

Register for 2011 BC Spirit Festival

Winter Trade Show – February 11th-13th, 2011 Registration for Exhibit Space

Bookings will be done on a first-come, first-served basis

Set Up: February 11th: from 8:30 am to 11:00 am
Take Down: February 13th: from 4:00 pm to 5:00 pm
Exhibitors' Hours: February 11th, 2011 – 12:00 pm to 7:00 pm
February 12th, 2011 – 9:00 am to 5:00 pm
February 13th, 2011 – 9:00 am to 4:00 pm
Cancellation Policy: Full refund if cancelled on or before February 1, 2011.
For any cancellations received after February 1st, there will be no refund.

Exhibitor information (PLEASE PRINT CLEARLY)

Company Name: _____

Web Address: _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Phone: () _____ Fax: () _____

Contact's Name: (print) _____

Email Address: _____

List the name and email of every person attending the show: _____

Provide a brief description of product(s) to be displayed (maximum 25 words): _____

Booth Space : 10' x 8'
We will require: 6' Table No Table
We require an electrical outlet: Yes No

**Electrical - If you require an electrical outlet for your display space, please indicate this above. If you do not indicate a requirement, electricity will not be placed in/near your display space on-site. No electricity outlet will be given at the trade show unless it has been pre-booked and paid for in advance.

**Special requests must be presented to the business show manager, in writing, by February 4th for consideration.

Will you be attending all three days? Yes No

Will you be holding a draw at your booth Yes No

Booth space will be determined once registration form and payment has been received.

We have adequate public liability insurance coverage. Yes No

Name: (Print) _____

Signature: _____

Fees : \$200.00 per display booth, \$150.00 for non-profit, \$90.00 for Artist Table – all fees include HST. If you choose not to use Paypal as your method of payment, please make cheques payable to: **Capital Festival Productions, 2407 Estevan Avenue, Victoria, BC, V8R 2S4**

Forward completed application and payment to: **Capital Festival, 2407 Estevan Avenue, Victoria, BC, V8R 2S4**

Please Note: If any booths are not occupied by 11:00 a.m. on Friday, February 11th, the business show manager reserves the right to re-allocate the space for other use.

Rules and Procedures for Pre-Registration:

Booths must be pre-registered by February 1st. Maximum of three booths per vendor. For more information contact John Selkirk, Capital Festival Productions. Tel: (250) 412-9722 Email: jselkirk@capitalfestival.com. Final payment is due February 1.

If the final payment is not received by the due date the reserved booth will be re-sold.
The business show manager reserves the right to limit or refuse booth space to any exhibitor.