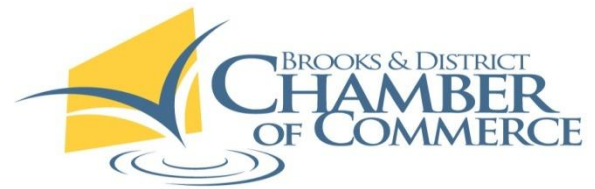


*Brooks & District Chamber of Commerce Presents  
BDCC EXPO trade show & sale: April 28,29,30- 2017*



**Brooks Leisure Center,  
111 4th Avenue West Brooks, AB T1R 1B7, Canada**

New Location

**SHOW  
TIMES**

**Friday – April 28<sup>th</sup>: 1 pm 8pm**

**Saturday – April 29<sup>th</sup>: 10am 7pm**

**Sunday – April 30: 11am 4pm**

**PLEASE READ ALL INFORMATION CAREFULLY**

**Set Up: Thursday, April 27: 10 am – 9 pm**

**Friday April 28: 7 am – 10:30 am** (Booths must be completely set up for Fire Marshall Review)

**Tear Down: Sunday, April 30: AFTER 4:05pm till 10pm** (no exceptions- fine of \$500 will result) All other times MUST be prearranged before April 15, 2017 with the Chamber Office at Exhibitor's expense.

- *An information / admissions table will be set up directly inside the Arena Thursday during set up times.*
- **Need a break during the show??**Volunteers will be pleased to assist you with break of maximum 10 minutes should you need to freshen up. *Advise upon arrival and we will do our best to assist you (sorry no sales can be made by our volunteers during this time)*

**Show Colors:** TBA

**Smoking:** This is a non Smoking facility.

An area outside will be made available for Exhibitors.

**Presentations** NEW this year, we are offering vendors the opportunity to perform presentations on our demo stage, or out of their own booths. Please advise us on your application if you would be interested in doing a presentation, location preference (stage or your booth), date and time. We will try our very best to accommodate your request.

**Mailing of Displays:** If you courier any parcel(s) to the show ensure that you have personnel at the show to accept.

**Booth Sizes** (Booth size is based on total square footage and not necessarily exact measurements). Arena corners allow for greater depth and less frontage. Allowances must be given for hardware and drapery.

**INDOOR BOOTHS:** 8X10 & 10X10 booths (larger sizes available upon request)

Booths Include: Side draping 3' high, back wall draping 8' high; 1- 8x2' skirted table; 2 plastic folding chairs; 1x 750 watt electrical power outlet; 2 x 150 watt flood lights.

**\*\*You will be expected to confine your display within this area. If you are unsure if your display will fit within the space we recommend you upgrade your booth size.**

**OUTDOOR BOOTHS: please contact the chamber office for sizes / prices**

**Building Maps -**

**Security:** Security Guard(s) will be onsite during and after show hours.

- *Please be cautious with your valuables at all times during the set up and show hours and report any suspicious activity to one of the Chambers volunteers.*

**WIFI:** will be available during show hours, please contact the BDCC if you require this.

**On-Site during show hours**

- The Brooks & District Chamber of Commerce staff and volunteers will be available for the duration of the Spring EXPO trade show & sale to answer any questions / concerns you may have.

**Complimentary Exhibitor Appreciation Dinner:** Saturday, 7:30PM, (information/tickets available upon arrival)

- *If you have any questions / ideas / concerns please call the Chamber office.*

***\*\*Special Requirements for power, extra supplies, etc can made through Global Experience Specialists 403-243-2212***

**2017 – Brooks and District Chamber of Commerce Spring EXPO trade show & sale Application:**

<b>OFFICE USE ONLY</b>	Booth #
Receipt #	Size:
Comments/special requirements:	

**NOTE:** As this is a new venue, all booths will be on a first come, first serve basis, provided 50% deposit is received by the Chamber office on or before December 1, 2016. If you are paying member pricing, membership must be paid in full to receive. The remaining **balance is due no later than January 31, 2017**. After December 1, 2016 booths must be paid in full to confirm.

•Payments can be made by cash, cheque, debit, and MasterCard or Visa.

**Business Name** (to be advertised) \_\_\_\_\_

**Billing name** (if different than above) \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **P/C** \_\_\_\_\_

\*list all products to be displayed: Only products listed will be approved and allowed for sale / display (please include brands where possible)

**Yes**, I will donate a door prize (please list for advertising purposes) \_\_\_\_\_

**YES**, I would like to do a demonstration / presentation / show (show staff will contact you for time(s) if available)

**YES** contact me if another building becomes available

**Preferred Booth as per maps:** 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

BOOTH SIZE/passes	6X8 (inc 2 ex passes)	8X10 (inc 2 ex passes)	10X10 (inc 3 ex passes)	20X10 (inc 4 ex passes)	Quantity	Total
<b>NON MEMBER</b>	<b>\$365.00</b>	<b>\$485.00</b>	<b>\$600.00</b>	<b>\$1,150.00</b>		
<b>**MEMBER</b> (see note below)	<b>\$290.00</b>	<b>\$385.00</b>	<b>\$495.00</b>	<b>\$920.00</b>		
<b>CORNER</b>				<b>Add \$50.00</b>		
				<b>Extra Exhibitor passes \$5.00 each</b>		
<b>TOTAL AMOUNT DUE *** PRICES INCLUDE GST**</b>						
<b>** Memberships must be in good standing for member pricing to apply</b>					<b>Deposit Paid</b>	
					<b>Total Paid</b>	

Cheques can be mailed to: Brooks & District Chamber of Commerce, #4 403-2<sup>nd</sup> Avenue West, Brooks AB T1R 0S3

\*MEMBERSHIP IS INTENDED TO BE ONGOING AND WILL NOT BE CONSIDERED FOR NON LOCAL BUSINESSES FOR SHOW PURPOSES ONLY. Call the Chamber office for more information

<b>VISA / MasterCard:</b> Name on Card: _____	Expiry Date _____
MasterCard/Visa # _____	Authorized Signature: _____

**Cancellation must be in writing no later than January 31, 2017. NO REFUNDS WILL BE ISSUED AFTER this date -NO EXCEPTIONS!!**

**Checklist:**

1.  **Include a fully completed, signed Application form & contract, including payment:**
3.  **Provided a copy of insurance showing general liability coverage of NO less than \$1,000,000.00**
2.  **Special power and or equipment needs ordered**

**2017 – BDCC Spring EXPO trade show & sale**  
**Terms and Conditions as part of the Exhibitor Contract**

*From herein, the BDCC Spring Expo Trade show and Sale will be referred to as BDCC Expo, the participant and/ or Exhibitor will be referred to as the Exhibitor; the Brooks & District Chamber will be referred to as BDCC, and the event and above event will be referred to as the Show*

1. The **BDCC does not guarantee exclusiveness of product line or product type.**
2. No Smoking and /or vaping in or near public buildings. Space will be provided for exhibitors– enquire upon check in.
3. The Exhibitor shall not sublet without written permission of the BDCC.
4. The Exhibitor agrees the amount owing on booth rentals or services will be paid in full prior to setup of any display materials. Exhibitor also agrees that any monies paid is **non refundable if booth is cancelled AFTER January 31, 2017.**
5. BDCC reserves the right to photograph and/or videotape the events and images of the show and reproduce these images for future promotional purposes.
6. Exhibitor agrees to obtain, at its own expense, any licenses or permits which are required, including without limitation, from government bodies, trade and / or industry associations, and any other third parties, for the operation of its trade or business during the Show and to pay all taxes that may be levied against it as a result to the operator or its trade or business in their allotted space.
7. All rules / regulations and codes pertaining to public buildings liquor, food, health, fire, city ordinates, safety and electrical, both provincial and municipal, must be adhered to
8. All combustible exhibit and display materials must be flame proof. Explosive materials are NOT allowed on the premises. Vehicles may not be operated on the premises during show hours. Gas tanks must not be more than one-quarter full of gas. Tank openings must have a secure cap and /or be taped to prevent fumes from escaping. Battery cables must be disconnected and taped to prevent contact. .
9. The Exhibitor will provide evidence of property and liability insurance no less than 1,000,000.00 (one million) in respect to his/her participation in the event.
10. In the event that the exhibit building should be destroyed by fire or otherwise, or if any circumstances whatsoever occur which make it impossible for the BDCC to permit Exhibitors to occupy the premises, the Exhibitor shall pay for the space only for the period the space was or could have been occupied by such Exhibitor, and the BDCC will be in no way responsible for any claim or damage. A refund of all monies received from the Exhibitor will be made by the BDCC in the event the show is not being held as proposed, and the BDCC shall be released from any claims for damages (direct or consequential).
11. The Exhibitor’s property shall be placed on display and exhibited at his or her own risk, Exhibitor agrees that the BDCC assumes no responsibility for loss or damage. The Exhibitor shall assume all responsibility for loss or damage to his/her property due to fire, theft, floor, lighting, natural disaster, explosion or any cause whatsoever.
12. The Exhibitor will hold the BDCC harmless from any damage, expense or liability, arising from any injury or damage to said Exhibitor, his/her agents, servants or employees, or to the property of the said Exhibitor in the exhibit buildings or to the approaches and entrances.
13. Exhibitors are liable for any damage caused to the building floors, walls, curtains, or to booth equipment, or to other Exhibitors’ property.
14. The Exhibitor agrees no display may be dismantled or goods removed during the entire run of the show **and must remain completely intact until after closing time of the last day of the show.** Failure to do so will result in a fine of \$500 to the BDCC and may result in exclusion to further show(s). The Exhibitor also agrees to remove his/ her exhibit, equipment and all other property from the exhibit building by the final designated move-out time unless written consent has been given by the BDCC, and in the event of failure to do so, the Exhibitor agrees to pay for such additional costs as may be incurred.
15. Exhibitor will remove the entire display by 10pm, Sunday, April 30, 2017 unless written authorization by the BDCC.
16. The Exhibitor shall undertake to maintain qualified personnel in their display during show hours.
17. BDCC reserves the right to restrict the Exhibitor’s use of sound and other devices which may interfere with the best interests of the Show.
18. The Exhibitor agrees to abide by all the rules and regulations adopted by the BDCC and deemed necessary prior to, during, and after the show. The Exhibitor agrees to keep his/ her exhibit in a neat and clean condition and to do nothing to deter from the good character of the show. We further agree to the terms and conditions of this contract and acknowledge such terms and conditions as the contract between us.
19. ALL aisles must be clear of display material
20. BDCC shall have full power in the interpretation and enforcement of all Rules and Regulations and the power to make such amendments and additional rules and regulations as considered necessary for the proper conduct of the show including booth placement.

I / we agree to pay the Brooks & District Chamber of Commerce the amount of \_\_\_\_\_ including GST in Canadian Funds for Exhibitor Booth space for the 2017 BDCC Spring EXPO / trade show & Sale to be held on April 28-30, 2017. I/we have read and agree to abide by this Contract in full including all terms and conditions therein. Furthermore, I/we agree that shall I/we move out, tear down or vacate the exhibit booth prior to show completion time I / we agree to pay a \$500.00 FINE to the BDCC. I/we hereby authorize the BDCC to publish my company information as stated in all publications and / or media related to the BDCC Spring EXPO trade show & sale.

**Exhibitor Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Title** \_\_\_\_\_ **Business:** \_\_\_\_\_