



Vendor Booking Form

Event Name:	Future Wars: the Military Museum Expo	Type of Event: <input type="checkbox"/> Military <input checked="" type="checkbox"/> Civilian	<input type="checkbox"/> Fundraiser
Event Date:	12 May 2018		<input type="checkbox"/> Awareness
Timings:	9 am to 5 pm, set up 7 am	# of Expected Participants:	<input checked="" type="checkbox"/> Festival/Concert
Address:	4520 Crowchild Trail SW, Calgary Alberta T2T 5J4		
Location Details:	Inside, Cooper Key Hall and the Naval Museum of Alberta		
Parking:	Visitor, staff or overfill parking is available		
Entrance/Passes:	Usual Admission will be charged for visitors, vendors to be charged per table rental (see "Note" below). No charge for volunteers.		
Vendor Name:			
Contact Name:	Equipment Required	<input type="checkbox"/> Table	
Contact Phone:		<input type="checkbox"/> Tablecloths	
Contact Email:		<input type="checkbox"/> Electricity	
Cost/Method of Payment:	<p>Note: \$30 for Artisan table, \$50 for Vendor table or FREE with a donation. Donations can be an art piece or an unopened/unused item. Donations will go to a prize draw for guests of the expo. Tables are 6 foot long and include two chairs and 2 badges will be included. Tablecloths available for rent for \$10.00 (will require \$20 deposit). Cash, cheque, or credit card to The Military Museums (Contact Operations Officer for payment at 403-410-2340 extension 2601).</p> <p>Deadline for booking tables is April 1st, we will confirm vendor's table by April 5th.</p>		
Notes			

Details:

Set up is May 12th, 7 am to 9 am. Move out is not before 5 pm on May 12th. Exhibitors must have approval from operations officer for set-up or move-out outside these times.

Payments for tables must be received 5 days prior to the event.



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All exhibitors must use designed entrances and exits.

Food and beverage are not allowed in the galleries due to the safety of the artifacts. Designated areas will be clearly laid out for eating.

The exhibitor's booth footprint must remain within the floor marks as laid out by the Military Museums.

All booths or backdrops must be built to be stable. If stability is questionable, the Military Museums may insist that the booth or backdrop be taken down.

All signage must be family friendly and flame resistant.

Fog, haze and smoke machines are not allowed to be used.

Safety at all times must be adhered to.

Refunds or cancellations: refunds for table rental are available up to 5 days prior to the event.

The Military Museums bears no responsibility for damaged or missing items of the exhibitors.

The Military Museums reserves the right to place vendors and exhibitors at their sole discretion dependent on availability and floor plan requirements.

The Military Museums reserves the right to refuse applications.