

Exhibitor Name (to be displayed on signage)			
Contact Name			
Type of Business			
Address			City/Province
Phone	Business	Fax	
Email Address			Website

NOTE: Registration for booths or tables will be offered to Chamber Members first. Booth or table assignment will be at the discretion of the Okotoks & District Chamber of Commerce. Every reasonable effort will be made to separate exhibitors with similar products and services but there is no guarantee for such separation.

Mode of Payment	Credit Card _____	Cheque _____	Cash _____
Credit Card #	3 digit CVC _____		Expiry: _____ \ _____

Please see Page 2 for Booth and Table Specifications

Member Rates		Non-Member Rates	
Regular 10 x 10 Booth	\$525	Regular 10 x 10 Booth	\$725
Corner Booth	\$625	Corner Booth	\$825
Table	\$320	Table	\$470
Corner Table	\$370	Corner Table	\$520
Non-Profit Table	\$250	Non-Profit Table	\$300
Member Total	\$	Non-Member Total	\$

Booth Specifications	Table Specifications
10' x 10' includes: 8' high (black) back wall drapery 3' high (black) sidewall drapery Electrical – one 600-watt duplex outlet per booth 1 – 8' black skirted table and 2 folding chairs	10' x 10' includes: 8' high (black) back wall drapery 1 – 8' black skirted table and 2 folding chairs

Western Wheel Ad	The Eagle 100.9 FM Radio Spot	Bag Sponsor
I would like a Business Card ad in the Western Wheel to be placed in the Trade Show edition. _____ The cost for the ad is \$55.00 and the Wheel staff will confirm the ad layout and requirements.	I request an on location interview with the Eagle 100.9 FM (professional voice recordings are available). The cost for this advertising is \$80.00 and the staff at the Eagle will contact you to arrange the recording. _____	I would like my logo added to a reusable Chamber branded bag that the first 500 tradeshow attendees will receive. \$50.00 _____
Newspaper Advertising Total:	Radio Advertising Total:	Bag Sponsor Total:

Extras: AVAILABLE BY PRE ORDER ONLY

10x10 carpet (must be pre-ordered) \$125.00
4' skirted table. \$45.00
8' skirted table \$65.00
600 + Watts Power \$55.00

Total Costs	
Total Booth/Table Cost: \$	ADD 5% GST (#107793754):
Total Extras: \$	Grand Total:
Total Advertising: \$	Signature:
Sub Total: \$	Date:

BOOKING Policy: Space will not be deemed confirmed until payment is received. All payments for the show must be received by the Chamber 14 days prior to the show.

Cancellation Policy: All cancellations must be delivered in writing to the Chamber office no later than 30 days prior to the event. You will be charged a cancellation fee of \$200.00. No refunds will be issued for any cancellations received after 30 days. The Okotoks & District Chamber of Commerce will endeavour to accommodate booth location requests but reserves the right to make changes at any time. Priority and preference will be given to Chamber members.

Annual Chamber Memberships: visit our website: www.okotokschamber.ca

Non Profit	\$115.00	
1 Employee	\$175.00	
2 -6 Employees	\$230.00	
7-12 Employees	\$287.50	
13 + Employees	\$345.00	Add 5% GST #107793754

Exhibitor Information:

Show Dates & Hours: Friday May 8 , 2020 4:30pm - 8:30pm Saturday May 9 2020 10am - 4pm	Exhibitor Social: Friday May 8 , 2019 TBD Piper Arena
SET UP AND TAKE DOWN TIMES <u>Thursday:</u> (exhibitors with larger items ONLY - arrangements should be made for larger items). 4pm-7pm <u>Friday:</u> 8am-2pm <u>Move out Saturday:</u> 4pm-6pm	Show Location: Okotoks Recreation Centre, 99 Okotoks Drive, Okotoks, AB Murray Arena, Piper Arena

Insurance: The Exhibitor is responsible for obtaining any/all insurance related to his/her participation and requirements of his/her exhibit in the show. Neither the Okotoks Chamber of Commerce nor the Okotoks Recreation Centre will be held responsible or liable in any manner of damage or loss that may occur to property or persons during times of move in, show and/or move out. Exhibitors who desire insurance on their exhibits must obtain it at their own expense. Attention is particularly called to the necessity for insurance covering all risks (liability, fire, theft, damage, etc.) on exhibits from place of shipment to the Arena and return, including the period during which the goods remain in the arena.