



# 2010 “Consider Us First” Trade Show

4910 – 55A Street  
 Wetaskiwin, AB T9A 2R7  
 Phone: (780) 352-8003  
 Fax: (780) 352-6226  
[info@wetaskiwinchamber.ca](mailto:info@wetaskiwinchamber.ca)  
[www.wetaskiwinchamber.ca](http://www.wetaskiwinchamber.ca)

Today’s Date: \_\_\_\_\_ Business Name: \_\_\_\_\_

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

Mailing Address (If different from above): \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ P/C: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (**Mandatory**): \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Business Service/Product Description: \_\_\_\_\_

Standard booths are 10’x10’; additional 10’x10’ spaces may be obtained for an additional fee.

#	Vendor Category	Rates (incl. GST)	Total (# x rate)
	Chamber Member*	\$275.00	
	Non-Member	\$325.00	
	One (1) Additional Booth Space	\$110.00	
	Carpeting (per booth)	\$150.00	
	Additional Exhibitor Badges	\$2.00	
	Early Bird Discount if registered and paid before April 1, 2010	- \$50.00	
In addition to the exhibitors fees, all exhibitors are encouraged to have a prize draw(s) at their booth with a suggested retail value of up to \$100		<b>Total</b>	

If known, please specify your Booth Draw item(s): \_\_\_\_\_

\* Please note that the term “Chamber Member” refers to businesses/organizations/individuals that hold a current membership with the Wetaskiwin & District Chamber of Commerce.

I have read and agree to comply with the Event Regulations as stated on reverse: **YES NO**

**Payment Options (Payment must accompany application form):**

Cash       Visa       MasterCard       Debit       Cheque

Requested Booth Location (Booths will be assigned based on preferred location, with priority given to Chamber Members and the date Trade Show Application was received):

Signature: \_\_\_\_\_

# 2010 “Consider Us First” Trade Show Event Regulations

## Application & Registration

1. Payment, in full, must accompany each application form.
2. Cancellations **prior to April 15<sup>th</sup>** are subject to a 25% Administration Service Charge.
3. Cancellations **after April 15<sup>th</sup>** will forfeit all monies.
4. Only one (1) business/vendor per booth will be allowed.
5. Applications are subject to approval by the Wetaskiwin & District Chamber of Commerce.
6. Exhibitors will be notified and funds returned if their application has not been accepted.
7. Registration will take place in conjunction with the Set-up hours (listed in next section).
8. Booth assignments and exhibitor badges (extras if ordered) will be handed out at that time.

## Show Hours, Set-Up & Tear-Down

9. The dates and times for the “Step Into Spring” Trade Show are as follows:  
**Friday, April 30 from 4PM – 8:30PM**  
**Saturday, May 1 from 10AM – 8PM**
10. A Vendor “Toonie” BBQ will take place on Friday afternoon from 1PM – 2:30PM
11. Set-up will take place Friday, April 30 from 8AM – 3PM.
12. Tear-down will take place **after 8PM** on Saturday, May 1.
13. At least one prize draw must take place between 6:30PM and 8PM on May 1.
14. Exhibitors who attend but leave early will forfeit the right to register at future events.
15. Transference of assigned booth to another business or vendor is not permitted.
16. The Business/Vendor is responsible for obtaining any/all insurance related to participating in the show. The Wetaskiwin & District Chamber of Commerce, the City of Wetaskiwin nor Infinite Event Services will be held responsible or liable for any manner of loss and/or damage that may occur to property and/or persons during times of initial booth set-up, show hours or move-out.
17. Security personnel will be on site during set-up, show hours and move-out; the premise has “Alarmed” security in effect after hours. However, exhibitors are responsible for all their materials and as such should take adequate security measures at all times.
18. Under no circumstances can anyone other than electricians contracted by the City of Wetaskiwin make electrical service connections or repairs.
19. Policy of the Wetaskiwin Fire Department and the Alberta Fire Code will be adhered to at all times.

## Exhibit Booths

20. Each 10' x 10' booth space will be supplied with the following
  - a. 8' high back wall drape and a 3' high side-wall divider drape between exhibitors
  - b. 1 – 8' skirted table and 2 plastic folding chairs
  - c. 1 – 15 amp electrical outlet
  - d. 2 Exhibitor Badges (extra badges may be purchased until April 28, 2010)
21. All Exhibitors slated to man booths are required to present Exhibitor Badges at admissions – **no exceptions!** A non-refundable admission charge will apply to exhibitors without badges.
22. Exhibitors must contain all materials, demonstrations and promotional giveaways within the boundaries of their booth.
23. Direct selling is allowed, however; your entire display must remain intact throughout the duration of the Trade Show.
24. Raffle draws (involving money) or ticket sales are not allowed without the prior consent of the Wetaskiwin & District Chamber of Commerce.
25. The Wetaskiwin & District Chamber of Commerce reserves the right to terminate or limit any demonstrations, which in its opinion are objectionable or inappropriate due to noise, toxic fumes, exhaust/smoke, or are detrimental to the character and nature of the Event.

## Other

26. No alcoholic beverages are permitted to be consumed at any exhibit or display area.
27. The Drill Hall is a non-smoking facility.
28. Exhibitors who do not comply with these regulations may be asked to leave with no refund given.