



Stettler Trade Show Exhibitor Manual

General Information

Show Location

Stettler Recreation Centre
6202 – 44 Avenue
Stettler, Alberta T0C 2L1
Phone: 403-742-4411

Show Dates and Public Hours

Friday, April 10, 2026 — 4:00 p.m. to 9:00 p.m.
Saturday, April 11, 2026 — 10:00 a.m. to 6:00 p.m.
Sunday, April 12, 2026 — 11:00 a.m. to 4:00 p.m.

Exhibitor Move-In and Move-Out Times

Move-In

Thursday, April 9, 2026 — 1:30 p.m. to 8:00 p.m.
Friday, April 10, 2026 — 8:30 a.m. to 2:00 p.m.

Move-Out

Sunday, April 12, 2026 — 4:00 p.m. to 6:00 p.m.
No motorized transport is permitted in the show space during these hours until foot traffic has cleared.

Primary Stettler Board of Trade Contact for the Event

Content Creator / Marketing

Morgan Bengert
Phone: 403-742-3181
Email: mbengert@stettlerboardoftrade.com



Move-In Instructions

All exhibitors must register with a Stettler Board of Trade staff member prior to setting up any exhibit. Registration will take place in the foyer of the Stettler Recreation Centre.

Once registered, exhibitors may move materials into the show space using either the front or rear doors. Rear overhead doors will close at 11:00 a.m. on Friday, April 10, 2026, and will remain closed until the conclusion of the show on Sunday.

All exhibits must be fully set up by 2:00 p.m. on Friday, April 10, 2026, to allow for Fire Marshal approval and completion of aisle carpeting.

No refunds will be issued for unused or partially used booth space. Booths unoccupied two hours prior to show opening may be reassigned at Management's discretion without refund. No equipment will be provided for setup or teardown.

Motorized Equipment and Early Access

Exhibitors requiring vehicles, forklifts, or other motorized equipment must arrange early access with the Stettler Board of Trade. Large booths will be contacted directly and assigned a specific move-in time.

Exhibitors requiring early access who have not been contacted by March 2, 2026, must call the Board of Trade to schedule a time.

Move-Out Instructions

All exhibits must remain fully intact until the show closes at 4:00 p.m. on Sunday, April 12, 2026. Move-out will begin only after the show has closed, aisles are cleared, and aisle carpeting has been removed. Dismantling or removing exhibits prior to this time is strictly prohibited and will result in a \$250 penalty and possible exclusion from future shows.

Security will direct exhibitors during move-out. Vehicles may not be parked in front of the rear overhead doors. Larger exhibits located at the rear of the show space will exit first to allow room for loading. Motorized units may enter the show space only after foot traffic has significantly decreased.

All exhibits must be completely removed by 6:00 p.m. on Sunday, April 12, 2026, unless prior arrangements have been approved.

Additional teardown time must be arranged directly with the Stettler Recreation and Leisure Department (403-742-4411). Any additional fees incurred are the responsibility of the exhibitor. The Stettler Board of Trade must be notified of all such arrangements.

Exhibitors are responsible for removing all garbage and recyclables. Items left behind will be removed and cleanup fees invoiced.

Exhibitor Parking

To allow visitors adequate access, exhibitors must park in the rear gravel lot accessed from 62 Street. The speed limit on 62 Street is 30 km/h.

Rear walk-in doors may be accessed one hour prior to show opening each day and will remain locked during show hours. Access during show hours is available only through the front doors or with security assistance.

Vehicles must be parked on the gravel lot only. Parking is prohibited on grass, medians, or in front of rear doors. Vehicles parked improperly will be towed at the owner's expense. Exhibitors are encouraged to park respectfully and carpool when possible.

Exhibitor Passes

Exhibitors must wear a visible Exhibitor Pass at all times. Additional passes may be purchased for \$5.00 each (GST included). Quantities are limited and available on a first-come, first-paid basis.

Pass Allocation

Booths A, B, C, D, EE, K, M — 2 passes

Booths E, F, G — 3 passes

Booths H, J — 4 passes



Booth Requirements

Each booth includes:

- Standard drapery
- One 8-foot skirted table
- Folding chairs
- One 750-watt power outlet
- Power is not available in the Artisan Market.

*Multi-booth purchases are treated as a single numbered booth and receive one set of furnishings.

**Requests for changes or additions must be submitted by March 2, 2026. Requests after this date will be subject to a \$20 administrative fee.

Show Décor Contractor

Goodkey Show Services Ltd.

Phone: 1-877-726-2211

Website: www.goodkey.com

Backwall drape: 8 ft black

Sidewall drape: 3 ft black

Aisle carpet: red

*Additional rentals must be arranged and prepaid directly with the contractor.

Display Guidelines

Displays must remain within assigned booth space and not obstruct sightlines.

Side displays may not exceed 4 feet in height.

Rear displays must allow a minimum 6-foot clear frontage and may not exceed 10 feet in height.

No items may be hung from the ceiling.



Booth Care and Safety

Booths must be kept clean at all times. Vehicles entering the show space must be shut off immediately.

Fuel tanks must be less than half full and secured. Electrical systems must be fully de-energized. Motorized or heavy displays must be placed on protected flooring. Exhibitors are responsible for any damage to flooring, carpet, or show facilities.

Security

On-site security will be present 24 hours Friday through Sunday. No security is provided Thursday evening.

Rear doors will be locked 15 minutes before show opening and remain locked during show hours. Security will assist exhibitors as needed.

Booths must be staffed at all times. Lost and found items or missing children must be reported immediately to Registration.

Advertising and Promotion

Advertising begins March 1 and includes highway signage, posters, print advertising, and radio promotion throughout Central Alberta. Exhibitors are encouraged to share show advertising and personally invite customers. Exhibitor listings will appear on the show website. One website or social media link per exhibitor is permitted with logo submission.

Cancellation Policy

Written notice is required for cancellation.

Cancellation fees:

After January 1, 2026 — 30%

After February 2, 2026 — 50%

After March 2, 2026 — 100%

A 20% administration fee applies after deposit submission.



Additional Information

Door prizes and in-booth giveaways are encouraged. Wi-Fi is available but not guaranteed.

Smoking is permitted only in designated outdoor areas.

Out-of-town exhibitors are encouraged to book accommodations early. A list of local accommodations is available at:

<https://destinationstettler.com/stay/>

Disclaimers

Participation constitutes agreement to all rules and regulations established by Management. Management reserves the right to alter booth assignments, limit booth quantities, and remove objectionable displays or exhibitors.

Exhibitors are responsible for insurance coverage of at least \$1,000,000 in commercial general liability and for all required licenses and permits.

Abuse of staff, volunteers, exhibitors, or guests will result in immediate removal and exclusion from future shows.

All exhibitors must comply with the Conditions of Contract signed upon booking.