

APPENDIX B

EXHIBITOR GUIDELINES AND AUTHORIZATION FORM

(Complete these forms to receive authorization to distribute foods and non-alcohol beverages not purchased through the Shaw Centre).

The Shaw Centre has the exclusive food and beverage rights within the facility.

As the exclusive provider, the Shaw Centre strictly prohibits any and all food, beverage, candy, logo water and other similar items from being brought into the facility without prior authorization.

In order to obtain authorization from the Shaw Centre to distribute any food or beverage item, one of the following conditions must exist:

Option #1- Manufacturer of Product

The party interested in distributing food or beverage **must be the manufacturer of said product** and is exhibiting at a **food and beverage or related industry show**. The interested party must only distribute SAMPLE sizes (two ounces or less for food and three ounces or less of beverages) of the product.

**A waiver releasing the Shaw Centre of liability will be required.*

Option #2 – Non-manufacturers of Product

The party interested in distributing food or beverage must pay a fee to Shaw Centre in order for Shaw Centre to waive its right to exclusivity. The waiver fee will be no more than the full retail menu price, but the final waiver fee will be up to the discretion of Shaw Centre, to view the Exhibitor Booth Menu and Order Form see Appendix J. All food and beverage requires full payment 7 days prior to the event date. Credit Cards will be required to cover any on site incidentals.

**A waiver releasing the Shaw Centre of liability will be required.*

For your ease and convenience, the Shaw Centre offers a great selection of food and beverage for your needs including bar service. Contact the Event Services Department for selections.

It is the responsibility of the client/exhibitor to comply with all local health and safety regulations. If a party brings unauthorized food or beverage into the Shaw Centre and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized items from their exhibit or meeting space.

EXHIBITOR SIGNATURE

DATE

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_____	_____
BOOTH NUMBER OR ROOM NUMBER	SHOW NAME and DATE
_____	_____
COMPANY NAME	TELEPHONE NUMBER
_____	_____
ON-SITE CONTACT NAME	E-MAIL ADDRESS
_____	_____
FAX	ADDRESS

Product(s) for Sampling: _____

Check Applicable Line:

- I/we are the manufacturer or distributor of the products listed above. I/we agree to only sample 2 oz or less of food and 3 oz or less of non-alcoholic beverage.
- I/we would like to request permission to pay a waiver fee to the Shaw Centre so that I/we may sample above product. I/we agree to only sample 2 oz or less of food and 3 oz or less of non-alcoholic beverage.

**Signed Event Order and Payment Required*

RELEASE AND INDEMNITY AGREEMENT

This Agreement is by and between Shaw Centre and _____
Above Named Customer

In consideration of the terms and conditions set forth below, Caterer and Exhibitor, intending to be legally bound, agree as follows:
 Exhibitor hereby agrees to indemnify, defend and hold harmless Shaw Centre its subsidiaries, affiliates, employees, agents, officers and directors from and against any liabilities, damages, losses, claims, suits, judgments, fines, costs and expenses, including without limitation, attorneys' fees and expenses, incurred by Shaw Centre and arising out of or relating to Exhibitor's distribution of food and non-alcoholic beverage service at the Facility or any other activity related thereto, including, without limitation, any such liabilities, damages or said other matters arising from injury to or death of any person, or damage to or destruction of any property.

 Exhibitor Signature & Date Shaw Centre Sales & Date

(All catering orders or authorization requests must be received three (3) weeks prior to the event date.)
 Save, print and fax the completed forms to the Shaw Centre at 613-563-7646, or scan and e-mail to eventservices@shaw-centre.com.