



Stettler Business and Tourism Centre  
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## Stettler Trade Show Exhibitor Manual

### Move In and Move Out Instructions

#### Move In Instructions

Thursday April 11, 2024	1:30pm – 8:00pm
Friday April 12, 2024	8:30am – 2:00pm

Registration with a Board of Trade staff member is required **prior to setting up ALL** exhibits. The registration booth will be hosted in the foyer of the Stettler Recreation Centre. Once registered, Exhibitors may move items in from the front or rear doors of the Show space at their convenience. The rear overhead doors will be closed at 11:00am on Friday, April 12, 2024. Access will not be permitted through these doors after this time until the close of the Show on Sunday, April 14, 2024.

All displays are to be set up no later than **2:00pm on Friday April 12, 2024** in order to allow the fire marshal to approve the areas and the Show contractor to lay remaining aisle carpeting.

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**.

**NO EQUIPMENT WILL BE PROVIDED FOR SET UP OR TEAR DOWN.**

If motorized equipment- including vehicles, forklifts, etc. are required to move items into the Show, an early set up time will be required to be arranged with the Project Manager. Large booths will be contacted for a specific move-in time. Exhibitors that require an earlier set up time and have not been contacted by the Project Manager by March 1 are requested to call directly to arrange a scheduled time.

### Move Out Instructions

Sunday, April 14, 2024                      4:00pm - 6:00pm

**All exhibits must remain fully intact until the close of the Show at 4:00pm.**

Move-out will begin once the Show has closed, the aisles are cleared, and the aisle carpets removed. Dismantling or removing of exhibit/exhibit materials before the end of the Show is strictly prohibited and will incur a **\$250 penalty fee with** possible expulsion from future Shows.

Exhibitors will exit Show space in an orderly fashion as designated by the security following the closure of the show. **Vehicles of any kind are not to be parked in front of the rear overhead doors during move out.** Security will be onsite and will force Exhibitors to move vehicles as needed. Larger units and exhibits at the rear of the show space will leave the premises first, if possible, to open space for the rest of the Exhibitors to load-up their displays. Larger exhibits are required to wait until the smaller booths have removed their items and walk in traffic has slowed before pulling up to the rear doors. It is suggested for Exhibitors to hand carry supplies to vehicles as much as possible. **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.

Complete removal of all exhibits must be concluded by **Sunday, April 14, 2024 at 6:00pm** due to clean up of the facility unless previously arranged. Exhibitors with larger items may schedule a specific time other than the above if required for tear down however if additional time outside of Sunday is required, arrangements must be made directly with the Stettler Recreation and Leisure Department and

additional fees may apply. 403-742-4411. The Stettler Board of Trade is to be made aware of all arrangements by the Exhibitor **prior** to Show dates.

All garbage and recyclables are to be taken with the Exhibitor at end of Show and/or placed in the appropriate bins at the Stettler Recreation Centre. **Items left on the Show floor after move-out time will be cleaned up and a fee will be invoiced to the Exhibitor.**