



# Capital Wedding Show Application

WINTER | January 25TH & 26TH, 2025  
Ottawa Conference & Event Centre

## Application Information

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## Company Information (for public listing)

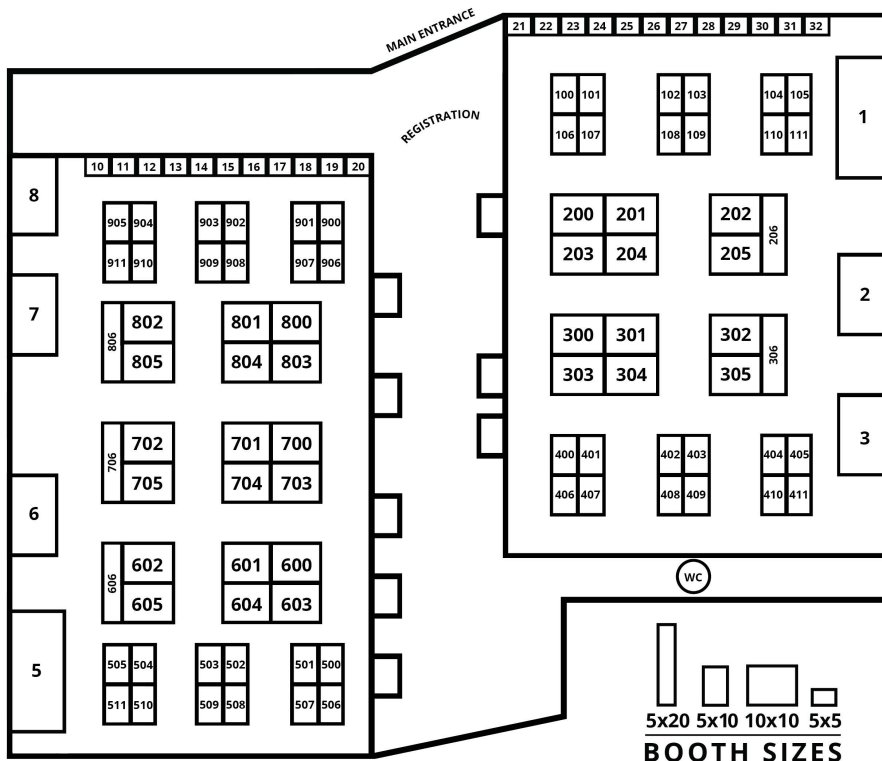
Company Website/URL: \_\_\_\_\_

Company Contact (Phone or Email): \_\_\_\_\_

Exhibitor Category(ies) \_\_\_\_\_

Company Logo: Please attach your company logo along with this application form. Or send your logo to [media@capitalweddingshow.com](mailto:media@capitalweddingshow.com)

## CAPITAL WEDDING SHOW FLOOR PLAN



Refer to the Floor Plan for location preference(s) and booth numbering.

### AUTUMN BOOTH LOCATION

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

### WINTER BOOTH LOCATION

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_



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		BOOTH SIZE DEPTH X WIDTH	BEFORE APR 1 <sup>ST</sup>	BEFORE JUNE 1 <sup>ST</sup>	BEFORE SEPT 1 <sup>ST</sup>	AFTER SEPT 1 <sup>ST</sup>	AMOUNT
<b>AUTUMN</b>	BOOTH RATES	5'x5'	\$355	\$375	\$395	\$420	
		5'x10'	\$640	\$680	\$720	\$745	
		5'x20'	\$960	\$985	\$1,010	\$1,050	
		10'x10'	\$935	\$960	\$985	\$1,025	
		10'x20'	\$1,455	\$1,495	\$1,555	\$1,595	
		10'x20' *	\$1,695	\$1,735	\$1,765	\$1,795	
		15'x20' *	\$2,645	\$2,695	\$2,745	\$2,845	
		20'x20' *	\$2,945	\$3,045	\$3,145	\$3,295	
ADVERTISING	1/4 Program Ad	\$105	\$105	\$105	\$155		
	1/2 Program Ad	\$195	\$195	\$195	\$245		
	Full Program Ad	\$300	\$300	\$300	\$350		
		BOOTH SIZE DEPTH X WIDTH	BEFORE SEPT 1 <sup>ST</sup>	BEFORE NOV 1 <sup>ST</sup>	BEFORE DEC 15 <sup>TH</sup>	AFTER DEC 15 <sup>TH</sup>	
<b>WINTER</b>	BOOTH RATES	5'x5'	\$480	\$495	\$525	\$550	
		5'x10'	\$840	\$870	\$905	\$940	
		5'x20'	\$1,575	\$1,630	\$1,675	\$1,730	
		10'x10'	\$1,525	\$1,580	\$1,625	\$1,680	
		10'x20'	\$2,860	\$2,920	\$2,990	\$3,140	
		10'x20' *	\$3,180	\$3,330	\$3,400	\$3,500	
		15'x20' *	\$3,850	\$4,100	\$4,200	\$4,350	
		20'x20' *	\$4,800	\$4,950	\$5,200	\$5,450	
ADVERTISING	1/4 Program Ad	\$105	\$105	\$105	\$155		
	1/2 Program Ad	\$195	\$195	\$195	\$245		
	Full Program Ad	\$300	\$300	\$300	\$350		
*Entire dimension of booth Grouping. You can remove walls if you wish to have 360° access to your booth.					<b>DISCOUNT</b>		
Program Advertising: The amounts indicated above are the exhibitor discounted rates for a program advertisement.					<b>SUB TOTAL</b>		
					<b>HST (13%)</b>		
					<b>GRANDTOTAL</b>		



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## Method of Payment

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### 1- Electronic Fund Transfer (EFT):

Full purchase amount is required with signed contract when paying by EFT.

Please make payment to: [dave.mills@bell.net](mailto:dave.mills@bell.net)

Indicate your security answer here: \_\_\_\_\_, or email answer in advance to [dave.mills@bell.net](mailto:dave.mills@bell.net)

### 2- PayPal:

PayPal payments must be made in full using our '[Reserve Your Booth](#)' page on [www.capitalweddingshow.com](http://www.capitalweddingshow.com)

Use the 'Cart' & 'Checkout' pages on our website to complete the process.

### 3- Credit Card:

Credit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ CSV (on back of card): \_\_\_\_\_

Card holder's name (as shown on the card): \_\_\_\_\_

How would you like to your Credit Card Payment Method processed?:

I would like to make full payment upon signing.

I would like to pay in equal amounts according to the payment dates below.

I would like to create a personal payment plan according to the payment dates below.

### Optional Payment Plan - for Credit Card Payment Only

	PAYMENT DATE	AUTUMN SHOW	WINTER SHOW	TOTAL
<b>1<sup>ST</sup> INSTALLMENT</b>	Signing Deposit*			
<b>2<sup>ND</sup> INSTALLMENT</b>	February 15th			
<b>3<sup>RD</sup> INSTALLMENT</b>	May 15th			
<b>4<sup>TH</sup> INSTALLMENT</b>	August 15th			
<b>5<sup>TH</sup> INSTALLMENT</b>	October 31st			
<b>6<sup>TH</sup> INSTALLMENT</b>	December 15th			
	<b>TOTAL</b>			

\*Signing deposit is required with application. Signing deposit must be no less than 25% of total.



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The Exhibitor hereby applies for Exhibitor Booth spaces at the Capital Wedding Show (CWS) to be held in Ottawa, Ontario on January 25th and 26th, 2025 (Winter 2025 Show).

The Exhibitor agrees that once this Exhibitor Booth Agreement has been signed and approved by CWS management, it is a valid and legally binding agreement that cannot be cancelled, transferred, or modified without the express written consent of CWS.

In the event the Exhibitor terminates or breaches this agreement, the Exhibitor understands and acknowledges that it shall not be entitled to any refunds or credits whatsoever and shall remain liable for the full amount of the agreement.

Notwithstanding anything contained in this agreement, CWS in its sole discretion reserves the right to change the location of Exhibitor Booths.

Unless specified otherwise, Exhibitor Booth purchase includes 8' back wall and 3' sidewalls pipe and drape. The Exhibitor Booth Rate does NOT include the provision of any electrical service or furnishings. Electrical service and furnishings must be arranged separately at an additional cost. Please reference the **Electrical Service and Furnishings** section of this agreement to purchase electrical power for your booth.

The Exhibitor Booth Rate includes a website listing on [www.capitalweddingshow.com](http://www.capitalweddingshow.com). The exhibitor will receive a confidential bridal list ("Brides List") composed of contact information provided by engaged couples in accordance with the Terms and Conditions of this Exhibitor Agreement.

Refer to Terms and Conditions for additional information relating to CWS and Exhibitor commitments.

I, \_\_\_\_\_ have read and accept this Application in its entirety and acknowledge the Terms & Conditions form an integral part of this Exhibitor Application. By signing below, I agree to abide by these terms and conditions and attest that I have the authority to bind the Exhibitor to this Application.

## EXHIBITOR

## CAPITAL WEDDING SHOW

\_\_\_\_\_  
Exhibitor's Signature

\_\_\_\_\_  
Capital Wedding Show Approval

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Print Name & Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Terms & Conditions

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### 1. Booth Displays

- a) All Exhibitors must setup and dismantle their booth displays within the time frame allotted to them by Capital Wedding Show ("CWS"). These times will be contained in the Exhibitor Manual which will be distributed in advance of the show. Any equipment or material remaining in the CWS display areas or exhibitor areas outside of the allotted times will be removed by CWS at the Exhibitor's risk and expense.
- b) Exhibitors are responsible for the handling of their own materials. Exhibitors shall fully indemnify CWS for any and all damage to Exhibitor booth display materials during transport, installation, display or removal of such booth display materials.
- c) Exhibitors shall not dismantle or remove any part of their booth displays prior to the end of the CWS Show Hours on Sunday. Doing so shall constitute a breach of the Exhibitor Booth Agreement and the Exhibitor will forfeit any right it may have under the agreement including, but not limited to, the right to receive a copy of the Bridal List.
- d) Unless otherwise approved by CWS management, Exhibitor booth displays must not: (i) protrude or extend beyond the purchased booth floor dimensions; (ii) obstruct the view of other booths; and (iii) be taller than 8' on the back wall and 3' on the sidewalls. Exhibitors shall not attach any displays to walls, structural supports or flooring in the venue, by pins, nails, screws, bolts, permanent cement, or any other means. Nor may the Exhibitors suspend any displays from the ceilings or rafters. Exhibitors shall fully indemnify CWS for any and all damage caused by them to the venue during installation, display or removal of booth display material or by their failure to abide by any of these terms and conditions.
- e) Exhibitors are required to have at least one representative present at their booth during the operating hours of the bridal show unless the Exhibitor received prior written approval from CWS management. Failure to do so shall constitute a breach of the Exhibitor Booth Agreement and the Exhibitor will forfeit any right it may have under the agreement including, but not limited to, the right to receive a copy of the Bridal List.
- f) It is the responsibility of the Exhibitor to keep their booth area clean and orderly at the beginning of each day of the bridal show and throughout the bridal show. Failure to do so shall constitute a breach of the Exhibitor Booth Agreement and the Exhibitor will forfeit any right it may have under the agreement including, but not limited to, the right to receive a copy of the Bridal List.

### 2. Subletting & Advertising

- a) Exhibitors are not permitted to advertise, demonstrate, solicit, or display signs or place cards outside their booth space, or in the immediate vicinity of the CWS event without prior written approval from CWS management. If the Exhibitor engages in such conduct, then CWS, in its sole discretion, may determine that the Exhibitor has breached the Exhibitor Booth Agreement and immediately terminate the Exhibitor's participation in the bridal show. Nor are Exhibitors permitted to advertise or agree to be advertised in any products, signs, handouts or business cards of any non-exhibitors at the bridal show. In any of these events, the Exhibitor will not be entitled to any refund of monies paid, will remain fully liable for any outstanding obligations owed to CWS and will forfeit any right it may have under the agreement, including but not limited to, the right to receive a copy of the Bridal List.
- b) The "Capital Wedding Show" name may be included in the advertising of the Exhibitor provided that CWS management is informed in advance of the content of any such advertising. Upon request by CWS management, the Exhibitor must provide CWS with an opportunity to review the proposed advertising in advance of publication. If the advertising is not in keeping with the quality and standards of CWS then CWS, in its sole discretion, reserves the right not to permit its name or its brand to be included on the suggested advertising.
- c) CWS reserves the right to use the name, logo, or brand of the Exhibitor in any advertising campaign of the bridal show providing it is done in a courteous, respectful and professional manner.
- d) The Exhibitor agrees that all its advertising and communications associated with the bridal show and all its interactions with bridal show attendees, suppliers and CWS staff will be courteous, respectful and professional manner.

### 3. Exhibitor Booth Space & Display Equipment

- a) CWS management has the sole right to determine the eligibility of any business or product for inclusion in the bridal show. Exhibit space will be allocated by CWS management in its sole discretion on a first-come, first-serve basis.
- b) CWS management reserves the right to make changes to booth locations resulting from a change in the floor plan or in the interest of optimum traffic control and Exhibitor exposure. CWS management cannot be held liable for any damages in the event that competitive Exhibitors are adjacent to or opposite each other.
- c) Exhibitor Booth display areas will be 10'x10', 10'x5', 5'x5' or multiples thereof, in the general location as outlined on the Floor Plan. Each booth will be provided with 8' back wall and 3' sidewalls with standard pipe and drape unless otherwise agreed by CWS management. Refer to Section 1(d) of the Terms and Conditions regarding dimensional restrictions on booth displays.
- d) The Exhibitor Booth purchase does not include the provision of any electrical services or furnishings. Exhibitors may order these directly from show suppliers. CWS management will provide Exhibitors with the contact information of service providers who will be available to provide booth furnishing and electrical services at the bridal show. This information will be contained in the Exhibitor Manual, which will be distributed in advance of the show.

### 4. Exhibitor Conduct

- a) All display and promotional literature used by the Exhibitors at the bridal show must be in good taste, respectful and professional. CWS management reserves the right to remove any display or promotional materials that it determines, in its sole discretion, are not in good taste, respectful or professional.
- b) CWS management shall have the right, in its sole discretion, to stop any display or demonstration considered by CWS or other Exhibitors to be a nuisance.
- c) If an Exhibitor engages in what CWS, in its sole discretion, considers to be objectionable conduct, then the Exhibitor has breached the Exhibitor Booth Agreement and CWS has the right to immediately terminate the Exhibitor's participation in the bridal show. In this event, the Exhibitor will not be entitled to any refund of monies paid, will remain fully liable for any outstanding obligations owed to CWS and will forfeit any rights it may have under the agreement, including but not limited to, any right it may have to receive a copy of the Bridal List.
- d) Photographing or videotaping other exhibitors' booths and products is strictly prohibited without their permission and the written consent of CWS management.



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## 5. Exhibitor Liability

- a) CWS shall not under any circumstances whatsoever be liable or responsible for: (i) any loss, damage, theft, or destruction whatsoever or howsoever caused by any goods, equipment or any other property belonging to the Exhibitor or for which the Exhibitor is responsible; (ii) any damage or injury suffered by the Exhibitor or his servants or agents or by any other person; (iii) any loss, damage, injury or cost whatsoever suffered by the Exhibitor for any reason including any change in the date, time or place of the bridal show or the abandonment thereof.
- b) The Exhibitor shall be solely liable for all loss, damages, injuries, claims, costs and expenses whatsoever or howsoever caused by any person or property in any circumstances whatsoever by the Exhibitor, its servants or agents or the goods, exhibits, fittings, machinery, and other property belonging to the Exhibitor or for which the Exhibitor is responsible and the Exhibitor hereby agrees to fully indemnify and to hold harmless CWS, its subsidiaries, affiliates, directors, officers and employees in respect of any such loss, damage, injury claims, costs and expenses.
- c) Exhibitor assumes full responsibility with respect to any duties owed to any Performing Rights Society or other organization with regard to any live and/or recorded music played at the Exhibitor's booth. Exhibitor agrees to fully indemnify and to hold harmless CWS, its subsidiaries, affiliates, directors, officers and employees in respect of any breach of such duties.
- d) The Exhibitor is required to retain full comprehensive insurance coverage of at least \$1,000,000 to insure against the risk of loss or damage, however caused, to his property or person or to the property or person of his employees or agents. CWS reserves the right to require Exhibitors to produce written confirmation of insurance coverage in a form satisfactory to CWS management as condition of the Exhibitor's participation in the bridal show.
- e) Both the Exhibitor and CWS shall be excused from the performance of an obligation of this Agreement, to the extent that such obligation is hindered in such a way as to make it inadvisable or commercially impractical to hold the meeting by reason of: any act of God or natural disaster such as but not limited to violent storm, hurricane, tornado, blizzard, earthquake, flood, earthquake; any labour unrest, strike, riot, civil disturbance, any act of terrorism or war; damage or destruction by lightning, explosion, fire, telecommunication or electric services, prolonged curtailment of mass transportation within Ottawa or into Ottawa; any major national or international travel health advisories resulting in the curtailment of travel within 300 km of the City of Ottawa, as issued by the Government of Ontario, Ministry of Health or Chief Medical Officer of Health, Health Canada, the U.S. Department of State, the Centre for Disease Control or the World Health Organization; any major national or international advisories resulting in the curtailment of public gatherings, or materially impacting the ability of groups of people to gather, in the City of Ottawa, as issued by the City of Ottawa, the Government of Ontario, Ministry of Health or Chief Medical Officer of Health, Health Canada, the U.S. Department of State, the Centre for Disease Control or the World Health Organization; any declaration by the Canadian government of a high, imminent or severe risk of terrorist attack in Ontario or Quebec; any extreme weather conditions such as flooding, drought, hailstorms, fire, ice storms, extreme cold or precipitation events; any governmental law, regulation or order which would have a direct impact on ability of the Licensor to conduct its obligations hereunder; any major damage to the Ottawa Convention & Event Centre venue by fire or any other cause or contingency beyond the party's control which renders the Ottawa Convention & Event Centre venue unsafe or impossible to use.
- f) Any claim of Force Majeure under this Agreement must be made in writing to the other party as soon as it becomes known to the party making the claim, failing which the party that fails to inform will be liable for damages resulting from such non-receipt. In any of the above-mentioned occurrences, either party has the right to demand that the other party demonstrate a reasonable basis for the claim by demonstrating (i) that its failure to perform was caused by an impediment beyond its reasonable control; (ii) that it could not reasonably have been expected to have taken the occurrence of the impediment into account at the time the contract was entered into; and (iii) that it could not reasonably have avoided or overcome the effects of the impediment.
- g) In the event of application of this Force Majeure: This Agreement will be terminated by CWS, without liability to either party. In the case of cancellation because it is inadvisable for the Exhibitor to perform its obligation, CWS shall have the right to demand that the Exhibitor demonstrate a reasonable basis for the claim of inadvisability; and both parties shall make best efforts to negotiate in good faith the possible rescheduling of the event or the scheduling of an event of similar magnitude; all Exhibitor payments paid to CWS up to the date of termination are non-refundable except as CWS may decide at their sole discretion based upon third-party expenses CWS has incurred or will unavoidably incur in accordance with the performance of this Agreement. CWS shall take reasonable steps to manage these expenses in a manner to maximize payment return to the Exhibitor.
- h) Bridal show dates and locations may be subject to change at the reasonable discretion of CWS management, and any such change shall not be considered a breach of the Exhibitor Booth Agreement or these terms and conditions.
  - i) With respect to the installation and the operation of its exhibit, an Exhibitor is responsible for complying with all applicable laws, ordinances, regulations and codes of duly authorized local, provincial and federal governing bodies concerning fire, safety, health and environmental requirements. Exhibitor shall be properly insured for the same.
  - j) Exhibitor assumes full responsibility of any lost exhibitor badges during the duration of the show. Prior to the Show, every exhibitor will be given sufficient Exhibitor Badges for booth staff. Should the Exhibitor require additional Exhibitor Badges either beforehand or at the show, they must be purchased at a cost of \$5 per badge.

## 6. Confidential Brides List

- a) The Brides List will be comprised of personal contact information collected by CWS on the prize ballots submitted by bridal show attendees.
- b) In accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA), bridal show attendees will be advised in advance that ballot information will be made available to Exhibitors through the Brides List.
- c) In keeping with the requirements of Canada's Anti-Spam Law, where bridal show attendees have provided their "express consent" to receive e-mail communications from the Exhibitors, such e-mail addresses will be included in the Brides List. All such e-mail addresses are deemed to be personal information of the bridal show attendees.



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d) Following the bridal show, the Brides List will be made available to Exhibitors in electronic format upon request. As a condition to receiving the Brides List, Exhibitors will be required to abide by and to return a signed copy of the "Brides List Terms & Conditions" to CWS management. CWS will make reasonable efforts to have the Brides List ready for distribution to Exhibitors within two weeks after the end of the bridal show.

e) Upon request, Exhibitors must provide CWS with a copy of their Privacy Policy so that CWS management may satisfy itself that adequate controls are in place with respect to protecting the personal information contained in the Brides List.

7. General

- a) All matters and questions not covered by these terms and conditions shall be decided by CWS management in its sole discretion.
- b) CWS management shall have full discretion in the interpretation and enforcement of all rules contained herein.
- c) Exhibitors agree to be bound by these terms and conditions, as they may be modified from time to time by CWS.