

2005

SchoolFAIR

OUR KIDS Go To School

REGISTRATION FORM

Thank you for booking space at the Vancouver Our Kids School Fair

Fair representative information:

First name Last name

School Title

Telephone Fax E-mail

Address City Province Postal code

PLEASE NOTE: Space is assigned when the following items are received: Completed registration form
 Signed rules and regulations
 Payment

For office use only

Booth No.

Paid

Please choose your method of payment: **\$1,605** (1,500 + GST).

- MAIL Please send your cheque payable to:
Our Kids Publications Ltd.
4242 Rockwood Road, Mississauga, Ontario L4W 1L8
- PHONE Have your credit card handy and phone our office department at:
905-272-1843 x25
- FAX Please complete the following information and fax this form to: 905-272-0474.

Type of card: VISA MasterCard

ACCOUNT NUMBER: _____ EXPIRATION DATE: _____

NAME ON CARD: _____ SIGNATURE: _____

Insurance is Mandatory for all Exhibitors.

All exhibitors are required to provide a current certificate of insurance by November 4, 2005.

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RULES AND REGULATIONS

1. Only a school employee may register for the Private Education School Fair. Participants should be knowledgeable about their school's admission policies, academic programs and financial-aid practices.
2. Each exhibitor will have a table on which to display school materials. As a courtesy to your peers, Our Kids Publications Ltd. recommends using tabletop displays that will not interfere with the displays of schools at either side. Smaller displays are also easier to transport.
3. Exhibitors may not display materials for another school or organization.
4. Spaces in front of the table must be kept completely clear.
5. Exhibitors should be courteous and not intrude on the space of schools at adjacent booths.
6. Exhibitors may distribute material only from their booth.
7. Soliciting with students, parents and consultants is to be conducted only at the exhibitor's booth.
8. Visual equipment must be confined to the exhibitor's booth space. Headphones must be supplied by the exhibitor if the display includes audio.
9. Schools may have two representatives at the exhibit booth at one time. One student may accompany the two school representatives as a third participant.
10. Schools contracting for a booth at the Private Education School Fair agree to have a staff representative at the booth during the scheduled hours of the School Fair, have the representative there on time, display material that is in good taste and to abide by these policies.
11. **Insurance is Mandatory for all Exhibitors.** All exhibitors are required to provide a current certificate of insurance by November 4, 2005. Exhibitors will not be permitted to move-in until they have given us proof of insurance. Neither Our Kids Publications Ltd. nor the building owners will accept any responsibility for injury to persons, loss of, or damage to products, exhibits, equipment or decorations by fire, accident, theft or any other cause while in the building.

Authorized Signature

Name

School Name

Date

CANCELLATION POLICY

This contract may be cancelled by either party provided written notice is received by the other at least two (2) months prior to the day of the Fair, in which case all monies paid by the Exhibitor will be refunded. If the Exhibitor cancels within 60 days of the Fair, he/she is liable for 100% of the total contracted space cost. By cancelling this contract the Exhibitor forfeits all right or claims to the allocated space and Management is free to rent it to others and collect the cancellation charge as liquidation damages.

- I (and/or my designated representatives) agree to abide by all rules and regulations adopted by Fair Management (Our Kids Publications Ltd.) and have read the above.
- If this contract is sent to Our Kids Publications Ltd. by facsimile, we authorize Our Kids Publications Ltd. to take any and all steps as through the facsimile copy of the contract were an original.

Exhibit space is limited and is assigned on a first-come, first-served basis.

www.ourkids.net