

INDUSTRY AUCTION HOST AGREEMENT

Date:

Host Contact:

Location:

LO Contact:

Initial Site Visit:

Will be inclusive of John Moons (Auction operations), Amy Buchanan (Landscape Ontario)

As host of the Industry Auction, we agree to provide:

- a) Pallet collection (approx. 100-150 pallets)
- b) Washrooms (with water / hand-washing stations)
- c) Dining tent / Indoor area / covered area (inclusive of tables & chairs, linens, plates, utensils, etc.)
- d) Forklifts
 - a. require 2 forklifts for Sept. 16 (set-up Day), approx. from 10 a.m.– 5:00 p.m.
 - b. 3 or 4 forklifts all day on Sept. 17
- e) Forklift operators on both days
- f) AM Coffee/refreshments ready for *7:30 a.m. – for approx. 25 ppl
- g) Bottled water for attendees
- h) Lunch ready *11:45 a.m. to 1:00 p.m.
- i) You may obtain as many sponsors for food and beverage as needed. Please communicate them to Amy for inclusion on event promotions. We typically have between 100 and 125 guests. We'll have a better idea a few weeks prior (based on donations, calls and online traffic).
- j) Power supply / wifi access to registration desk (for use of our debit/credit machine)
- k) 2-3 Parking attendants / greeters at road for day of
- l) Good map & directions in digital file (if trucks need separate entrance, please provide)

Landscape Ontario can bring tables and table cloths for registration / cash table, silent auction, etc., if not available on the host site. Please advise.

Site Map/ Floor Plan

Landscape Ontario will create at site map/ floor plan, inclusive of:

- | | | |
|---------------------------|-----------------------|--|
| ✓ Registration/Cash Table | ✓ Pick-up Location | ✓ Awards Lots |
| ✓ Silent Auction | ✓ Parking | ✓ Lunch/Coffee, |
| ✓ Drop-off Location | ✓ Plant Material Lots | ✓ and any additional – ie. Tours, etc. |

Host Name: _____
Signature: _____

Date: _____