



**Hearthmakers Energy Co-operative
Presents
EnergyExpo
May 28 & 29, 2005**

**St. Lawrence College
100 Portsmouth Avenue
Kingston, Ontario**

Energy Expo: Greater Kingston's renewable energy festival!

EXHIBITOR REGISTRATION FORM

Hearthmakers Energy Co-operative and St. Lawrence College present a two day educational program of workshops, interactive exhibits and activities at St. Lawrence College, Kingston Campus. We will be presenting the latest in solar energy, wind generation, bio-diesel, pellet fuels, organic foods, energy efficiency, conservation, and sustainable construction and transportation.

For registration, please complete the following forms and return by mail, fax or email as soon as possible. Booth location priority will be determined based upon receipt of payment. Booths cost \$190. All cheques must be made out to Hearthmakers Energy Co-operative.

Please review the following forms for additional registration information. Contact us at:

**Hearthmakers Energy Co-operative
35 Johnson Street
Kingston, Ontario
613-536-5330**

energyexpo@hearthmakers.org



Human Resources and
Skills Development Canada

Ressources humaines et
Développement des compétences Canada



Energy Expo 2005 – St. Lawrence College **Terms and Conditions for Exhibitors**

Contract for Space

Full payment for rental charges for booth space will constitute a contract for rental of the space assigned. Any exhibitor failing to occupy space must still pay full rental price.

Rental Terms

Booth space will be assigned in order of payment received and completed registration forms. Payment in full must accompany the registration form. In the event that the exhibit space remains unoccupied on opening day, Hearthmakers reserves the right to rent the space to any other exhibitor, or utilize the space in any manner it chooses to maintain a proper flow for the Expo.

Cancellations or Withdrawals

In the event of cancellation, by May 9, 2005, 50% of the full booth payment will be refunded. After May 9, 2005, no refunds will be issued. Hearthmakers reserve the right to cancel space if the full amount of the rental fee has not been received within 15 days from time of booking unless otherwise arranged.

Assignment of Space

Booth space is sold on a first-come, first-served basis and is completed on receipt of full payment. Hearthmakers reserves the right to determine eligibility of any company or product. In addition, Hearthmakers reserves the right to assign booth space and to amend the floor plan as necessary.

Booth Regulations

To maintain uniformity, prevent obstructing the view of adjoining booths, and comply with fire regulations, standard booths must not be higher than 10 feet in the back and 4 feet along the side dividers. No walls, partitions, promotional stands or other obstructions may be erected which interfere with the view of any other exhibitor. Exhibits must be self-contained with the booth area assigned. Exhibitors shall comply with all municipal, provincial, federal and building fire and smoking regulations. Exhibitors must keep their booth free and clear of debris at all times.



Exhibit set-up and dismantling

Installation of exhibits will begin at 5:00 pm on Friday, May 27, 2005 and must be completed by 9:00 pm that day to be ready for the official opening Saturday, May 28, 2005.

Dismantling of exhibits may not begin until after the show closes at 4:00 pm on Sunday, May 29, 2005 and must be completed by 6:00 pm. Booths shall be clear of debris upon removal of all exhibits.

Security will be provided overnight by St. Lawrence College security.

Energy Expo hours of operation

Energy Expo will begin at 10:00 am Saturday, May 28, 2005 and operate until 4:00 pm that day. It will open again on Sunday, May 29, 2005 at 10:00 am and operate until 4:00 pm. Exhibitors agree to provide onsite personnel in their booth at all times Energy Expo is in operation.

Exhibitors Representative

Each exhibitor organization must name at least one person to be its official representative who will be responsible for the exhibit. This person will be identified to Hearthmakers Energy and will act as sole liaison between the groups.

Subletting

No exhibitor may assign, sublet or apportion the whole or any part of the space allotted to them without written consent of Energy Expo management.

Liability and Insurance

Exhibitors shall assume all responsibility for damage to the display area, and shall indemnify and hold harmless agents, servants and employees of Hearthmakers Energy and St. Lawrence college from and against any and all claims, loss, damage, injury and liability, however caused, resulting from, or arising out of, or in any way connected with exhibitors participation in Energy Expo.

Regulations Subject to Change

Hearthmakers Energy reserves the right to revise, delete or otherwise amend these exhibit rules at any time and without prior notice.