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## **Provincial Towing Association of Ontario TOW TRADE SHOW**

This vendor agreement is made the \_\_\_\_\_ day of \_\_\_\_\_ in the year 2023 between the PTAO Tow Trade Show and \_\_\_\_\_, hereinafter called the Vendor. The PTAO agrees to permit the Vendor to use Marshall Hall at Bingemans and be part of the September 15 & 16, 2023 Tow Trade Show.

a) Provincial Towing Association Responsibilities:

- Provide you with a written confirmation of your reservation
- All items that are included in the package that you have chosen

b) Trade Show Vendor Responsibilities:

- Set up time: 8:00 am – 2:30 pm Friday September 15
- Take down time: 4:00 pm Saturday September 16
- Fill out appropriate paperwork
- Provide a copy of up to liability insurance coverage
- Complete set up (30 minutes) before designated event start time
- Cleaning of your event space during and after event i.e. garbage removal
- Provide own power (if required)
- **Vendor must stay until 4:00 pm, show close on Saturday**

c) Terms of Payment: That for the agreed use of said facilities; the Vendor shall pay the Provincial Towing Association a \$100.00 deposit upon submitting the application and agreement. Payment for the remainder in full for booth rental space must be made no later than June 30, 2023. Payments should be

Provincial Towing Association of Ontario  
13775 Highway 17 East  
Thessalon, ON P0R 1L0  
T: 705- 646-0536  
E: [info@ptao.org](mailto:info@ptao.org)  
W: [www.ptao.org](http://www.ptao.org)



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made out to the Provincial Towing Association of Ontario Inc. through cheque, credit card or e-transfer. Refunds for cancellation of booth space are refundable up to June 23, 2023, however, there will be a 15% administration fee on all refunds. Payments are non-refundable after June 23, 2023. Receipts for payment will be provided at set up/registration on site at the PTAO Tow Trade Show.

e) Terms of Use: That the Vendor has received, as part of the rental package, the PTAO Tow Trade Show Application; Trade Show Vendor Agreement; Trade Show Information Sheet; Venue Rules and Regulations; and Sponsorship Information Sheet. The Lessee has read, understands, and agrees to all the terms and conditions listed. That all local, provincial, and federal laws, bylaws and regulations will be followed including but not limited to the Ontario Health and Safety Bylaws.

**INSURANCE INFORMATION**

The Vendor must attach a copy of Liability insurance certificate naming both Bingeman's and the Provincial Towing Association of Ontario Inc.

The certificate should have the following information:

- Company name
- Policy #
- Minimum coverage of \$2,000,000.00
- Insurance company name and contact information

If cancelled or changed in any manner, that would affect the PTAO Tow Trade Show event, as outlined in coverage specified herein for any reason, so as to affect this certificate, thirty (30) days prior written notice by registered mail will be given by the Insurers to: The Provincial Towing Association 13775 HWY 17 East, Thessalon, ON, P0R 1L0. Tel: (705) 646-0536 Fax (519) 383-6167.

**CONTACT INFORMATION**

Louise Solomon, Administrator, Provincial Towing Association Board

Email: [info@ptao.org](mailto:info@ptao.org)

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