



April 27 & 28, 2019
Table only Registration

BOOTH SPECIFICATIONS: These booths consist of a **6 foot table** and will be located throughout the Streets (hallways) of Genesis Place. Your display must fit on a table that is 6 feet in width and 3 feet in depth. If your display materials will not fit on a 6 foot table, you must contact Show Manager in order to receive prior written approval for your display.

SHOW DATES: Saturday, April 27 9 am – 5 pm
Sunday, April 28 10 am – 4 pm

SHOW LOCATION: Genesis Place Recreation Centre: 800 East Lake Blvd. Airdrie, AB

MOVE-IN: Friday, April 26 9 am to 7 pm only

MOVE-OUT: Sunday, April 28 starting at 4 pm

PROVIDED: 1 - 6' draped table, 8' high back draping, 1- chair

COST: Non-profit groups and Chamber members: \$144.38; non-member businesses: \$207.90. Prices include GST and 4 exhibitor badges.

BOOTHMANSHIP: The Exhibitor **MUST** maintain qualified personnel in their display areas during all show hours. This adds to your success as well as ours. All exhibits must remain intact until the close of the show. Exhibitor's staff **MUST** contain their display material within the boundaries of their exhibit space. You cannot 'wander' throughout the hallways of Genesis or in the field houses.

ASSIGNMENT: Assignment of space will only occur after the completed contract and payment in full have been received at the Chamber office. Please note that submission of a form does not guarantee a booth.

FLOOR LOCATION: The tables will be positioned in the hallway either down the main street or along the wall opposite the field house.

EXHIBITOR PARKING: It is very important to advise all of your staff to park at the Ron Ebbesen Arena (Twin Arenas). There is minimal parking at Genesis Place, and we need to have as much parking as possible for visitors to the event.

EXHIBITOR BADGES: Four (4) badges will be issued at no cost. Your staff must wear their badges at all times. As well, your exhibitor badge must be shown to gain admittance to the show. Your staff will be refused entry without a badge. Additional badges will cost \$2.00 each. Please order on registration form.

INSURANCE: Exhibitors must obtain insurance related to their participation in the Show. A certificate of insurance indicating proof of insurance and naming the City of Airdrie and the Airdrie Chamber of Commerce additional insured must be submitted to the Airdrie Chamber of Commerce no later than March 15, 2019.

SECURITY: There is no security in your area as it is in a public area. We suggest covering up your table on Friday & Saturday night and taking valuables home those nights.

REFUNDS: Exhibitors wishing to cancel their booth must do so in writing no later than March 01, 2019. A \$50.00 administrative fee will be charged for all cancellations made on or before March 01, 2019. There will be no refunds for cancellations made after Midnight on March 01, 2019.



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Table Only REGISTRATION**

Business/Organization: _____

Address: _____ **Postal Code:** _____

Cell Phone: _____ **Bus. Phone:** _____ **Fax:** _____

Contact Person: _____

Email _____ **Website** _____

Facebook _____ **Twitter** _____

If available, would you require power for your booth? **Yes** **No**
(NOTE: these booths normally do NOT include power)

List products/services to be displayed in booth. _____

Enclosed payment includes \$ ____ for ____ additional exhibitor badges. (\$2.00 each).

Method of Payment

Non-profit groups and Chamber members: \$144.38; non-member businesses: \$207.90
(prices include GST)

Payment Amount: _____

Cheque (dated January 15, 2019). Cheque payable to Airdrie Chamber of Commerce

Visa Card # _____

M/C Card # _____

Expiry Date: _____

Cardholder Name: _____

Cardholder Email: _____

Authorized Signature: _____

**Email completed forms to: events@airdriechamber.ab.ca
OR Fax to: 403-948-3141
OR Mail to: Airdrie Chamber of Commerce
#102, 150 Edwards Way NW Airdrie, AB T4B 4B9**