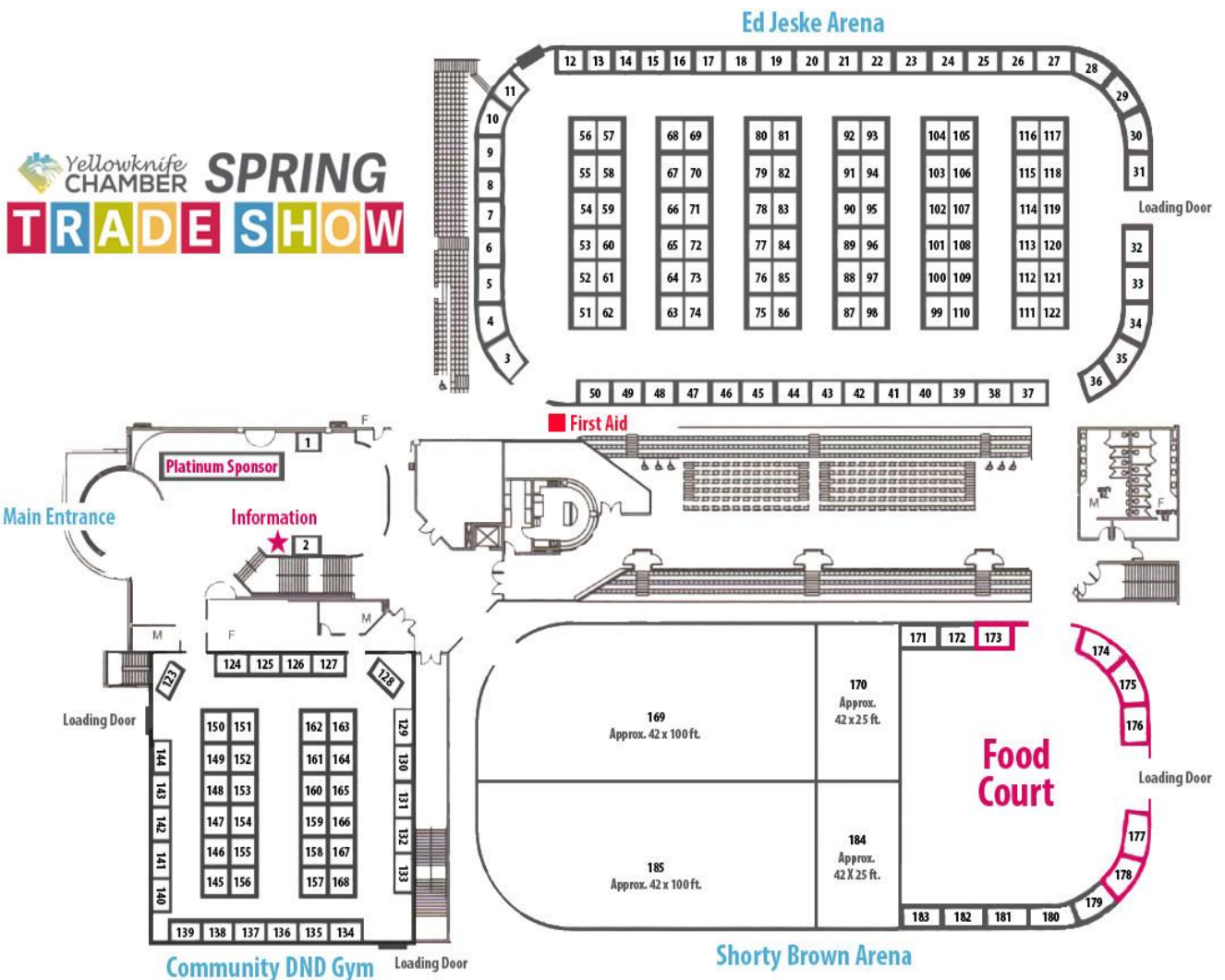


Spring Trade Show 2019

Trade Show Hours:

Saturday, May 11th from 10:00am until 5:00pm

Sunday, May 12th from 10:00am until 4:00pm



YELLOWKNIFE MULTIPLEX ADDRESS:

The Yellowknife Multiplex is located at 41 Kam Lake Road.

WHAT COMES WITH EACH BOOTH?

Ed Jeske Arena:

- 8 ft x 10 ft area, draped exhibitor booth with 6 ft table and two chairs. Table linens are **NOT** provided. Linens and extra tables and chairs can be rented from Dash Event Design and Rentals, please contact them directly at: 1.867.446-2653
- One 600-watt (120 volt) outlet will be provided. This will allow exhibitors to run booth lighting, a cash register or a small appliance in their booth.

Shorty Brown Arena:

- Booths 169 and 185 are approximately 100 ft x 42 ft and come with tables and chairs. Table linens are not provided and power is limited to wall outlets.
- Booths 170 and 184 are approximately 25 ft x 42 ft and come with tables and chairs. Table linens are not provided and power is limited to wall outlets.
- Booths 171, 172, 179, 180, 181, 182 and 183 include an 8 ft x 10 ft, draped exhibitor booth with a 6 ft table and two chairs. Table linens are **NOT** provided. Linens and extra tables and chairs can be rented from Dash Event Design and Rentals, please contact them directly at: 1.867.446-2653
- Each booth comes with one 600-watt (120 volt) outlet. This will allow exhibitors to run booth lighting, a cash register or a small appliance.
- Booths 173 to 178 are reserved for food vendors and include an 8 ft x 10 ft draped exhibitor booth with a 6 ft table and two chairs. Table linens are not provided. When registering, you must provide a full list of your equipment and electrical needs.

Community DND Gym:

- 6 ft x 8 ft area with one 6 ft table and two chairs. These booths are not draped, nor do they come with table linens. Linens and extra tables and chairs can be rented from Dash Event Design and Rentals, please contact them directly at: 1.867.446-2653
- Power is not supplied to booths in the community room and is limited to wall outlets. Do not run extension cords across walk-ways.

We do not supply draw boxes, ballots, duct tape, tools, or set up supplies!

EXHIBITOR SET UP AND TEAR DOWN:

Set up: Friday, May 10th, from 10:00am until 8:00pm

Tear Down: Sunday, May 12th at 4:00pm (immediately following the end of the Trade Show). Vendors are not permitted to tear down before 4:00pm.

ARRIVING FOR SET-UP:

When you arrive for vendor set-up on Friday, May 10th you can head straight to your booth. There is no check-in. Floorplan maps can be obtained in the lobby of the multiplex and your booth will be labelled. Exhibitor badges are free and will be on your table. A limited number of extra exhibitor badges can be obtained from Yellowknife Chamber of Commerce staff.

VENDOR & PUBLIC ADMISSION:

Starting Saturday, May 11th at 10:00am, all exhibitors must show their exhibitor badge to enter the Spring Trade Show. You are responsible for coordinating badge “swaps” and badges will not be accepted for drop off or pick up at the admissions table. Public admission is \$20/family or \$5/person and kids under 3 are free.

GOING GREEN

We will now be making available a cardboard dumpster for exhibitor use during the Spring Trade Show. This dumpster will be through the Ed Jeske Arena loading doors, next to the other dumpsters. We will also have composting services available and encourage all vendors and food vendors to use compostable materials.

FOOD VENDORS:

All exhibitors serving food or drink at their booth are required to complete a Temporary Food Establishment Permit. You can get the permit here: <https://bit.ly/2H8V6Qh>

The Yellowknife Chamber of Commerce is not responsible for any fines that may be accrued by exhibitors who fail to comply with regulations.

COKE & OLD DUTCH PRODUCTS ONLY:

The Yellowknife Multiplex is a **Coke and Old Dutch Products** facility. Make sure that if you are selling beverages and salty snacks that you are only selling Coke and Old Dutch Products.

- Coke (Coke, Coke Zero, Diet Coke)
- Ginger Ale – Canada Dry
- C+ Orange
- Fresca
- Nestea (Lemon, Green Tea, Zero)



#21, 4802 50th Avenue
Yellowknife, NT X1A 1C4
Phone: (867) 920-4944
ExecutiveDirector@YKChamber.com

- Minute Maid Juices (Apple, Orange, Cranberry, Lemonade, 5 Alive, Pink Grapefruit)
- Water – Dasani, Evian, Smart Water
- Vitamin Water – Glaceau Brand
- Powerade (Fruit Punch, Mixed Berry, Orange Tangerine)

Yellowknife Beverages is offering a 10% discount if any vendors would like to pick up their beverage products for the Spring Trade Show from their warehouse.

If you have any questions, or to place an order, please call Yellowknife Beverages at 867.669.7662 or email Caroline Browning at cbrowning@ttlp.com or Jim MacNeil at jmacneil@ttlp.com.

The Yellowknife Chamber of Commerce will not issue a refund to vendors who are asked to leave the Spring Trade Show for not following this rule.

GARAGE DOOR HEIGHT:

The maximum height of the overhead door is 9 ft 10 in, the width is 10 ft. The overhead door is to be operated solely by City of Yellowknife Staff.

STAFF YOUR BOOTH:

Exhibitor booths must be staffed at all times during the trade show. The Yellowknife Chamber of Commerce is not responsible for any lost or stolen items.

EXHIBITOR PARKING & NO OUTDOOR EXHIBITORS:

The parking lot at the Multiplex is open to both exhibitors and trade show visitors. Parking is limited, and we do not permit outside exhibitors, no exceptions.

SHIPPING AND RECEIVING:

Exhibitors are responsible for organizing their own shipping and receiving. No materials may be sent early and stored for you or kept after the show. You must be present at the Yellowknife Multiplex to receive anything you've shipped.

The Yellowknife Chamber of Commerce will not accept any products that are shipped to the Yellowknife Multiplex on your behalf.

For more information on shipping, please contact: Wayne Wishloff with Matco Transportation, at 780-484-8800 or wayne.wishloff@matco.ca

WIFI:

Thank you to NorthweTel for sponsoring and providing Wi-Fi for the 2019 Spring Trade Show!

The Wi-Fi access code is:
Wireless Name: YKChamberSpringTradeShow
Wireless Password: NWTELsponsor2019



NO HELIUM BALLOONS OR HELIUM TANKS:

The City of Yellowknife does not allow helium balloons or helium tanks inside the Multiplex.

SECURITY:

Northern Security Services will provide overnight security during the Spring Trade Show.

MUSIC:

Exhibitors are **not** permitted to have music at their booth. The YK Chamber will be playing music in the Ed Jeske and Shorty Brown Arenas. There will not be music in the Community DND Gym.



DISCOUNTED HOTEL RATES DURING THE SPRING TRADE SHOW:

Several local hotels are providing discounted rates to visitors during the Spring Trade Show. All rates are before tax.

Anderson Thomson Tower: 5300 49th St. Yellowknife, NT
Starting at \$150 per night. Use booking code: ATT150 to book.
867.873.5701 // email: hotelsuites@polardevelopments.com // www.polardevelopments.com

Capital Suites: 5603 - 50th Avenue., Yellowknife, NT
\$139.00 for standard room, \$174.00 for one bedroom
No booking code, just ask for the Spring Trade Show rate. Must book before April 7, 2018
867.669.6400 // ngrey@northviewreit.com // www.capitalsuites.ca/yellowknife

Chateau Nova: 4571 – 48th Street, Yellowknife, NT
\$179.00 for a room. The group code for the Spring Trade Show is 1992369.
867-766-6682 // <http://www.novahotels.ca/chateau-nova-yellowknife>



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Yellowknife, NT X1A 1C4
Phone: (867) 920-4944
ExecutiveDirector@YKChamber.com

Super 8 Yellowknife: 308 Old Airport Road, Yellowknife, NT
\$173.00 for a standard room with 1 or 2 beds, including complimentary breakfast and 24 hour tea/coffee
No booking code, just ask for the Spring Trade Show rate.
867-669-8888 // www.super8yellowknife.com

TOLLING:

All northbound commercial vehicles over 4,500 kg crossing the Deh Cho Bridge will be subject to a toll. Compliance will be monitored through on-road patrols and an electronic toll monitoring system, which will include high-resolution cameras for capturing images of all bridge traffic. Visit: <https://www.tolling.dot.gov.nt.ca/> for more information.

BUSINESS PERMITS & LICENSES:

The Yellowknife Chamber of Commerce does not require exhibitors to have a business license or permit to participate in the annual Spring Trade Show. It is the responsibility of all exhibitors to ensure that they are complying with regulations. The Yellowknife Chamber of Commerce is not liable for any fines that exhibitors may incur if they are not following regulations.

For more information, please contact:

Allison Morley at amorley@yellowknife.ca or businesslicence@yellowknife.ca or 867-920-5600 x 0

PASSPORT PROMOTION:

Our annual Spring Trade Show Passport Draw is a great way to attract visitors to your booth!

Trade Show attendees must visit all the exhibitors participating in the passport program to collect a stamp. We'll provide you with the passports and stamps. Once a passport is full, it can be entered into our ballot box for a chance to win great prizes!!

We will come to your booth at 3:00pm on Sunday, May 12th so you can select your prize winner. The draw will be streamed live on Facebook.

We are looking for exhibitors who wish to participate in this program and will be accepting exhibitor requests on a first-come, first-served basis. Participation is \$200.00 + GST and you must provide a prize valued at \$100.00.

Please note: This draw is separate from any additional giveaways you may choose to do at your booth.

EXHIBITOR SOCIAL:

Sponsored by Polar Tech Recreation

There will be an Exhibitor Social on Saturday, May 11th from 5:30pm until 8:00pm in the food court area of the Shorty Brown Area at the Multiplex. This event is **free** to attend! Food, drinks, and alcohol will be provided. Come unwind with us and you could win a round-trip flight from Yellowknife to Edmonton, sponsored by First Air!



This event is 19+, absolutely no children permitted!!

If you would like to bring a prize to give away, please bring it with you to the exhibitors social!

CANCELLATION POLICY:

No refunds will be issued after March 29, 2019. If you need to cancel your booth, please call the Yellowknife Chamber of Commerce office at: 867.920.4944 or Programs@YKChamber.com.

ADVERTISING:

The Spring Trade Show guidebook will be printed and available at several local businesses prior to the Spring Trade Show, copies will be distributed to trade show attendees at the event and it will be available online. The free guidebook will include our passport program, a floor plan map and an exhibitor directory, where all exhibitors will be listed, and more.

Advertising in our guidebook is available and will provide exhibitors with an excellent opportunity for maximum exposure! Please see the price grid below and email: Programs@YKChamber.com if you'd like to purchase an advertisement.

Premium Directory Listing	Exhibitors and their booth location will be identified in our exhibitor directory and floorplan map.	\$50.00 + GST
¼ Page Advertisement	Advertisements must be submitted to the YK Chamber by March 29 th at 4:00pm. Refunds will not be issued to anyone who fails to submit their advertisement on time.	\$125.00 + GST
½ Page Advertisement	Advertisements must be submitted to the YK Chamber by March 29 th at 4:00pm. Refunds will not be issued to anyone who fails to submit their advertisement on time.	\$250.00 + GST
Full Page Advertisement	Advertisements must be submitted to the YK Chamber by March 29 th at 4:00pm. Refunds will not be issued to anyone who fails to submit their advertisement on time.	\$500.00 + GST

