

Auburn House Women's Show and Sale 2010 – Exhibitor Application Form



Auburn House Women's Show & Sale



Showcasing Products and Services from Women Entrepreneurs

Women entrepreneurs with home-based businesses are to complete this application form if they wish to be an exhibitor at the 2010 Auburn House Women's Show & Sale.

The Auburn Bay Residents Association (ABRA) will be hosting our 3rd annual Auburn House Women's Show & Sale scheduled for Saturday, September 25, 2010 from 10:00am until 2:00pm. There are currently approximately 1650 homes in Auburn Bay and with many other surrounding communities such as Cranston, Mahogany, McKenzie Lake, McKenzie Towne, Copperfield and New Brighton there is huge potential for customers attending our trade show.

The core criterion for this event is for our exhibitors to be women entrepreneurs with their own home-based business. Preference may be given to exhibitors with products/services originating in Alberta. We strive to offer our customers with a wide range of exhibits selling unique products; therefore, no competing products or services will be permitted.

This application will allow the Auburn Bay Residents Association to evaluate exhibitors and to ensure a healthy market mix. We realize that passion is the key ingredient to success in any market setting. We know your passion will keep customers satisfied while keeping your business viable.

Please ensure your application is completed in full and ensure any certifications needed are attached.

Please submit your completed applications to the Auburn Bay Residents Association via mail, email, fax or in-person:

Mail or Personal Delivery:

Auburn Bay Residents Association
Attn: Jennifer Tait
200 Auburn Bay Blvd SE
Calgary, AB T3M 0A4

Email:

programs@auburnbay.org

Fax:

403.537.2605

Please Note:

This is an application only and does not guarantee you as an exhibitor until approved by the ABRA

**Applications must be received by:
Monday, September 20, 2010**

If you have any questions about the Auburn House Women's Show & Sale or the information in this package please contact the Auburn House Program and Events Coordinator:

Jennifer Tait

Direct Tel/Fax: 403.537.2605

Email: programs@auburnbay.org

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Auburn House Women's Show & Sale Event Information

The 2010 Women's Show & Sale will take place in the banquet room at Auburn House.

Day: Saturday, September 25, 2010

Time: 10:00am to 2:00pm

Set-up will begin no earlier than 9:00am. All exhibitors must be setup and ready to sell by 9:55am.

There is no selling permitted before the Show opens at 10:00am.

You must remain open until 2:00pm, no exceptions.

Location: Auburn House
200 Auburn Bay Blvd SE
Calgary, AB T3M 0A4

Exhibitor Fee: Members of Auburn Bay: \$45.00 (includes GST)
Non-Members: \$55.00 (includes GST)

Exhibitors will be provided with one (1) 6 foot table and two (2) chairs. Exhibitors also have the option of being provided with a white linen for your table, at no additional charge, if you do not already have a linen of your own you prefer to use. All tables must have a linen and be set up in a professional looking manner. Arrangements can also be made for exhibitors to have access to a power outlet, if needed (additional charge of \$5.00).

Please complete exhibitor information on page 5

Auburn House Women's Show & Sale Regulations and Policies

- ✦ The Auburn Bay Residents Association does not guarantee approval of exhibitors (*this is an application only*). **Please DO NOT include payment with your application. Payment arrangements will be made with you upon notification that you have been accepted as an exhibitor.**
- ✦ Exhibitors will be chosen on product/service offerings, market mix, quality and uniqueness of your product/service. No competing products will be permitted. Applications received with similar or the same products/service will be chosen on a first come first serve basis.
- ✦ Preference may be given to exhibitors with products/services originating in Alberta.
- ✦ All products to be sold must be listed on the application. This is to ensure a market mix that will appeal to our customers. Exhibitors will be asked to remove any and all products not listed on their application from their display.

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Auburn House Women's Show & Sale Regulations and Policies (Cont'd)

- ✦ All food products must be labeled with ingredients. Previously frozen products must be labeled with the date of freezing.
- ✦ Products sold by weight must be weighed on a scale that has been inspected and approved by federal authorities and must be labeled 'legal for trade'.
- ✦ Resale of products is not allowed. It is unacceptable to purchase products from sources and sell them unaltered in the market place.
- ✦ Price fixing in the market is against the law. Sharp pricing and product dumping products are not allowed. Changing prices during the market is discouraged.
- ✦ Please note we may use your name, company and/or product information for advertising purposes.

Auburn House Women's Show & Sale Rules

- ✦ The Auburn House Women's Show & Sale will be open from 10:00am until 2:00pm.
- ✦ Set-up is to begin no earlier than 9:00am and all exhibitors must be ready to sell at 9:55am.
- ✦ Under no circumstances shall exhibitors sell their products before the event opens at 10:00am.
- ✦ No exhibitors shall pack up their display before the end of the event at 2:00pm. Exhibitors who pack up early will be suspended from all future trade show type events at Auburn House.
- ✦ Refunds of fees will not be granted for cancellations. Exhibitors must notify the Program and Events Coordinator if they will be absent from the upcoming event at least 5 days prior to the scheduled event.
- ✦ Exhibitors are asked to create a unique and appealing display for their booth. However, any and all display material must fit within your allotted space.
- ✦ All exhibitors are encouraged to carry individual liability insurance on their products and displays. You will also be asked to sign a waiver form as required for participating in any of the Auburn House programs.
- ✦ Disputes among exhibitors will not be tolerated. The Program and Events Coordinator and/or ABRA have the final authority in all disputes. Exhibitors taking issue with other exhibitors or the ABRA are asked to fill out an incident report form and return it to the ABRA or the Program and Events Coordinator.
- ✦ No smoking is permitted in the Auburn House. Both exhibitors and customers may smoke only in the designated area outside.
- ✦ The facility is to be left in as found condition or better at the end of the event. Exhibitors are responsible for picking up all trash in front, under and around their table space. All display materials, boxes, personal garbage, etc. must be taken home with the exhibitor. Failure to leave the facility clean may result in the exhibitor being suspended from future trade show type events at Auburn House.



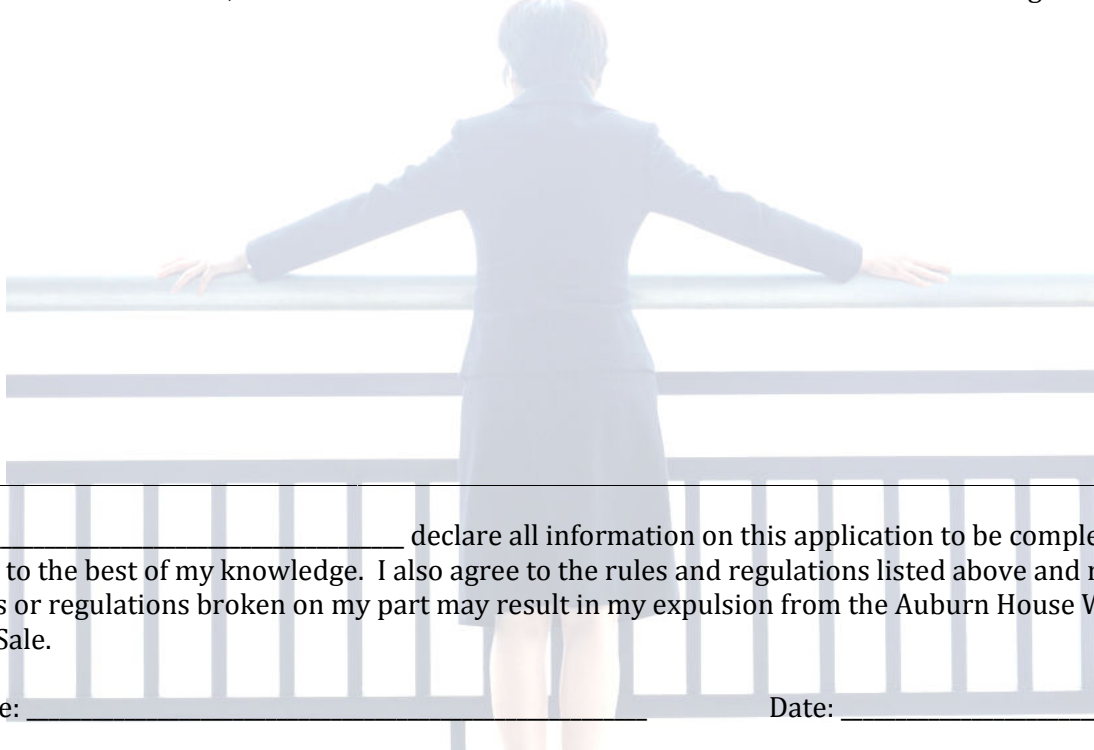
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Auburn House Women's Show & Sale Rules (Cont'd)

- ✦ The Program and Events Coordinator/ABRA has the right to make changes to any rules and regulations. Exhibitors will be notified of all changes in rules or regulations.
- ✦ All exhibitors and applicants must abide by these rules and regulations. The Program and Events Coordinator reserves the right to deny any exhibitor space and may require exhibitors to leave the facility in the event the said exhibitor fails or refuses to abide by the rules and regulations listed above.
- ✦ Any infraction of these rules and regulations by exhibitors shall result in a written warning. If this behavior continues, the exhibitor will be asked to leave the event and will not be eligible to return.



I, _____ declare all information on this application to be complete and accurate to the best of my knowledge. I also agree to the rules and regulations listed above and realize that any rules or regulations broken on my part may result in my expulsion from the Auburn House Women's Show & Sale.

Signature: _____ Date: _____

For office use only

Member Exhibitor Fee: \$45
Non-Member Exhibitor Fee: \$55

Payment: Cash / Cheque / Debit / Visa / MasterCard / Amex

Table Linen Required (no additional charge): Yes / No
Access to power required (additional charge of \$5.00): Yes / No

Notes: _____

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Exhibitor Information

Business Name: _____

Exhibitor Name: _____

Address: _____

City/Town: _____ Postal Code: _____

Phone: _____ Cell Phone: _____

Email Address: _____

Website: _____

Please indicate if you have participated as an exhibitor in our previous Women's Show & Sale (previously known as Mommy Fair): Yes / No

Product/Service Information

Please choose the category that best describes your product:

Fashion Beauty Health Crafts Home Improvement Financial Advice Other

Of other, please describe: _____

Please list **all** items you plan to sell at the Women's Show & Sale: _____

Did you make or grow this product yourself? Yes / No
Is this product made/originated in Alberta? Yes / No
Is your product available elsewhere? Yes / No If yes, where? _____

Please attach any other product information you may have including product photos, product information, and/or certifications (if required). This information will allow us to have a better understanding of your product so we can pass information on to our customers. Please attach as much information as you deem necessary.