



# APPLICATION FOR SPACE RENTAL



**THANK YOU FOR YOUR INQUIRY:** Thank you for your interest in Exhibition Place for your event. We ask that you please complete the application for facility rental in its entirety so we can better assist you. Once the form is completed and returned, a member of our team will connect with you to review and discuss next steps

The following questions must be answered in full. It is understood that Exhibition Place, may or may not grant the request set forth above. Only after the Application for Rental is accepted will a Proposal be discussed for date(s) to be held. It is hereby understood that this document represents only an Application for Rental and is in no way a binding agreement between the applicant and Exhibition Place.

Date (DD/MM/YY):

Licensee:

(Legal name of company, corporation, organization or individual)

### Contact Information:

Main Contact & Title:

Address:

City: Province/State:

Postal/Zip Code: Country:

Main Phone: Cell:

E-mail:

### Name and Title of Individual Who Will Execute the License Agreement:

Name:

Title:

Phone:

E-mail:

### Description of Event/Show/Function:

a) Proposed Event Name:

Is this a first time event? YES ☐ NO ☐ (Number of Years):

If NO, please list current or previous venue/location(s):

b) Event Date(s) Requested/ Alternate date options:

Number of Move-In Days:

Number of Event Days:

Number of Move-Out Days:

c) Please describe the general Concept of Event:

d) What markets or industries will be represented at your event?

e) Is your event open to the public, trade or other?

**Description of Event/Show/Function (cont'd):**

f) List the demographics of your target audience attending the event: \_\_\_\_\_

g) Expected attendance each day of your event: \_\_\_\_\_

h) Will this event be ticketed: YES ☐ or NO ☐**Space Requirements:**

Total square feet: \_\_\_\_\_

Number of booths (i.e. 10' by 10'): \_\_\_\_\_

Will you require Food and Beverage: YES ☐ or NO ☐List any features/activations included at your event:  
(i.e. seminars, entertainment, fashion show, other) \_\_\_\_\_**Industry References:**

\*Please list other Convention Centres, Conference Centres, Auditoriums, Arenas or other venues of similar size which have been previously leased by Licensee: \*Minimum of two (2) References required

**Reference 1:**

Facility Name: \_\_\_\_\_

Event Name and Type: \_\_\_\_\_

List any key speakers or performers at your event (if any): \_\_\_\_\_

Event Dates: \_\_\_\_\_

Point of Contact and Position: \_\_\_\_\_

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

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

**Reference 2:**

Facility Name: \_\_\_\_\_

Event Name and Type: \_\_\_\_\_

List any key speakers or performers at your event (if any): \_\_\_\_\_

Event Dates: \_\_\_\_\_

Point of Contact and Position: \_\_\_\_\_

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

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

## Bank References

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Name of Bank:

Telephone:

Address:

Name of Bank:

Telephone:

Address:

I understand that this document is only an Application for Rental; that Exhibition Place may or may not grant the request set forth above and that only after this document is accepted will a proposal be discussed for date(s) to be held. I hereby understand that this document is in no way a binding agreement between the applicant and Exhibition Place.

Signature of Applicant: \_\_\_\_\_

Printed Name:

Date (DD/MM/YY):