



Stettler Business and Tourism Centre
6606 – 50th Ave
Stettler, AB T0C 2L2

Phone (403) 742-3181
Fax (403) 742-3123
E-mail: info@stettlerboardoftrade.com

Stettler Trade Show Exhibitor Manual

Exhibitor Parking

In order to allow visitors to enjoy the Show, **all Exhibitors** are to park in the **rear** of the facility. Access can be found just off 62nd Street. ***Please note, 62nd Street has a speed limit of 30km/hour. Exhibitors may enter the Show from the rear walk-in doors one hour prior to Show opening each day. The rear walk-in doors will be locked during the entirety of Show times and access may only be granted through the front doors or with security assistance.

Vehicles must be parked on **GRAVEL LOT ONLY**.

- **NO** parking on grass
- **NO** parking on meridian
- **NO** parking in front of rear doors

There will be **NO EXCEPTIONS** and vehicles will be towed at owner's expense.

Exhibitors are expected to be respectful when parking as the Show hosts over 100 Exhibitors each year. If possible, carpool with coworkers to save space.

Exhibitor Passes

Each booth will receive a designate number of Exhibitor passes. Additional passes may be purchased for a fee of \$5.00 each (GST included). If Exhibitors require additional passes, it is recommended to pre-order as a limited number will be available on site and are sold first come first paid. **Exhibitors will not be allowed into the Show without a visible Exhibitor Pass.**

Booths A, B, C, D, EE, K and M	2 Passes
Booths E, F and G	3 passes
Booths H and J	4 passes

Cancellation Policy

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

Upon cancellation of the contract; Exhibitors will be liable to Management for:

- 30% of total space cost after January 1, 2023
- 50% of total space cost after February 1, 2023
- 100% of total space cost after March 1, 2023

NOTE: A 20% ADMINISTRATION FEE WILL BE WITHHELD SHOULD THE EXHIBITOR CANCEL AFTER THE REGISTRATION DEPOSIT HAS BEEN SUBMITTED.

The Stettler Trade Show is a non-juried show with the intention to provide the best show for all. Management will 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.

Additional Information

Door Prizes

The Stettler Trade Show welcomes in-booth prizes and give-aways. For further promotion, Exhibitors may consider providing a door prize for the Show entrance. If Exhibitors are interested in offering a product or service, contact the Project Manager to discuss this additional advertising opportunity.

Wi-Fi

Wifi is accessible throughout the Show space. Due to the number of users the weekend of the Show, the Stettler Board of Trade cannot guarantee the strength of the signal. A private and secure Wifi may be available at the discretion of the Stettler Recreation Centre Management. A contract and fee scale will be provided if available.

Smoking

Smoking is permitted in the designated smoking area ONLY which can be found to the right of the Stettler Recreation Centre main doors at the front of the building.

Accommodations

Trade Show weekend in Stettler is always a busy weekend and it is highly suggested to book a hotel room as soon as possible if coming from out of town. Below is a link to a list of local accommodations in Stettler:

<http://destinationstettler.com/accommodations/>