

2024 Trade Show
Dates: April 12, 13, and 14
Stettler Recreation Centre (6202 – 44 Avenue)

EXHIBITOR APPLICATION FORM

*Please Note: STETTLER REGIONAL BOARD OF TRADE DOES NOT IMPLY EXCLUSIVITY
BOOTHS ARE RESERVED ON A FIRST COME FIRST PAID BASIS*

Business Name _____

Business Description _____

Contact Name _____ Phone _____

E-mail _____

Confirmation and other information is sent via email and we require your permission to do so. (Initial) _____

Mailing Address _____

City/Town _____ Province _____ Postal Code _____

2024 Booths Available:

(GST will be added to Prices)

Booth Preference Choice: _____

	Booth Type (please check)	Price
<input type="checkbox"/>	A Booth (10' x 10') Open Front Exposure	\$475
<input type="checkbox"/>	B Booth (10' x 10') Corner Exposure	\$525
<input type="checkbox"/>	C Booth (6' x 10') Open Front Exposure	\$315
<input type="checkbox"/>	D Booth (6' x 10') Corner Exposure	\$340
<input type="checkbox"/>	E Booth (20' x 15') Open Front Exposure	\$685
<input type="checkbox"/>	EE97 Booth (10' x 15') Corner Exposure	\$550
<input type="checkbox"/>	F Booth (10' x 15') Food Court	\$550
<input type="checkbox"/>	G Booth (20' x 20') Corner Exposure	\$840
<input type="checkbox"/>	H Booth (20' x 40') Corner Exposure 40' Frontage	\$1000
<input type="checkbox"/>	J Booth (30' x 40') Corner Exposure 40' Frontage	\$1150
<input type="checkbox"/>	K Booth- Not for Profit Table (8' Table)	\$100
<input type="checkbox"/>	M Booth- Artisan Market (8' Table- no power)	\$150

Each exhibitor will receive one 750-watt duplex outlet, one-8' skirted display table and two folding chairs.
Artisan Market will not receive power.

Extra Tables may be pre-ordered for \$45.00 each: _____ # of Tables x \$45.00 = \$_____ (Plus GST)

50% DEPOSIT & SIGNED CONTRACT REQUIRED TO HOLD BOOTH

BOOTH MUST BE PAID IN FULL BEFORE MARCH 1, 2024

Paid By: MasterCard Visa Cheque Cash

Cheques Payable to: THE STETTLER REGIONAL BOARD OF TRADE

FOR OFFICE USE ONLY

Deposit Date _____ Deposit Amount \$ _____ Booth Assigned _____

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IMPORTANT INFORMATION FACT SHEET

1. Trade Show Hours:

Friday, April 12 th	4:00 p.m. - 9:00 p.m.
Saturday, April 13 th	10:00 a.m. - 6:00 p.m.
Sunday, April 14 th	11:00 a.m. - 4:00 p.m.

2. Set-Up Times:

Thursday, April 11 th	1:30 p.m. - 8:00 p.m.
Friday, April 12 th	8:30 a.m. - 2:00 p.m.

All displays are to be set up **no later than 2:00 pm** on opening day.
Businesses with larger items will be contacted for a pre-set time other than the above for set-up.

3. Take-Down:

Sunday, April 14 th	4:00 p.m. - 6:00 p.m.
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Early dismantling or removal of exhibits before the close of Show on the last day will incur a **\$250 penalty fee**. Complete removal of exhibits by 6:00 p.m. due to clean up of facility unless prior arrangements are made.

All tear down must be completed on Sunday April 14th. Businesses with larger items may schedule a specific time other than the above if required for tear down. If additional time outside of Sunday is required for tear down, arrangements must be made with the Stettler Recreation and Leisure Department and additional fees may apply.

4. Booths are to be manned for the entire duration of the show.

5. Our Trade Show has 24-hour on-site Security for show duration. (Friday, Saturday, Sunday)

6. The Stettler Trade Show is a non-juried show. Booths are booked with the intention of making the Stettler Trade Show the best it can be for both visitors and participants. Booths are booked on a first come, first paid basis at the discretion of the Stettler Trade Show Committee.

7. The Board of Trade will be promoting the 2024 Stettler Trade Show through newspaper, radio and digital advertising as well as posters, signage, social media, etc.

8. Enclosed are the conditions of the Contract. 50% DEPOSIT & SIGNED CONTRACT REQUIRED TO HOLD BOOTH. BOOTH MUST BE PAID IN FULL BEFORE MARCH 1, 2024

9. Cancellation Policy: Cancellations will only be accepted with written notification by the Exhibitor.
Upon cancellation of the contract; exhibitors will be liable to Management for:
30% of total space cost after January 1, 2024
50% of total space cost after February 1, 2024
100% of total space cost after March 1, 2024

No exhibit space will be cancelled unless **written notice** is received by the Stettler Board of Trade
NOTE: A 20% ADMINISTRATION FEE WILL BE WITHHELD SHOULD THE EXHIBITOR CANCEL AFTER THE REGISTRATION DEPOSIT HAS BEEN SUBMITTED

**PLEASE NOTE: All Exhibitors Must Pick Up Their Show Package Prior to Setting Up
Maps on site for Information on Booth Location**

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CONDITIONS OF CONTRACT

1. Management agrees to **provide the Exhibitor** with a standard booth, unless otherwise agreed to, including one 750-watt duplex outlet, one-8' skirted display table and two folding chairs. Artisan Market will not receive power.
2. Space contracted by the exhibitor **may not be sublet** without the prior written permission of management. No more than two vendors will be permitted in a shared space and both vendors must submit a signed agreement to management to be declared a vendor. Management reserves the right to restrict or enact a maximum booth limit per vendor.
3. 50% of the cost is required when space is booked. Payment in full must be made before March 1, 2024. If payment is not received at this time, the space could be reassigned to another applicant. No refund will be made for space that is not used or for space that is unused during any portion of the Show hours. **Should space be unoccupied 2 hours prior to the opening of the Show**, Management may rent or fill the space for other purposes **without refund**.
4. The exhibitor agrees to **abide by all regulations and rules adopted by management** in the best interest of the Show and agrees that Management shall have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the show.
5. The exhibitor will be **liable** for and will indemnify and hold harmless Management, from any **loss or damages** whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, the Exhibitor, other exhibitors, Management, the owner of the building and their respective agents, servants and employees and members of the public attending the Show, either on the said space or elsewhere if said loss or damage arose from or were in any way connected with Exhibitor's occupancy of said space.
6. Cancellation Policy: Upon **written cancellation of the contract** by Exhibitor (whether or not the space is resold), exhibitors will be liable to Management for:
 - 30% of total space cost after January 1st, 2024
 - 50% of total space cost after February 1st, 2024
 - 100% of total space cost after March 1st, 2024

No exhibit space will be cancelled unless **written notice** is received by the Stettler Board of Trade

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7. Management reserves the right to **alter or change** the space assigned to the Exhibitor in the best interest of the overall show. Exhibitors will be notified of any major changes.
8. Management reserves the right at any time to **alter or change or remove exhibits** or any part thereof, including printed materials, product, signs, lights or sound and to expel Exhibitors or their personnel if, in Management's opinion, their **conduct or presentation is objectionable** to other Show participants.

9. Exhibitor agrees to **confine** their presentation within the contracted space only, and within the maximum height set by the show management and to **maintain staff** in the booth space during show hours.
10. All goods shipped to the show must be **clearly marked** with the name of the Exhibitor and the number of the reserved booth space. Goods must not be shipped to the show for shipping charges to be paid on arrival as Management will not accept them. Management assumes no responsibility for loss or damage to goods before, during the period of the show, nor after its closing.
11. The Exhibitor is responsible for the placement and cost of **insurance, licenses, and permits** related to their participation in the show. The exhibitor shall assume all responsibility for their property. The exhibitor shall obtain and maintain an insurance policy naming the Town of Stettler and the Stettler Regional Board of Trade and Community Development as additional insured on said policy. The policy shall cover a minimum of \$1,000,000 commercial general liability. A copy of the certificate of insurance must be provide to Management.
12. The Exhibitor agrees that no display may be **dismantled** or goods **removed** from exhibits during the entire Show, but must **remain intact** until the closing hour of the last day of the Show. Early dismantling or removal of exhibits before the close of Show on the last day will incur a **\$250 penalty fee**. The exhibitor also agrees to remove all exhibits, equipment and appurtenances from the Show building by the final move-out time limit, or in the event of failure to do so, the Exhibitor agrees to pay for such additional cost as may be incurred.
13. Management reserves the right at its sole discretion to **change the dates** upon which the Show is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, Management shall not be liable in damages or otherwise failure to carry out the terms of this agreement in whole or in part where caused directly or in consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike, Government intervention or by any causes enumerated herein. In the event that the exhibit space to be used by the Exhibitor should in any way be rendered unusable, the Exhibitor shall pay for such space only for the period during which it was or could have been used as determined within the sole discretion of Management. A **refund of all monies** paid by the Exhibitor to Management, will be made by Management in the event that the Show is not held **as proposed** by Management.
14. Management reserves the right to cancel this contract and withhold possession of exhibit space if the Exhibitor **fails to perform** any material condition of his contract or **refuses** to abide by the Show rules and regulations, in which case the Exhibitor shall **forfeit** as liquidation damages all space rental payments made and any further occupancy of such space.
15. The Exhibitor agrees to observe all **union contracts** and labour relations in force, **Agreements** between Show Management, official contractors serving companies and the building in which the Show will take place, and according to the labor laws of the jurisdiction in which the building is located.
16. No Exhibitor will be allowed to move into the exhibition unless space payment has been made in full. **NOTE: ALLOTMENT OF SPACE ON FIRST COME FIRST PAID BASIS**
17. The Stettler Trade Show is a **non-juried** show with the intention to provide the best show for all. Management will however use their own discretion when booking exhibits into the show. There is no information withheld from exhibitors making inquiries regarding other exhibits, therefore no monies will be refunded to anyone arriving at the show and seeing products/displays similar to their own. Priority will be given to current vendors wishing to return prior to the early bird booking deadline.

18. Exhibitors will be expected to be cleared by security. To enter premises during show hours, use front entry. Rear entry doors will be locked at all times during show hours. **Permission may be granted to use rear entry during show hours only when accompanied by security.**
19. Exhibitors will exit arenas in an orderly fashion as designated by the security following the closure of the show. Larger units and exhibits will leave the premises first, if possible, to open space for the rest of the exhibitors to load up their displays. No motorized units are allowed in show area until after foot traffic has depleted. A tear down schedule may be implemented to create safe removal of exhibits.
20. Complaints are to be brought to a staff member of the Trade Show immediately. Abuse of staff, volunteers, and committee members will not be tolerated and will result in immediate removal and future banishment from the Stettler Trade Show.
21. The Stettler Regional Board of Trade & Community Development has permission to use your business name for the purpose of promoting the Trade Show. Exhibitor business name and contact information may be shared with local media service providers.
22. You are permitted to buy, sell, and trade at the Stettler Trade Show. Any business done in the Town of Stettler following the Trade Show requires a Town of Stettler business license as stated in the Town of Stettler bylaws.
23. Each exhibitor will be supplied with one 8-foot skirted table, 2 chairs and 1 single 750-watt duplex power outlet. Artisan Market will not receive power. Please notify the Show Manager of any changes you will require prior to March 1.

There will be an extra fee if you decide to change your table size and or power requirements during the trade show and such charge will be made directly to you from the show company at the time of the change. Any onsite changes to the supplied tables through the Stettler Regional Board of Trade and Community Development will be charged at \$65.00 per change.

☐ **I have read and agree to the conditions of the contract for the 2024 Stettler Trade Show**

Business Name

Contact Signature

Date

**Stettler Regional Board of Trade
and Community Development Representative**

Date