



## 2019 SHOW DATES & HOURS

Friday, April 12 <sup>th</sup>	5 pm to 9 pm
Saturday, April 13 <sup>th</sup>	10 am to 6 pm
Sunday, April 14 <sup>th</sup>	10 am to 4 pm

### Exhibitor Information Package

**SHOW LOCATION:** TransAlta Tri Leisure Centre, 221 Jennifer Heil Way, Spruce Grove, Alberta.

#### MOVE IN TIMES

**Wednesday, April 10-** 3:00 pm to 5:00 pm for large items only (tractors, cars and other heavy equipment). Gasoline tanks on motor vehicles or other gasoline fueled equipment shall not be more than ¼ full (to a maximum of 20 L) and complete with a locking gas cap or taped shut.

**\*\*NOTE:** The Stony Plain Chamber office must be advised before April 8<sup>th</sup> of any load in on April 10.

**Thursday, April 11 - ..** 10:00 am to 9:00 pm (All exhibitors)

**Friday, April 12 - .....** 10:00 am to 12:30 pm. Loading doors will be closed at 12:30 pm.

**\*\*There will be NO EXCEPTIONS to move in times\*\***

**Exhibitors are PROHIBITED** from loading any material in through the main entrance of the TransAlta Tri Leisure Centre including cases of any size on wheels (including suitcases). To alleviate congestion of the loading door entrance, please unload your exhibit materials quickly and park your vehicle in the southwest corner near the football field. Dollies will be available to help you move in. **All booths must be manned by 4:30 pm on Friday, April 12.**

#### MOVE-OUT TIMES

**Sunday, April 14 –** 4:30 pm to 9:00 pm. There will be no access to the halls after 10:00 pm on Sunday. Superior Show Service will lift the aisle carpeting before you are allowed to move out. All booths must be dismantled and taken out immediately following the show on Sunday. **NOTE: Exhibitors are prohibited from loading material out through the main entrance of the TransAlta Tri Leisure Centre –** including cases of any size on wheels (including suitcases). All items must be removed on Sunday. There will be **NO** provisions to leave items to be picked up on Monday.

#### BOOTH RENTAL INCLUDES

##### 8 x 10 or 10 x 10 Booths:

- 8' high backwall drape with 4' high sidewall drape
- 1 – 8' Decorated Table
- 2 – Folding chairs
- 1 – 800 Watt Electrical Outlet
- 1 – Floodlight stand with 2-floodlight bulbs

##### 20 x 20 Booth:

- 8' high backwall drape with 4' high sidewall drape
- 1 – 8' Decorated Table
- 2 – Folding chairs
- 2 – 800 Watt Electrical Outlet
- 2 – Floodlight stand with 2-floodlight bulbs

**Exhibit Rates DO NOT Include:** Forklift service, carpets, signage, specialty items, etc. Contact Superior Show Service directly for forklift services.

**Multiple Booths** receive the same as a single booth (listed above) except only one 8' decorated table and 2 folding chairs. For additional tables or chairs, please contact Superior Show Service directly.

**Show Company Superior Show Service** is the contracted Expo service provider for this event. They will be **on-site** to oversee the display and electrical requirements of the Expo and exhibitors. *If you require additional ★tables ★chairs ★electrical power ★carpeting ★or display items they can supply these for you. If you **pre-book** any requests or changes for your booth there will be a **pre-show discount**. Any requests on-site will be accommodated at an increased rate.*

#### EXHIBITORS' SHOW ENTRANCE

All exhibitors must wear **EXHIBITOR PASSES** in order to be admitted during move-in and show times. (Extra passes are available for purchase).

## Booth Costs

**Hall A:** Has Soccer Pitch Floor Covering (**Weight restrictions, no sharp objects, carpet on top are recommended**).

**Hall B:** Has Heavy Duty (In Line Skate Covering) Floor Covering – Weight Distribution restrictions apply.

**Booth Size:** Booth sizes are approximated and may fluctuate, therefore the Chamber cannot guarantee exact booth size.

Booth Type	GST NOT INCLUDED		GST NOT INCLUDED	
	Member		Non-Member	
	Early Bird rate to February 1, 2019	Regular rate after February 1, 2019	Early Bird rate to February 1, 2019	Regular rate after February 1, 2019
8 x 10	\$573.75	\$675.00	\$722.50	\$850.00
10 x 10	\$641.75	\$755.00	\$799.00	\$940.00
Corner Booth	\$769.25	\$905.00	\$922.25	\$1085.00
Aisle Corner	\$722.50	\$850.00	\$875.50	\$1030.00
20 x 20	\$1300.50	\$1530.00	\$1462.00	\$1720.00
Not-For-Profit/Charity \$400.00 + GST ( <b>8 booths only</b> )				

**Not-For-Profit/Charity Booths:** Eight 8 x 10 booth spaces will be assigned by the Chamber of Commerce.

**\*Note: Booths \*19 & \*25** are also the same cost as aisle corners due to their size. Booth sizes are approximated and may fluctuate; therefore, the Chamber cannot guarantee exact booth size.

**Sharing of Booths: On Single Booths ONLY** and require advance permission in writing from the Expo Committee.

**Multiple Booth Discount:** After the first booth rental, each additional booth receives a discount of \$60.00. **Multiple Booth Receives:** 8' backwall drape, 4' sidewall drape, 2 electrical outlet, 2 floodlights, ONE - 8' decorated table & 2 folding chairs. **If you require additional tables please order from the contracted show company Superior Show Service.**

## Terms of Payment

**Early Bird Rate:**

- \$200.00 deposit is required with completed Contract and Terms and Conditions in order to reserve your booth
- If full payment is not received by February 1, 2019, regular rate will apply, less any deposit already paid.

**Regular Rate:**

- After February 1, 2019, regular rates will apply.
- \$200.00 deposit is required with a completed Contract and Terms and Conditions in order to reserve your booth
- If full payment is not received by March 3, 2019, the contract will be cancelled with any refund in accordance with the cancellation policy of this contract.

**Member Rate:**

- To qualify for Member Rates, exhibitors must be a member in good standing with either the Stony Plain or Spruce Grove and District Chambers of Commerce. This means that 2019 membership fees must be paid no later than the deadlines indicated for Early Bird and Regular Rates, as applicable.

**All Exhibitors:**

- Receipts for the second payment will be supplied only upon request.
- No exhibitor will be permitted space until the rental of the space is paid in full and the Contract/Application signed.
- **Payment may be made by cheque, Visa or MasterCard only.**

Exhibitors from 2018 Tri-Municipal Expo (excluding not-for-profits) have priority renewal and may reserve the same booth as the previous year until **Thursday, November 15, 2018**. Starting **Monday, December 3, 2018**, all unrented space will be opened up to new exhibitors. Relocation/expansion requests are considered in priority sequence based receipt of the completed Contract/Application form and payment (subject to availability). Booths will be confirmed via email after November 15, 2018.

## Returning Exhibitors from 2018

A \$200.00 deposit **MUST** accompany your completed Contract/Application and the signed Terms and Conditions at the time of booking a booth.

**All paper work and payment of deposit MUST be received by November 15, 2018, or you will not be guaranteed your returning exhibitor booth space.**

To receive the Early Bird Rate, the remaining rental is due **by February 1, 2019**. After February 1, 2019, regular rates will apply and final payment of the balance of the regular rate must be received by March 3, 2019.

To qualify for Member Rates, exhibitors must be a member in good standing with either the Stony Plain or Spruce Grove and District Chambers of Commerce. This means that 2019 Chamber of Commerce membership fees must be paid no later than February 1, for the Early Bird Member Rate, or by March 3 for the Regular Member Rate.

See above **Terms of Payment** for additional information.

## 2019 New Exhibitors

Once priority renewal assignments have been completed, all remaining booth spaces will be offered to new exhibitors on a first-come, first-served basis starting Monday, December 3, 2018. Requests for booth space received prior to December 3 will be placed on a wait list in the order received. In order to be placed the wait list, you must submit a completed and signed Contract/Application, a signed Terms and Conditions and payment of the rental deposit.

Booth assignments will place after **Monday, December 3, 2018**. Specific booth placement is not guaranteed. Booth assignment will be based on availability.

A minimum of **50% of the booth rental MUST** accompany your Contract/Application and signed Terms and Conditions at the time of booking a booth.

To receive the Early Bird Rate, the remaining rental is due **by February 1, 2019**. After February 1, 2019, regular rates will apply and final payment of the balance of the regular rate must be received by March 3, 2019.

To qualify for Member Rates, exhibitors must be a member in good standing with either the Stony Plain or Spruce Grove and District Chambers of Commerce. This means that 2019 Chamber of Commerce membership fees must be paid no later than February 1, for the Early Bird Member Rate, or by March 3 for the Regular Member Rate.

See above **Terms of Payment** for additional information.

## Not for Profit Group Opportunity

**Not-For-Profit/Charity Groups** will be accepted on a 1st Come – 1st Served Basis ONLY. The FIRST 8 organizations (subject to Tri-Municipal Expo Committee Approval) that qualify for not-for-profit reduced rates will be allocated one 8 x 10 booth in Hall A or B. Booth location will be assigned at a later date by the Stony Plain & District Chamber of Commerce. Full payment is required at the time of booking.

## Best Booth Contest

There are two best-booth categories: **Wow Factor** and **Guest Experience**. Judging criteria for Wow Factor will be based on overall appearance of booth space, promotion of product, and effective branding. Judging criteria for **Guest Experience** will be based on interaction with customers, unique booth experience, and personal connections. The prize for each category is a \$320.88 discount towards next year's booth rental (equivalent to ½ price of a 10 x10 booth rental).

**Show Colours:** This year's show colours will be red & black draping with red carpeting.

## Stamp Around the Expo

The popular **Stamp Around the Expo** program is back for 2019. The Stamp Around program is a great way to drive traffic to your booth. We provide participating exhibitors with a distinct ink-stamp. Visitors will be given a bingo-style card upon entering the Expo with the names of participating exhibitors. Visitors who submit a completely stamped card will be eligible for a grand prize draw after the close of the show. Cost for exhibitors to participate is just \$50 and only 30 spaces are available, so sign up early! The **Stamp Around the Expo** registration form is available on-line with the registration package.

## Cancellation Policy

All cancellations must be in writing and delivered personally or by registered mail to the Chamber office at 4815 - 44 Avenue, Stony Plain, Alberta T7Z 1V5 and are subject to an administrative fee. Cancellations received by **Friday, March 3, 2019** will be entitled to a refund of booth rental fee less 30%. Cancellations received after **Friday, March 3, 2019** will be entitled to a refund of booth rental less 50% if the assigned space is re-rented. In the event of a cancellation of the Expo, by the Chamber or other causes, the Chamber will not be responsible for any loss or damage suffered by the Exhibitor as a result of the cancellation.

## Rules & Regulations

**PASSES:** Each booth will be supplied with two (2) Exhibitor Passes. Additional Exhibitor Passes may be purchased at a cost of \$2.00 each. **Exhibitor Passes Must Be Worn for admittance during move in times and regular show hours. NO EXCEPTIONS.** This rule is for the security of our Exhibitor's property. If you are arranging for someone to deliver lunch, materials or anything else to your booth during show hours, they will not be granted entrance without a pass or payment of the entrance fee. As well, if you are arranging for a change in booth personnel during the show, in-coming personnel will not be granted access without a pass or payment of the entrance fee. Please make advance arrangements accordingly.

**SHARING OF BOOTHS:** Requires permission in writing prior to booking from the Tri-Municipal Expo committee. Sharing of booth space will only be considered on **single booths**.

### **RULES OF THE FACILITY (TransAlta Tri Leisure Centre)**

- No open flames (no candles)
- No smoking in the facility. Smoking is prohibited on the TransAlta Tri Leisure Centre grounds. The designated smoking area is marked in the parking lot across the street from the main entrance.
- Helium balloons are allowed for display purposes ONLY (No Helium tanks allowed). Only air filled balloons may be given away at your booth.
- No straw or hay for display.
- No heaters in booth.
- To protect the facility flooring, it is strongly recommended that you provide your own protective flooring for your booth. **WEIGHT RESTRICTIONS AND NO SHARP OBJECTS.**
- No storage outside of the facility.
- All booths must be dismantled immediately following the show on Sunday. **No provisions to leave items to be picked up on Monday.**
- Soliciting of business or selling is only permitted inside the exhibitor's leased space.

**SHOW MANAGEMENT:** Reserves the right to relocate booth space due to circumstance beyond their control.

**GOVERNMENT REGULATIONS:** We are subject to inspection by the Health Board and the Fire Department. It is your responsibility as an exhibitor to ensure you pass these guidelines. All exhibitors must abide by local by-laws, health and fire regulations.

**ANIMALS:** With the exception of service animals are not permitted in the TransAlta Tri Leisure Centre. Exception may be considered but must be approved by the Tri-Municipal Expo committee and the TransAlta Tri Leisure Centre. A written letter requesting permission to have an animal in the booth must be made to the Show management. Having an animal in the booth must relate to the nature of the business. (e.g. Pet Store). These are subject to ruling of Alberta Health Services regulations.

**FOOD SAMPLES OR PRODUCT SALES:** Only permitted if the sample or product relates to your business operations. Food Samples: must be approved by the Stony Plain & District Chamber of Commerce prior to the show. These are also subject to rulings of Alberta Health Services. Sorry, no popcorn is allowed in the show other than from a popcorn company for sample purposes only.

**DISPLAY SIGNS:** All signs must be kept within the confines of the booth.

**GOOD NEIGHBOUR POLICY:** Any items in your display or booth must not obstruct the first 3 feet from the aisle on either side of your booth, nor may any item or article in your booth be taller than 8 feet. Any carpeting or flooring must remain inside the perimeter of your booth. The purpose of this policy is to allow the public to see past a booth to the next booth as they approach. Each booth will be checked for compliance with this policy prior to the show opening. Should you have a display that cannot comply with this policy, please contact Stony Plain & District Chamber of Commerce (780) 963-4545 prior to submitting your Contract/Application.

**LITERATURE:** Exhibitors are free to distribute literature **ONLY** at their respective booth(s) and nowhere else.

**CLEAN-UP:** The Exhibitor will be responsible for the continued cleaning and removal of garbage or other refuse from their booth at all times including move-in and move-out.

**INSURANCE:** The Exhibitor shall obtain and maintain at its own expense during the period commencing on the first move-in date and terminating on the last move-out date, a policy of insurance acceptable to Show Management. The policy of insurance shall name the Show Management as loss-insured and insure the Exhibitor against all claims of any kind arising from or in any way connected with the exhibitor's presence or operations of the show. Policy shall provide coverage of at least \$1,000,000 for each separate occurrence. At the request of Show Management, the exhibitor shall provide the Show Management with a copy of such policy.

## Rules & Regulations (continued...)

**WAIVER OF LIABILITY AND INDEMNITY:** Show Management shall NOT be liable for any damages or losses whether direct, indirect, general, special, consequential or otherwise to the exhibitor, its goods, materials, agents, employees, or visitors to its Exhibit no matter how caused. The Show Management will provide security, but the furnishing of this service is in NO case to be understood or interpreted by the Exhibitor as guaranteeing them against loss or theft. **YOU MUST**

### **INSURE YOUR OWN GOODS AND LIABILITY.**

The Exhibitor shall NOT make any claim or take legal action, whatsoever, against the Show Management, the Facility where the Show is held. The Show Management will NOT be held liable for any loss, damage or injury, howsoever, caused to The Exhibitor, Employees or Agents of the property. The Exhibitor agrees to assure and hold harmless, the Show Management, Show Facilities and Employees against all claims, costs and charges of any kind resulting from occupancy of the exhibit space or its environment, for any personal injury, death, property damages or any other damages sustained by the exhibitor, employees, or visitors to the Show.

**RESPONSIBILITY FOR DAMAGES:** The exhibitor accepts responsibility for any damages to either facilities and/or equipment resulting from actions of the customer. In such cases where damage has occurred the exhibitor agrees to pay for the replacement and/or repair costs of the facility/equipment. This acknowledgement includes any extraordinary cleaning that maybe required resulting from the customer's use of the facility. (i.e. tape residue left on flooring, water damage)

**SHOW CANCELLATION:** It is understood and agreed by the Exhibitor that the Show Committee may cancel said show and may cancel this contract if, in the opinion of the Show Committee, such show would be impractical and/or inadvisable. In the event the building should be destroyed by fire or the elements or if any circumstances whatsoever should occur which might make it impossible for SHOW MANAGEMENT to permit exhibitors to occupy the premises or if the show be cancelled, the exhibitor shall pay for space only for the period the space was or could have been occupied by such exhibitor, and the SHOW MANAGEMENT will be in no way responsible for any claim or damage, which might arise in consequence thereof. A refund of all monies received from the Exhibitor will be made by SHOW MANAGEMENT in the event of this show not being held as proposed, and the SHOW MANAGEMENT shall be released from any and all claims for damages or otherwise.

**TEAR DOWN:** Superior Show Services will lift up the aisle carpeting before you are allowed to move out. After carpets are lifted, dollies and carts will be available for you to remove your merchandise. All booths must be dismantled and taken out immediately following the show on Sunday. **There is NO provision to leave and pick up on Monday.**

**TRANSALTA TRI LEISURE CENTRE (TLC) EMERGENCY PROCEDURES:** In the case of an emergency TLC staff will follow the incident command system to ensure all exhibitors and patrons are removed from the facility in a safe manner. The emergency exits will be marked and are located on the east end of the fields unless otherwise indicated. Please familiarize yourself with these exits prior to the start of the show.

**RULES AND REGULATIONS:** The rules and regulations listed above have been established to promote a successful marketing experience for all exhibitors and we request your compliance.

*Thank you and have a great show!*

**ANY QUESTIONS???**

**Stony Plain & District Chamber of Commerce**

4815 – 44 Avenue, Stony Plain, Alberta T7Z 1V5

Phone: (780) 963-4545 Fax: (780) 963-4542

Email: [info@stonyplainchamber.ca](mailto:info@stonyplainchamber.ca)

Web: <http://www.stonyplainchamber.ca>

INCLUDED WITH YOUR BOOTH:

### **BOOTH RENTAL INCLUDES**

#### **8 x 10 or 10 x 10 Booths:**

- 8' high backwall drape with 4' high sidewall drape
- 1 – 8' Decorated Table
- 2 – Folding chairs
- 1 – 800-Watt Electrical Outlet
- 1 – Floodlight stand with 2-floodlight bulbs

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**NOTE:** Your booth comes with an 8' decorated table. If you wish to change your table size, please fill out the Superior Show form and return to their office. Please order ahead of time to avoid extra charges.

**Exhibitor badges:** 2 passes per booth

Additional Exhibitor Badges: Can be pre-ordered for \$2.00 each when booking your booth or purchased during move in times on location for \$2.00.

**Please discuss additional booth requirements with Show Management.** (complete order form is available at [www.stonyplainchamber.ca](http://www.stonyplainchamber.ca).)

**Booth Décor and Additional Power:** Booth Décor such as carpet, displays, furnishings, foliage, etc. and additional power can be ordered through Superior Show Service. Rental Fees Apply. [www.superiorshow.com](http://www.superiorshow.com) or call 1.888.417.4449.

**Advanced Pricing Deadline:** In order to receive advanced pricing, your order must be received with payment before March 30, 2018. All orders received after this date will be processed at regular rates. Don't miss out on the chance to order our rental equipment and services at a discounted rate. We also have show specials offering further discounts which are only available until the advanced price deadline.

**Benefits of Pre-Ordering:** Save up to 30% off regular rates.

To place your order using our online ordering system, please visit [www.superiorshow.com/shortcut](http://www.superiorshow.com/shortcut)

**Event ID:** municipal

**Password:** 51314

After placing your order, you will be sent an email confirmation stating that your order was received. **All orders must be paid in full before delivery of equipment or services. Payment can be made by Visa or Mastercard.**

**Internet Service:** Internet service is through the general WIFI at the TransAlta Tri Leisure Centre.