



*The Brooks & District Chamber of Commerce*  
*Welcomes You to Participate in 29<sup>th</sup> Annual Trade Show & Sale*  
**Located at the**  
**Lakeside Leisure Centre, 111 - 4th Avenue West Brooks, AB**  
**PLEASE READ ALL INFORMATION CAREFULLY**

**SET-UP TIMES**

Thursday, April 29<sup>th</sup>            12pm-7pm  
Friday, April 30<sup>th</sup>            7am-12pm (no exceptions)

**TEAR DOWN TIMES**

Sunday May 1<sup>st</sup>                after 4pm  
Monday May 2<sup>nd</sup>              7am-12pm

**SHOW TIMES (Booths must be manned during show hours)**

Friday, April 29<sup>th</sup>            2pm – 7pm  
Saturday, April 30<sup>th</sup>        11am - 7pm  
Sunday, May 1<sup>st</sup>              11am - 4pm

**Payment and Cancellation Policy**

- **Returning vendors-** the Chamber will hold 2010 booth space until September 30, 2010. In order to reserve the same booth, paper work and first payment **MUST** be received before September 30, 2010, after which booth assignments will be first come, first serve.
- 50% of booth cost is due upon booking.
- The remaining balance is due no later than March 15th, 2011.
- No Refunds after March 1, 2011.
- Payments can be made by cash, debit, cheque and MasterCard or Visa.

### **Booth Sizes & Shapes**

- 8x6, 10x10, 15x10, 20x10 sized booths are available. Other sizes can be discussed and will be made available when possible given venue shape.
- Please note that booth size is based on total square footage and not necessarily exact measurements, i.e. 10x10=100square feet as Arena corners allow for greater depth and less frontage. If you require exact measurements center booth spaces are best chosen.
- Please be aware the size of your booth is indicated by the placement of the booth draping.
- You will be expected to confine your display within this area. If you are unsure if your display will fit within the space we recommend you upgrade your booth size.
- ALL aisles need to be clear of display material

### **8x6 booths include**

- 1- 6x2' skirted table
- 2 plastic folding chairs
- 1x 800 watt (15 volt) electrical power outlet (500 for use with floodlights)
- 2 x 150 watt flood lights
- Side draping 4'high , back wall draping 8' high

### **10x10 and larger booths include (multiple booth rentals add for each booth)**

- 1- 8x2' skirted table
- 2 plastic folding chairs
- 1x 800 watt (15 volt) electrical power outlet (500 for use with floodlights)
- 2 x 150 watt flood lights
- Side draping 4'high , back wall draping 8' high

### **Superior Show Services**

- *You will need to contact Superior Show Services (1-888-417-4449) if you require any additional power wattage, table change etc. before the show commences. If arrangements are not made prior to the show the cost is greatly increased. Any additional costs are to be paid to Superior Show services directly and not to the Brooks & District Chamber of Commerce. Please be considerate of all vendors and properly book your power needs!*
- Refer to Superior Services package (attached) for further information. You will be required to pay up front for orders placed during the show set-up times.

### **Show Colors**

- Black & Red draping with Red isle Carpeting

### **Complimentary Exhibitors Lounge**

- A Complimentary exhibitors Lounge is located upstairs in the Curling lounge. Signage will be posted to direct you.
- Coffee, tea and water will be provided at all times so please feel free to go to the lounge and relax. Saturday & Sunday mornings there will be a selection of fruit and pastries. While we hope to accommodate all vendors there is a limited amount so please respect other vendors and enjoy moderately.
- This is a non Smoking facility. Please see the attached bylaw information for outdoor smoking locations.

P.O. Box 400, #403 2<sup>nd</sup> Ave West Brooks, AB T1R 1B4

Ph: (403)362-7641 Fax: (403)362-6893

Email: [manager@brookschamber.ab.ca](mailto:manager@brookschamber.ab.ca) website [www.brookschamber.ab.ca](http://www.brookschamber.ab.ca)

### Exhibitor Appreciation Dinner

There will be an exhibitor appreciation dinner on *Friday April 29<sup>th</sup>* immediately following the close of the show at 8pm. This will be held in the Curling Lounge. Tickets will be in your vendor bags. We hope to entertain you with our fabulous Tumbleweed Theatre Group. We realize it can be difficult confirm at this time but please indicate if you plan to attend on the application.

### Exhibitors Passes

- 8x6 booths will be allotted **2 exhibitors passes.**
- 10x10 booths will be allotted **4 exhibitors passes.**
- 10x15 and larger booths will have **6 exhibitor passes.**
- **Note- It is up to each exhibitor to manage their volunteers and workers entrance to the show. You will need to make arrangements within your team to exchange passes. Additional passes provided at a cost of \$5.00 onsite.**

### Security

- Thursday Security will arrive at 6pm through Friday morning at 8am
- Friday 6pm-11am
- Saturday 6pm-11am
- Please be cautious with your valuables at all times during the set up and show hours and report any suspicious activity to one of the Chambers volunteers.
- The Brooks & District Chamber of Commerce will not be held liable for loss or damage to property during set-up, tear down or during show hours.

### On-Site during show hours

- The Manager-Tracy Acorn, Board members of the Brooks & District Chamber of Commerce and volunteers will be available at all hours during the trade show.
- If you have any questions or concerns they will be addressed in a timely manner.
- A Chamber table will be set up behind the admissions gate.
- Volunteers will be pleased to assist you with break of maximum 10 minutes should you need to freshen up. Just ask!

**YOU MUST COMPLETLEY**

**FILL OUT THE PAGES 4-6 AND RETURN TO THE CHAMBER  
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

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## Trade Show Application Form

Trade Show held at: Lakeside Leisure Centre  
111-4th Avenue West

TO COMPLETE FORM ONLINE:

1. Complete pages 4-6
2. Print and save copy for your records
2. Click close & save changes
3. Right click and copy PDF trade show package and attach to [manager@brookschamber.ab.ca](mailto:manager@brookschamber.ab.ca)
4. Send

**Business Name to be advertised** \_\_\_\_\_

**Billing name (if different than above)** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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

**\*Products to be exhibited (trade/brand names where applicable), Please be specific.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Preferred Booth Number: 1st** \_\_\_\_\_ **2nd** \_\_\_\_\_ **3<sup>rd</sup>** \_\_\_\_\_

### Circle One

Size required	8'x6'	10'x10"	15'x10"	20x10
Non Member Price	\$285.71	\$476.19	\$666.67	\$904.76
GST	<u>\$ 14.29</u>	<u>\$ 23.81</u>	<u>\$ 33.33</u>	<u>\$ 45.24</u>
	\$300.00	\$500.00	\$700.00	\$950.00
Member Price	\$228.57	\$380.95	\$533.33	\$723.81
GST	<u>\$ 11.43</u>	<u>\$ 19.05</u>	<u>\$ 26.67</u>	<u>\$ 36.19</u>
	\$240.00	\$400.00	\$560.00	\$760.00

**Prices are subject to change without notice**

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## Application continued

MasterCard/Visa # \_\_\_\_\_

\_\_\_\_\_

Expiry Date \_\_\_\_\_

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

**Power Requirements:**  
**(Requirements over 800 watts or 15 volts will need to be  
 Made through Superior Show at an additional cost to  
 The exhibitor- 1-888-417-4449)**

\_\_\_\_\_

\_\_\_\_\_

**NO EXCEPTIONS:** To reserve booth from 2010 Trade Show; contract, application and minimum 50% deposit Must be received by the Chamber no later than **September 30, 2010.**

**NO REFUNDS ISSUED AFTER MARCH 1st 2011**

<b>Booth Rate:</b>	\$	_____
<b>GST</b>	\$	_____
<b>Total</b>	\$	_____
<b>Deposit (minimum 50%)</b>	\$	_____
<b>Payment Method:</b> Visa, MasterCard, Cheque Cash or Debt (CIRCLE ONE)		
<b>Final Payment</b> (if applicable) \$ _____		
<b>Payment Method:</b> Visa, MasterCard, Cheque Cash or Debt (CIRCLE ONE)		
<b><u>Post dated cheque or credit card # for the balance must accompany application. Cheques made Payable to Brooks &amp; District Chamber Of Commerce</u></b>		

### OFFICE USE ONLY

Booth # \_\_\_\_\_ Size: \_\_\_\_\_ Arena: Sparrow/Centennial

Deposit amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

Booth # confirmed to exhibitor: \_\_\_\_\_ Date: \_\_\_\_\_

### Comments

\_\_\_\_\_

\_\_\_\_\_

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**Exhibitor Contract**

**Located at: Brooks Lakeside Leisure Centre, 111-4th Avenue West**

We (company) \_\_\_\_\_ hereby contract to exhibit in the Brooks

& District Chamber of Commerce 29<sup>th</sup> Annual Trade Show taking place at the Lakeside Leisure Centre April 29, 30

& May 1st, 2011, we confirm reservation of booth # \_\_\_\_\_ for a total amount of \_\_\_\_\_

We further accept and understand the deposit is non-refundable if our booth is not cancelled prior to March 1, 2011.

1. The BDCC reserves the right to alter the exhibition floor plan or relocate exhibitors should the management deem it necessary.
2. It is agreed the exhibitor shall not sublet without written permission of the BDCC
3. Please note that the dimensions of the rear loading doors are: Centennial – 10’ high by 11’11” wide Sparrow Arena – 11’11” high by 11’11” wide. The BDCC will not be responsible to reimburse any costs if display cannot enter facility.
5. The BDCC does not guarantee exclusiveness of product line or product type.
6. The exhibitor agrees the amount owing on booth rentals or services will be paid in full prior to setup of any display materials.
7. The exhibitor is responsible for the placement and cost of insurance related to their participation in the show
8. If required, the exhibitor will provide evidence of property and liability insurance in respect to his/her participation in the event. Failure to provide such insurance may result in cancellation of this agreement.
9. In the event that exhibit building should be destroyed by fire or otherwise, or if any circumstances whatsoever occur which make it impossible for the BDCC to permit exhibitors to occupy the premises, the exhibitor shall pay for the space only for the period the space was or could have been occupied by such exhibitor, and the BDCC will be in no way responsible for any claim or damage. A refund of all monies received from the exhibitor will be made by the BDCC in the event the show is not being held as proposed, and the BDCC shall be released from any claims for damages (direct and consequential).
10. The exhibitor’s property shall be placed on display and exhibited at his/her own risk and the BDCC assumes no responsibility for loss or damage. The exhibitor shall assume all responsibility for loss or damage to his/her property due to fire, theft, flood, lightning, natural disaster, explosion or any cause whatsoever.
11. The exhibitor will hold the BDCC harmless from any damage, expense or liability, arising from any injury or damage to said exhibitor, his/her agents, servants or employees, or to the property of the said exhibitor in the exhibit buildings or to the approaches and entrances.
12. Exhibitor is liable for any damage caused to the building floors, walls or to booth equipment, or to other exhibitors’ property.
13. The exhibitor agrees no display may be dismantled or goods removed during the entire run of the show but must remain intact until the closing hour of the last day of the show. The exhibitor also agrees to remove his/her exhibit, equipment and all other property from the exhibit building by the final move out time, and in the event of failure to do so, the exhibitor agrees to pay for such additional costs as may be incurred.
14. The exhibitor shall undertake to maintain qualified personnel in their display during show hours.
15. The exhibitor agrees to abide by all the regulations and rules and regulations adopted by the BDCC and deemed necessary prior to, during and after the show. The exhibitor agrees to keep his/her exhibit in a neat and clean condition and to do nothing to deter from the good character of the show.

We further agree to the terms and conditions of this contract and acknowledge such terms and conditions as the contract  
Between us

**Exhibitor Authorized Signature** \_\_\_\_\_

**Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**Accepted by the Brooks & District Chamber of Commerce**

**per** \_\_\_\_\_ **Date** \_\_\_\_\_

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