

1. Policy Statement:

- 1.1. The Clear Hills County Agricultural Tradeshow is a rural family oriented show that allows exhibitors from the public and private sectors.
- 1.2. Clear Hills County recognizes the importance of providing guidelines and establishing basic requirements for exhibitors to adhere to when participating in the County Agricultural Tradeshow.
- 1.3. Clear Hills County requires that vendors and exhibitors at the annual Tradeshow conducted by the Clear Hills County Agricultural Service Board have and provide proof of insurance coverage deemed appropriate to protect Clear Hills County from claims by any stakeholders to such events including vendors, exhibitors, volunteers, staff and visitors for the following reasons:
 - The active control and reduction of our insurance and other risk-related costs;
 - The protection of the interests of the stakeholders in such events;
 - The prevention of losses arising from damage to community or other's assets and liability claims; and
 - When losses cannot be prevented, to ensure that the impact of losses on the organization and our community stakeholders is a minimal as possible.

2. Exhibitor Responsibilities

- 2.1. All exhibitors will enter into an agreement, *Schedule A* that establishes the terms and conditions to be eligible to reserve a booth at the County Agricultural Tradeshow.
- 2.2. All exhibitors will provide proof of general liability, home owner, farm, tenant or personal liability insurance prior to setting up at the specific Tradeshow. Failure to do so will result in the exhibitor being denied permission to set up for the Tradeshow and forfeiture of any fees paid to the Clear Hills County.
 - 2.2.1. Where permitted by the Clear Hills County insurance provider, insurance coverage may be requested and obtained by the vendor and/or exhibitor through the Clear Hills County Insurance policy on a cost recoverable basis.

3. Procedure:

- 3.1. Council delegates to the Chief Administrative Officer authority and responsibility to designate an employee of Clear Hills County to implement and supervise the requirements of this policy.

4. **Attachments:**

4.1 Schedule A - Exhibitor Agreement

5. **End of Policy**

ADOPTED
Resolution #C770-14

Date: November 12, 2014

Schedule A

EXHIBITOR AGREES TO THE FOLLOWING TERMS & CONDITIONS:

1. Clear Hills County, in its sole discretion, reserves the right to assign, decline, and/or change booth locations without prior notice. The exhibitor may be entitled to a full refund, if they choose to withdraw their reservation due to changes to booth locations.
2. Clear Hills County, in its sole discretion, reserves the right to accept or reject any request to exhibit or participate in the show at any time.
3. Clear Hills County, in its sole discretion, reserves the right to reject, remove or prohibit any exhibit in whole or in part, or any Exhibitor or its representative if in the opinion of Show Management the exhibit or the activities of the Exhibitor or its representatives violates the Agreement or is detrimental to the aims, goals and purposes of the show.
4. Clear Hills County prohibits abusive conduct and inappropriate behavior toward Show Management, attendees, guests or any affiliated representative of the show.
5. Clear Hills County will not assume any responsibility for loss, damages, theft, and/or pilferage of Exhibitor's displays, materials, supplies, etc. Security will be on site during the entire show.
6. Exhibitors will hold Clear Hills County harmless for any damage, expense, or liability arising from any injury or damage to said Exhibitor, its agents, servants or employees, resulting from any acts or omissions of the Exhibitor, its agents, employees or representatives, for which the Exhibitor is legally responsible.
7. Exhibitors are entirely responsible for leased space and agree to reimburse for any damage to property, facilities, furnishings, or equipment occurring on the premises of the event, providing such damage is due to negligence of the Exhibitor, its servants, agents or others for whom the Exhibitor is, by law, responsible for.
8. Exhibitors are required to provide a valid certificate of insurance for the event and booth rental.
9. Exhibitor materials, supplies, equipment, displays, etc. must not extended beyond the Exhibitor's designated booth space.
10. The Exhibitor agrees to remove the exhibit equipment, displays, materials, supplies, etc. from the show building by 6:30 p.m. on the day of the Show, and not before 4:30 p.m.
11. Clear Hills County has the authority to establish and interpret rules and regulations necessary for the orderly conduct of Exhibitors and/or their agents for the mutual benefit of all parties.

I, _____ (please print) have read, understand and agree to the terms and conditions stated above.

Position/Title: _____

Company/Organization: _____

Signature: _____ Date: _____