

2013 EXHIBITOR GUIDE

evenement**bikerock**.com

L'ÉVÈNEMENT
BIKE ROCK
2013



Exhibitors for the Bike Rock Event agree to abide by all of the instructions in this guide. The Bike Rock Event organization reserves the right to refuse any exhibitor who will not comply with these instructions. Wishing all of you a great show and fantastic sales! The Bike Rock Event brings together professionals from the motorcycle world and related sectors and all those with an interest in motorcycles. This Exhibitor Guide contains everything you need to know to take part in this major event in eastern Canada.

SPACE RENTAL FORM

SPACE RENTAL REQUEST/SATURDAY MAY 18, 2013

We hereby request exhibit space at the 2013 Bike Rock Event to be held on Saturday, May 18, 2013 at the Stade de la Cité-des-Jeunes in Rivière-du-Loup, Quebec, Canada. We (the Exhibitor) agree to respect the terms and conditions for exhibits and sales as well as the rules and regulations detailed in the **Exhibitor Guide**.

EXHIBITOR CONTACT INFORMATION

Company (official name): _____ Sector of activity: _____
Contact person: _____ Products/services exhibited: _____
Address: _____ City: _____
Province or state: _____ Postal or zip code: _____ Country: _____
Official email*: _____ Website: _____
Phone: _____ Fax: _____
Name(s) of booth representative(s): _____

**Important: All information for the exhibitors will be sent by email.*

SPACE RENTAL FEES (In Canadian dollars. Applicable taxes will be added.)

Size	Fees	Quantity
10 x 10 feet	\$450	
20 x 10 feet	\$775	

METHOD OF PAYMENT (In Canadian dollars only.)

As soon as your form is received, we will process your request and prepare an invoice. A down-payment equivalent to 50% of the total amount will be required within 30 days to confirm rental of the space. The balance will be due by May 1, 2013. All payments should be made by cheque.

Please note that the event's major sponsors will have priority in choosing booth locations. All other space will be assigned on a first-come, first-served basis (in order of receipt of contracts and payments). The choice of booth location will be confirmed upon receipt of payment.

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AGREEMENT

By completing this form, which I am authorized to sign on behalf of my company, said company agrees to pay in full for the described services.

Name: _____ Signature: _____

PLEASE return this **form** and the **terms and conditions**, both signed, by email or fax to:

Steeve Drapeau, promoter

info@evenementbikerock.com

Fax: 1 418 862-4819

Phone: 1 418 862-7358, ext. 221

**Important: All information for the exhibitors will be sent by email.*

TERMS AND CONDITIONS FOR EXHIBITORS

DEFINITIONS:

Exhibitor: Any individual, organization, partnership or company that has made a request to rent space at the 2013 Bike Rock Event and to which space has been assigned.

Exhibition: The event described on the Space Rental Request form.

Organizer: 2013 Bike Rock Event

RESERVATIONS

Receipt by the Organizer of the Space Rental Request form and a **down-payment equivalent to 50%** of the rental amount constitutes a contract between the Organizer and the Exhibitor to which these terms and conditions will apply. Until that time, the Organizer has the right to reallocate the requested space without notifying the Exhibitor. Every effort will be made to allocate the space requested by the Exhibitor. All exhibit spaces will be allocated on a **first-come, first-served** basis.

However, the event's major sponsors have priority for selecting booth space and location. If the Organizer believes that it is in the best interest of the Exhibition, the Organizer has the right to reallocate exhibit space in order to ensure that the event runs smoothly. If the available space is reduced, the rental fees will be reduced in proportion to the space reduction.

FEES

The fees include:

The selected booth space with a low black wall, a poster identifying the Exhibitor's company, a table and two chairs, basic electricity, a WiFi connection, mention of the company's name on the Bike Rock Event website and in the exhibit program, 5 passes for the concerts and the evening activities in the Centre Premier Tech for company personnel or customers.

The fees do not include:

Equipment, personnel for loading and handling equipment, customs charges, shipping costs, additional furnishings, additional electrical and Internet connections, and other items not specifically mentioned. Any additional equipment or services must be ordered from the Organizer at least 30 days before the date of the Exhibition.

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PAYMENT

All payments must be made in Canadian dollars. Requests for exhibit space require a **down-payment equivalent to 50%** to confirm the choice of the booth location when the contract is signed. This down-payment should be made **within thirty days of signing the contract**. The balance (including taxes) is payable by May 1, 2013. Requests received after this date must include complete payment (including applicable taxes). In the event that the Exhibitor does not pay the total amount due by May 1, 2013, the Organizer may reallocate the space to another company with no further responsibility towards the Exhibitor. The Organizer has the right to refuse occupation or use of the exhibit space by the Exhibitor until all amounts due to the Organizer are paid.

CANCELLATION OR REDUCTION OF EXHIBIT SPACE

All requests to cancel a contract for exhibit space must be sent in writing to the Organizer at the email address provided on the Space Request Form. Requests to reduce the amount of exhibit space reserved are regarded as cancellations and are thus subject to cancellation fees. The following cancellation fees will be assessed for any contract cancellation or request to reduce the amount of exhibit space made by the Exhibitor:

- **50% of the total value of the contract if the cancellation request is received by the Organizer before April 30, 2013;**
- **100% of the total value of the contract if the cancellation request is received by the Organizer after April 30, 2013.**

Any applicable refunds will be made after the end of the event. The Organizer will not authorize any discount for unoccupied or unneeded exhibit space. No Exhibitor shall assign, sub-let or share the exhibit space which it rented, in whole or in part, without a written agreement with the Organizer. If the exhibit space is not occupied by noon on Saturday, May 18, 2013, the Organizer has the right to cancel the Exhibitor's contract with no further responsibility towards the Exhibitor and to allocate the space otherwise.

RISKS

All goods are exhibited or used **at the Exhibitor's risk** and the Organizer shall not be held liable with regard to security for the goods in the event of theft, loss, fire, accident or any other event, nor in the event of damage or physical injury to the goods or people caused by the activities of the Exhibitor. All Exhibitors are thus advised to obtain comprehensive liability insurance.

INSTALLATION, STAFFING AND DISMANTLING OF THE KIOSKS

A representative must staff the booth during the entire period that the Exhibition is officially open (Saturday, May 18, from 9:00 a.m. to 5:30 p.m.). Exhibitors will not be allowed to install their booth in such a way that, in the opinion of the Organizer, it blocks the light or the view in open spaces and passageways. The Exhibitor must demonstrate the **highest standards of professionalism** during the Exhibition. The booth space must be kept clean and orderly throughout the event. The Exhibitor shall not display posters or distribute publicity materials **outside of the Exhibition areas** designated for this purpose by the Organizer. Any publicity materials placed in these areas shall be removed by the Exhibitor at the end of the Exhibition. Dismantling of the booths shall not begin before 5:40 p.m. on Saturday, May 18, 2013, i.e., after the Exhibition is over. When dismantling the booth, the Exhibitor must remove all materials used in the exhibit space. Failure to adhere to these rules, including dismantling the booth too early, will result in a **\$500 penalty fee**.

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POSTPONEMENT OR ABANDONMENT

If the event cannot be held for reasons such as a war, fire, explosion, national emergency, labour conflict, unavailability in whole or in part of the Exhibition facility, or for any other reason beyond the Organizer's control, the Organizer shall not be held liable with regard to legal actions and claims against the Exhibitor or the Exhibitor's employees, subcontractors or agents, nor with regard to any losses (including related losses, without limitation), damages, costs or expenditures of whatever nature caused by the postponement or the abandonment of the Exhibition. If, at the Organizer's discretion, the Exhibition can be rearranged or postponed, this contract shall bind both parties, except with regard to the size and location of the exhibit space. Any necessary modifications, substitutions or rearrangements will be determined by the Organizer.

CONFIDENTIALITY

The Exhibitor agrees **not to disclose confidential information** concerning the Organizer's business to any other party other than the Exhibitor's professional advisers and as agreed with the Organizer, with respect to what is required by law.

AMENDMENTS

These terms and conditions cannot be amended without the written assent of both parties. Any amendments must be signed by persons authorized by each party.

GENERAL INSTRUCTIONS

None of the clauses of this contract shall be interpreted to the effect that the Exhibitor and the Organizer are partners, co-entrepreneurs or representatives with respect to the other party. The Organizer is responsible for controlling the exhibition area at all times. The Exhibitor and the Exhibitor's staff must carry the passes **provided by the Organizer at all times** and throughout the event when in any areas under the Organizer's control. Exhibitors are **responsible for their own materials**, equipment and other possessions as well as for supervising their promotional activities, employees, contractors, suppliers and agents.

The Exhibitor must comply with the requirements imposed on the Organizer by local authorities and other authorities with jurisdiction. When an immediate decision is imperative, the Organizer's decision must be accepted as final when required to ensure the smooth operation of the Exhibition.

The authorized representative of the Exhibitor hereby declares that he/she has **read and understood** the preceding terms and conditions and acknowledges that this form and the resulting contract are subject to these rules and conditions. This contract and any dispute which may result from it shall be interpreted and regulated according to laws in effect in the province of Quebec. The parties understand that any legal process or request for a cause related to this contract can be filed only in the jurisdiction of the city of Rivière-du-Loup.

Signature: _____ Date: _____