



Stettler Business and Tourism Centre
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Stettler, AB T0C 2L2

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Stettler Trade Show Exhibitor Manual

Booth Requirements

Each booth is equipped with:

- Standard Drapery
- 8ft skirted table
- Folding Chairs
- Single 750 Watt Power Outlet**

** Artisan Market offers no power source

If the Exhibitor reserved a multi booth (more than one booth), the space has since been numbered as a single booth and therefore will only receive the above items as if purchase was one booth.

Any changes to the booth provided (i.e.: additional items, additional power, different sized table, removal of items, etc.) must be pre-arranged with the Project Manager no later than **March 1**. Additional fees may apply.

Any changes after this date will be subject to an additional \$20.00 charge

Show Décor Contractor

Goodkey Show Services Ltd.

1-877-726-2211

www.goodkey.com

Backwall Drape	8' Black
Sidewall Drape	3' Black
Aisle Carpet	Tuxedo

If the Exhibitor is interested in renting additional items for the booth space, they are to contact Show Contractor directly. All additions will be charged to Exhibitor directly from Show Contractor and must be pre-paid in full.

Display set ups are not to block clear lines of sight for neighbouring Exhibitors and to confine their presentation within their assigned booth space. Side displays are to be no more than 4 feet high. Rear displays are to be set with a minimum of 6 feet clear frontage and a maximum of 10 feet in height. There are to be no items hung from the ceiling of the show space.

Booth Care

Booths must be kept as clean as possible before, during, and following the Show.

Vehicles entering the Show at any time are to be turned off as soon as they are placed in position. **NO VEHICLE OR EQUIPMENT IS TO BE LEFT IDLING WITHIN THE SHOW SPACE AT ANY TIME.**

Fuel tanks containing fuel or which have ever contained fuel including vehicles, equipment, propane tanks, etc., are to be maintained less than ½ full when in the Show. Caps for fuel tank fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection. If they cannot be locked, they shall be taped shut.

Electrical systems shall be de-energized while on site by either:

- Removing the battery
- Disconnecting both battery cables and covering them with electrical tape or other similar insulating material

All displays hosting motorized vehicles and/or heavy objects in the Show are not to be left on the ice surface (cement) without protection underneath the tires or pressure points. Carpet samples, foam, or tarp/thick plastic will be required underneath all tires and pressure points during the Show.

Cleaning solution or spiff up spray to polish equipment requires a tarp and/or plastic to be placed under unit during application and a minimum of 30 minutes following to catch any drips. **Exhibitors are responsible for oil, grease, or any general damage to the Show space and/or carpeted areas.**