



Welcome to the GPRC 2022 Job Fair
Hosted by Greater Parkland Regional Chamber of Commerce

April 5, 2022 - Elks Hall, Spruce Grove, AB
April 6, 2022 – River Cree Resort and Casino, Edmonton, AB
10:00 AM – 6:00 PM

PLEASE READ ALL INFORMATION CAREFULLY

TERMS AND CONDITIONS

To make your Job Fair experience as productive and enjoyable as possible, please read the Vendor Terms and Conditions for important instructions.

VENUE INFORMATION

The GPRC 2022 Job Fair will take place on April 5 at the Elks Hall in Spruce Grove and April 6 at the River Cree Resort and Casino. **If you would like to attend both dates, you must purchase a table at each venue.** Tables are limited to one per vendor per day.

JOB FAIR HOURS & LOCATION

Tuesday, April 5, 2022 10:00 AM to 6:00 PM – Elks Hall, 400 Diamond Ave, Spruce Grove, AB T7X 4C8

Wednesday, April 6, 2022 10:00 AM to 6:00 PM – River Cree Resort and Casino, 300 East Lapotac Blv. Edmonton, AB T7X 3Y3

VENDOR SETUP & TEARDOWN TIMES

Tuesday, April 5- Elks Hall

Setup: 9:30-10:00 AM; Teardown: 6:00-6:30 PM

**Wednesday, April 6 – River Cree
Resort and Casino**

Setup: 9:30-10:00 AM; Teardown: 6:00-6:30 PM

****There will be NO EXCEPTIONS to setup/teardown times****

Vendor's table location is determined on a first come first served basis. Vendors must choose their table upon arrival. There will be no set floorplan.

TABLE COSTS

Chamber Member: \$75

Non-Chamber Member: \$100

*These prices are for one day only. If you would like to attend both days, you must purchase a table at both venues.

TABLE RENTAL INCLUDES

- One, 6ft rectangle table
- Two chairs
- Access to the venue for one day from 9:30 AM – 6:30 PM
- Access to space on table and behind table ONLY

Vendor's table location is determined on a first come first served basis. Vendors must choose their table upon arrival. There is no set floor plan.

TERMS OF PAYMENT

Table Rates:

- For Vendors, payment in full is required at the time the Contract and Terms and Conditions are returned in order to reserve your table.
- If full payment is not received by **March, 29, 2022** the contract will be cancelled without any refund in accordance with the cancellation policy of this contract.

Member Rate:

- To qualify for Member Rates, Vendors must be a member in good standing with the Greater Parkland Regional Chamber of Commerce. This means that 2022 membership fees must be paid prior to completion of table payment.

All Exhibitors:

- Receipts will be emailed. If you require a paper receipt, please let us know at time of purchase.
- No Vendor will be permitted space until the rental of the space is paid in full and the Contract/Application signed.
- Payment may be made by cheque, MasterCard, Visa, EFT, or Debit (in office) only.

Cancellation Policy

All cancellations must be in writing and delivered personally or by registered mail to the Chamber at 4815 - 44 Avenue, Stony Plain, Alberta T7Z 1V5. All cancellations are subject to an administrative fee. For cancellations received on or before **Tuesday, March 22, 2022**, Vendors will be entitled to a refund of table rental fee, less 50%. For cancellations received after **Tuesday, March 22, 2022**, Vendors will not be entitled to a refund.

The Chamber will not be responsible for any loss or damage suffered by the Vendor as a result of any cancellation. By completing the GPRC 2022 Job Fair Contract/Application, the Vendor releases any claims they may have against the Chamber, its members, agents, employees, directors, officers, successors and assigns, including but not limited to any claims for loss or damage resulting from the cancellation of a table rental or cancellation of the Job Fair in its entirety.

Rules and Regulations

RULES OF THE FACILITY

- No open flames (no candles).
- No tape permitted (on floors, walls, etc.).
- No glitter or confetti.
- No smoking in the facility.
- No storage outside of the facility. No storage within the facility.
- All booths must be dismantled immediately following the show between the hours of 6:00-6:30 PM. No provisions to leave items to be picked up the following day.

SHOW MANAGEMENT: Reserves the right to relocate table space due to circumstance beyond their control.

ANIMALS: With the exception of service animals, animals are not permitted in Elks Hall or the River Cree Resort and Casino.

TABLE SPACE: All signs and items must be kept within the confines of the table and the space behind your table. Vendor's table location is determined on a first come first served basis. Vendors must choose their table upon arrival. There will be no set floorplan.

LITERATURE: Vendors are free to distribute literature **ONLY** at their respective table and nowhere else.

CLEAN-UP: The Vendor will always be responsible for the continued cleaning and removal of garbage or other refuse from their table including move-in and move-out.

WAIVER OF LIABILITY AND INDEMNITY: Job Fair Management shall NOT be liable for any damages or losses whether direct, indirect, general, special, consequential or otherwise to the Vendor, its goods, materials, agents, employees, or visitors to its table no matter how caused.

The Vendor shall NOT make any claim or take legal action, whatsoever, against the Job Fair Management, the Facility where the Job Fair is held. The Job Fair Management will NOT be held liable for any loss, damage, or injury, howsoever, caused to The Vendor, Employees or Agents of the property. The Vendor agrees to assure and hold harmless, the Job Fair Management, Facilities and Employees against all claims, costs and charges of any kind resulting from occupancy of the exhibit space or its environment, for any personal injury, death, property damages or any other damages sustained by the Vendor, employees, or visitors to the Job Fair.

RESPONSIBILITY FOR DAMAGES: The Vendor accepts responsibility for any damages to either facilities and/or equipment resulting from actions of the customer. In such cases where damage has occurred the Vendor agrees to pay for the replacement and/or repair costs of the facility/equipment. This acknowledgement includes any extraordinary cleaning that maybe required resulting from the customer's use of the facility.

SHOW CANCELLATION: It is understood and agreed by the Vendor that the Job Fair Management may cancel said show and may cancel this contract if, in the opinion of the Job Fair Management, such show would be impractical and/or inadvisable. In the event the building should be destroyed by fire or the elements or if any circumstances whatsoever should occur which might make it impossible for JOB FAIR MANAGEMENT to permit Vendors to occupy the premises or if the show be cancelled, the Vendor shall pay for space only for the period the space was or could have been occupied by such Vendor, and the JOB FAIR MANAGEMENT will be in no way responsible for any claim or damage, which might arise in consequence thereof. A refund of all monies received from the Vendor will be made by JOB FAIR MANAGEMENT in the event of this show not being held as proposed, and the JOB FAIR MANAGEMENT shall be released from any and all claims for damages or otherwise.

TEAR DOWN: All tables and items must be torn down and removed from the venue between the hours of 6:00-6:30 PM.

RULES AND REGULATIONS: The rules and regulations listed above have been established to promote a successful Job Fair experience for all Vendors and we request your compliance.

Thank you!

Greater Parkland Regional Chamber of Commerce

4815 – 44 Avenue, Stony Plain, Alberta T7Z 1V5

Phone: (780) 963-4545 Fax: (780) 963-4542

Email: drouleau@gprchamber.ca

Additional Information

TABLE RENTAL INCLUDES

- One, 6ft rectangle table
- Two chairs
- Access to the venue for one day from 9:30 AM – 6:30 PM
- Access to space on table and behind table ONLY

Vendor's table location is determined on a first come first served basis. Vendors must choose their table upon arrival. There is no set floor plan.

Internet Service: There is access to Wi-Fi at the River Cree Resort and Casino. Elks Hall does not have access to Wi-Fi. It is recommended that Vendors who require internet provide their own source of reliable internet access.

2022 JOB FAIR CONTRACT/APPLICATION

Hosted by: *Greater Parkland Regional Chamber of Commerce*

BETWEEN THE GREATER PARKLAND REGIONAL CHAMBER OF COMMERCE ("the Chamber") and

Business Name: _____

Contact Person: _____

Mailing Address: _____

_____ Prov _____ Postal Code: _____

Phone: _____ Cell/Alternate #: _____

Email: _____

Briefly describe your business: _____

PLEASE INDICATE WHICH JOB FAIR DATE/LOCATION YOU WILL BE ATTENDING:

Tuesday, April 5, 2022 – Elks Hall, Spruce Grove, AB _____

Wednesday, April 6, 2022 – River Cree Resort and Casino, Edmonton, AB _____

MasterCard ☐

Visa ☐

Debit ☐

Cheque ☐

Cheque # _____

Cheque made payable to Greater Parkland Regional Chamber of Commerce

Card Number _____ Expiry _____ CVS Code _____

Cardholder Name _____

Cardholder Signature _____

Use of Assigned Space - The Chamber shall allow the Exhibitor to use the space described below ("the Assigned Space") for the period specified, subject to the conditions contained on the reverse of this Agreement.

The Vendor Agrees to pay the following:

Rental of Table, according to enclosed cost schedule	\$
Subtotal	\$
Greater Parkland Regional Chamber of Commerce	
GST Number – # R108034141 GST 5%	\$
TOTAL \$	\$
	\$

Vendors can arrive for setup at 9:30 AM on the day of the Job Fair. Tables must be dismantled immediately following the Job Fair from 6:00-6:30 PM. There is **NO** provision to leave product and pick up next day.

The Vendor acknowledges that he has read the Terms and Conditions on this Contract/Agreement and agrees to be bound by them.

CONDITIONS OF CONTRACT: The Vendor agrees to abide by all rules and regulations adopted by the GPRC Job Fair Application Package.

PLEASE PRINT YOUR COMPANY NAME AND PHONE NUMBER AS YOU WOULD LIKE IT TO APPEAR IN ANY JOB FAIR ADVERTISING.

Business Name: _____

Business Phone Number: _____

THESE TERMS AND CONDITIONS FORM PART OF THE TABLE RENTAL AGREEMENT.

I / WE HAVE READ, UNDERSTAND, AND AGREE TO THESE TERMS AND CONDITIONS

Name of Business: _____

Vendor Authorized Signature: _____

Company Position: _____ Date: _____