

SHERWOOD PARK AND DISTRICT CHAMBER OF COMMERCE



Enclosed is the 2019 Exhibitor Package

April 12-14

Please be sure to read through **all documents carefully.**

Thank you and we look forward to your participation this year!

Sherwood Park & District Chamber of Commerce

100 Ordze Avenue, Sherwood Park, Alberta, Canada T8B 1M6

Tel: 780-416-3057 Toll Free: 866-464-0801 Fax: 780-449-3581

Email: projects@sherwoodparkchamber.com Web: www.sherwoodparkchamber.com

The Great Canadian Trade Fair & Sale

Millennium Place, 2000 Premier Way

Sherwood Park, Alberta

April 12-14, 2019

On behalf of the Sherwood Park & District Chamber of Commerce, it is my pleasure to announce that the 36th Annual Great Canadian Trade Fair & Sale will return to Millennium Place April 12-14, 2019. Please find enclosed your exhibitor package and trade fair rental agreement.

The 2018 show was an overwhelming success by any measure... 15,400 people attended the Great Canadian Trade Fair...with 320 booths exhibiting a wide variety of products & services to an enthusiastic (and buying!) public.

To secure your 2019 booth space for the show, you must complete & return the following. 1. Your Trade Space Agreement 2. The 2019 Show Guide Listing Form. 3. Certificate of Insurance. 4. Minimum 50% payment. The package can be faxed/scanned & emailed/mailed or brought into the Chamber Office. (The physical and mailing address of the Chamber is listed above.)

As you may know, the residents of Sherwood Park & Strathcona County are a well-segmented population of younger families with above average incomes...in other words, great consumers for the products and services you sell or provide.

On behalf of the Sherwood Park & District Chamber of Commerce, we look forward to your participation as an exhibitor in the Great Canadian Trade Fair & Sale. The Chamber strongly believes in providing you and your business with great value in return for your marketing dollar and time. If the Chamber may assist you by providing additional information or answer your questions, contact Toni at 780-416-3057 or e-mail projects@sherwoodparkchamber.com

Thank you for your consideration and I look forward to seeing you at the 36th Annual Great Canadian Trade Fair & Sale, April 12-14, 2019 at Millennium Place in Sherwood Park!

Sincerely,

Dave Stanley-Smith, Chair, The Great Canadian Trade Fair & Sale

Sherwood Park & District Chamber of Commerce

How to Reserve Your Space:

Complete the enclosed contract, Show Guide Listing/Advertising form (as applicable).

The pages that need to be returned are marked with a star. That looks like this →



As an exhibitor in the 2019 Great Canadian Trade Fair & Sale, your same booth space(s) is held and reserved for you until **5:00 pm, Friday, November 30, 2018**. In the event that you have not reserved your space by that date, it will be available to other exhibitors. If you wish to change your booth location your request will be processed in order starting December 1, 2018. See the enclosed Floor Plan for The Great Canadian Trade Fair and Sale.

Enclose full payment (or a 50% deposit **and** a post-dated cheque for the balance dated for Friday, February 11, 2019) for your booth space, any Show Guide Advertising you have requested as well as **proof of insurance**, such as a copy of the cover page of your policy or a letter from your insurance agent.

Please review the “Cancellation Policy” as described on the trade show “Space Lease” application.

Please note: We do not restrict how many industries / businesses of the same nature are participating the Trade Show. **We do not guarantee that like businesses will not be in the same vicinity.** A like business may book a location near you after you reserve space due to booth preference or availability.

Mail/Drop off your (1) Contract, (2) Show Guide form, (3) Proof of Insurance and (4) payment to:

**Sherwood Park & District Chamber of Commerce
100 Ordze Avenue, Sherwood Park T8B 1M6**

**A Complete Check List is enclosed
at the back of this package. Please
return all items requested**

Hours of Operation:

The Great Canadian Trade Fair & Sale is open to the public the following hours:

- Friday, April 12: 1pm – 7pm
- Saturday, April 13: 10am – 7pm
- Sunday, April 14: 10am – 5pm

Set-up & Take Down

- General Set-up times are: Thursday, April 11, 8am – 9pm & Friday, April 12, 8am – 10am
- Heavy Equipment (Tractors, Vehicles, Trailers and Pools ONLY) &/or Renovation Hall Exhibitors **MUST** be moved in the afternoon on Wednesday, April 11th. Please notify the Chamber well in advance so we can arrange move in times with the show contractor. If you require forklift services, please contact Goodkey Show Services to make necessary arrangements.

*(**As per Goodkey Show Services charges will occur for forklift services**)*

- Please contact Goodkey Show Services once you have booked your booth to confirm your complimentary table, 2 chairs and power. Tables are 6 or 8 feet long please confirm the desired size before the show. Additional equipment is available for rent from Goodkey please contact them directly
- Take Down/Removal Time is Sunday, April 14 from 5pm – 11pm. All displays, equipment and materials **must** be removed from Millennium Place prior to 11pm Sunday to prepare for the facility's re-opening on Monday.
- Please be respectful of fellow exhibitors and do not take down your booth until the show concludes Sunday at 5pm.

Goodkey Show Services will be on-site prior to and after the show to assist exhibitors with their setup and take down needs.

The Arena (Booth's 200 to 296)

- Please note that the access to this arena is 12 feet wide by 10 feet high. For large displays this access is not straight in. One would need to come in straight and turn slightly to angle in. The Sherwood Park & District Chamber of Commerce is not responsible for any items that do not fit through the arena entrance. If you have a large display, we recommend that you visit the facility prior to move in to ensure your exhibit can fit into the arena entrance.
- If you require forklift services, please contact Goodkey Show Services to make necessary arrangements. Toll free 1-877-726-2211

*(**As per Goodkey Show Services, charges will occur for forklift services**)*

Renovation Hall (From Booth's 301 to 333)

- The Chamber will feature the Renovation Hall in the second ice area. Participants in the Renovation Hall should be in building, renovations & outdoor improvements. The Trade Fair organizers will make the final decision of those that fit within the theme. Set up time for this hall will commence **Wednesday, April 10 at 12 pm** schedule to follow.
- If you require forklift services, please contact Goodkey Show Services to make necessary arrangements. Toll free 1-877-726-2211

*(**As per Goodkey Show Services, charges will occur for forklift services**)*

Please note that the access for the Renovation Hall is 12 feet wide by 12 feet high. The Sherwood Park & District Chamber of Commerce is not responsible for any items that do not fit through the arena entrance. If you have a large display, we recommend that you visit the facility prior to move in to ensure your exhibit can fit into the arena entrance

Food Booths

Food sales for immediate consumption may only occupy space in the Food Booth Section. Vendors will be responsible for taking payments for items sold.

ALL VENDORS MUST BE COMPLETELY MOVED OUT PRIOR TO 11PM SUNDAY TO PREPARE FOR FACILITY'S RE-OPENING ON MONDAY

Did you know!

Booth Space Discounts:

The Chamber offers discounts to Sherwood Park & District Chamber Members and those purchasing 3 or more booths. See the rate card for details!

Exhibitor Awards & Prizes:

Build your best booth! The Chamber rewards the best exhibitors for their work and effort!

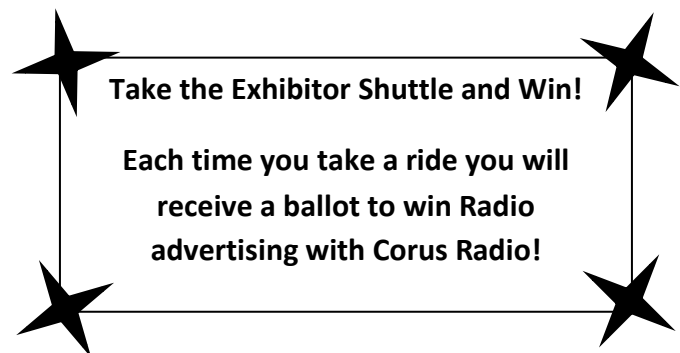
Best Booth in Show:

50% off your 2020 Booth Rental
(to a maximum of \$400)

Congratulations to last year's winner:

Best Booth

Three Seasons Landscaping Ltd.



BOOTH RENTAL RATE CARD

(GST will be added to the below prices)

	Chamber Members	Non-Members
Regular Booth:	\$ 630.00	\$ 780.00
Feature Lane Booth:	\$ 780.00	\$ 930.00
5' x 10' Booth:	\$ 590.00	\$ 740.00
Food Booth:	\$ 665.00	\$ 815.00
Main Entrance	\$1,000.00	\$1,150.00
30' x 10' Booth:	\$1,550.00	\$1,700.00

All 10' x 10' (Regular, Main Entrance & Feature Lane) Booths and All 5' x 10' Booths Include:

- (2) Folding Chairs
- (1) 800W Electric Outlet**
- (2) 3' Sidewall Drapes
- (1) 6' or 8' Skirted Table
- (1) 8' Back Drape (black and blue)
- (1) 30 Word Listing in the Show Guide

Renovation Hall Booths Include:

- (1) 30' x 10' Space
- (2) Folding Chairs
- (2) 800W Electric Outlets**
- (1) 6' or 8' Skirted Table
- (1) 8' Back Drape
- (2) 3' Sidewall Drapes
- (1) 30 Word Listing in the Show Guide

Food Booths include:

- (2) Folding Chairs
- (1) 800W Electric Outlet**
- (2) 3' Sidewall Drapes
- (1) Hard wall Food Booth 8' Hard Wall
- (1) 30 Word Listing in the Show Guide

****Additional equipment & services may be preordered by calling Goodkey Show Services**

Toll free 1-877-726-2211

Important Exhibitor Information

Exhibitor Information Evening:

An Exhibitors' Information Evening will be held on **Monday, April 1, 2019, 6 – 7:30pm** in the Sherwood Park & District Chamber of Commerce building 100 Ordze Avenue.

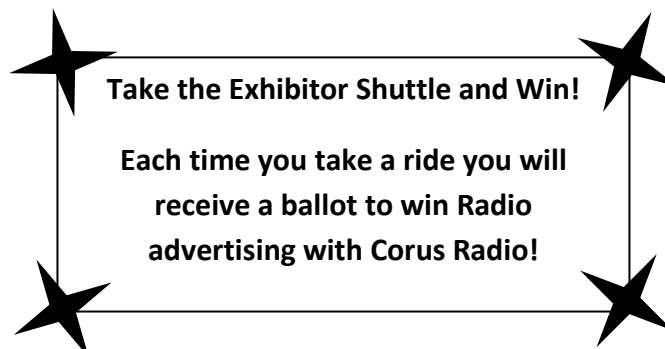
Be sure to attend! Exhibitor packages will be ready for pick-up on this evening, immediately after the information session at approximately 7pm.

Security and Solicitors

- Security guards will be patrolling the facility nightly Thursday evening through to Sunday morning, while the Trade Fair is closed.
- This does not guarantee protection against theft, Please cover your displays to discourage theft.
- Should you suspect suspicious behavior please alert the staff at the chamber booth
- Solicitors are not tolerated at the Trade Fair. If someone has entered the Trade Fair and is soliciting please notify the staff at the Chamber booth and they will be removed promptly. We do our best to watch for solicitors but with your assistance we can spot and remove them from the building.

Parking

- During the show, **no commercial/heavy truck or trailers** may remain in the Millennium Place parking lot overnight.
- We encourage all participants to use the Exhibitor Shuttle; **if the parking lot is full of exhibitors vehicles, trade fair patrons cannot conveniently park and may leave the without attending the show.**
- The shuttle is free for exhibitors to use and leaves Millennium every 15 minutes, starting one hour before the show starts and one hour after the show finishes.



Samples & Freebies:

Food or candy that is intended to be given away or sold must be approved prior to the show by the Chamber and comply with local health codes. Alberta Health & Safety prohibit home cooked food being brought onto the premise for any reason in accordance with the Regional Public Health Environmental Health Service. Approved food samples may be given away at any booth. The samples cannot compete with the paid food booths and the Chamber has the decision for samples given out at the show.

Sorry, **no popcorn or stickers are allowed** at the show. **Balloons may not be given away- they are considered to be a choking hazard for children and an environmental concern;** however, they may be used as secured decorations for your booth and must be 5' above ground and not released into the ceiling rafters.

Internet/ Phone lines

Please note there are no phone lines for debit machines, however there will be free wireless internet service provided. Please note the speed of the service varies with the number of users on the system and location within Millennium Place. If you need internet please contact your wireless provider for available options.

Animals

Animals are welcome in the Trade Fair as long as a letter is written to the Chamber of Commerce to grant permission to have an animal in the booth. The letter must also state that you take full responsibility for the animal and the animal will be confined on a leash or caged at all times and it remains in your leased area at all times.

Please note that animals in the booth must relate to the nature of the business. (E.g. Pet Store could have dog to compliment the business)

Exhibitor Breakfast & Social:

To show our appreciation for your participation in the 2019 Great Canadian Trade Fair & Sale, please join us for a FREE breakfast at the gymnasium on Sunday, April 14. The breakfast will be from 8:00am-9:30am in the Trade Fair Gymnasium at Millennium Place.

1. Award for Best Booth in Show will be presented at approximately 8:45am.
2. A draw for all exhibitors in attendance for 50% off your booth to a maximum of \$400 for next year's Trade Fair.

2018 Vendor Breakfast Draw Winner: **Helping Hands Personal Assistants**

Need Hotel Accommodations?

Sherwood Park & District Chamber of Commerce 2018 Trade Fair

from **April 12, 2018 to April 14, 2018.**

Standard Room one (1) or two (2) beds

Single Occupancy \$119.00* Double Occupancy \$129.00*

*Rates include breakfast. Additional guests \$10.00.

*We offer standard rooms with one (1) or two (2) queen bed(s) and/or one (1) king bed rooms.

*Credit card will be required at the time of booking to hold room. Valid credit card and government ID will be required at check-in.

*We have **10** rooms held on your block and will be open to adding more if necessary, please let me know directly. Rooms not picked-up by April 5, 2018 will be released back for public sale.

*All rates are subject to 4% Alberta Tourism Levy and 5% GST.

This Hotel is conveniently located right next to Millennium Place and Connects Via Tunnel

Clarion Hotel & Conference Centre

2100 Premier Way, Sherwood Park, AB T8H 2G4

tel: 780.464.4900 fax: 780.464.4796 cell: 780.264.9383

gmsherwood@aumhotels.com

www.clarionhotelsherwoodpark.com

GET TOGETHER HERE.®



Sherwood Park & District Chamber of Commerce



100 Ordze Avenue, Sherwood Park, Alberta, Canada T8B 1M6

Tel: 780-416-3057 Toll Free: 866-464-0801 Fax: 780-449-3581

Email: projects@sherwoodparkchamber.com Web: www.sherwoodparkchamber.com

In consideration of these premises and of the mutual covenants of the parties, the Sherwood Park & District Chamber of Commerce (hereinafter referred to as "Management") does hereby demise, let and lease unto the undersigned (hereinafter referred to as the "Exhibitor") and the Exhibitor does hereby hire and take from Management exhibition space at Sherwood Park, Alberta, subject to the terms, conditions and regulations as set out in Schedule "A" upon the following terms and conditions.

Cancellation Policy:

Upon cancellation of this contract by the Exhibitor (whether or not the space is resold), the Exhibitor will be liable to Management for 50% of total space cost if cancellation is received prior to 30 days before commencement of contract, and 100% of total space cost if cancellation is received after that time. All cancellations must be received in written form.

Company: _____ **Contact:** _____

Mailing Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Rental and Contract Execution *Please supply an e-mail address as many reminders, etc. are communicated through e-mail*

Subject to Management's discretion, booths may be reserved by remitting a non-refundable deposit of 50% of total cost with this completed Application. The balance to be paid 45 days prior to the trade show or deposit is forfeited. Postdated cheques are preferred.

<u>Price List</u>						
Are you a member of the Sherwood Park & District Chamber of Commerce?						
Yes	Reno Hall Booth (30 x 10)	Feature Lane Booth (10 x 10) <small>(Marked with "**")</small>	Regular Booth (10 x 10) (10 x 10)	Food Booth (10 x 10) (10 x 10)	Hallway (WC) (5 x 10) <small>(ONLY 11 BOOTHS)</small>	Main Entrance (10 x 10) <small>(ONLY 10 BOOTHS)</small>
	\$1,550.00	\$780.00	\$630.00	\$665.00	\$590.00	\$1,000.00
No	Reno Hall Booth (30 x 10)	Feature Lane Booth (10 x 10) <small>(Marked with "**")</small>	Regular Booth (10 x 10)	Food Booth (10 x 10)	Hallway (WC) (5 x 10) <small>(ONLY 7 BOOTHS)</small>	Main Entrance (10 x 10) <small>(ONLY 10 BOOTHS)</small>
	\$ 1,700.00	\$930.00	\$780.00	\$815.00	\$740.00	\$1,150.00

Exhibit Space Request:

1 st Choice Space No. (s)	_____ , _____ , _____ , _____ , _____ , _____	\$ _____
2 nd Choice Space No. (s)	_____ , _____ , _____ , _____ , _____ , _____	\$ _____
3 rd Choice Space No. (s)	_____ , _____ , _____ , _____ , _____ , _____	\$ _____
	Show Guide Advertising	\$ _____
	Stamp Around	\$ _____
	Subtotal	\$ _____
	+ GST (5%)	\$ _____
	TOTAL COST	\$ _____

It is understood by the Exhibitor that Management may not be able to assign the Exhibitor the space requested. In that event, Management shall notify the Exhibitor of the available space. In the event that more than one Exhibitor applies for the same exhibit space(s), that space will normally be awarded to the first Exhibitor forwarding the required payment on said space. Management reserves unto itself sole and absolute discretion to award and allocate exhibit space.

The exhibitor intends to exhibit the following products, services, other: _____

Executed by: (Print name) _____ **Position:** _____

(Signature) X _____ **Date:** _____

The lease will commence April 12, 2019 and end April 14, 2019

SCHEDULE "A"
CONTRACT CONDITIONS



The exhibitor agrees:

1. To abide by the terms and conditions set forth in this contract between the Exhibitor and the Sherwood Park and District Chamber of Commerce ("Management");
2. To observe and abide by all rules and directives of the Management including those in respect of set-up and take-down procedures and observation of fire regulations, food safety, and public safety (i.e.: gas & propane powered vehicles or equipment on display);
3. To permit the officers of the Management or any person authorized by them at any time to enter upon and inspect the licensed area;
4. **Not to assign or transfer this contract;**
5. **To use the space for the purpose and for those products as listed on the Exhibit Space Lease Application. The Exhibitor agrees the allotted space shall not be assigned, shared, subleased in whole or in part except with the written approval of the Management.**
6. To have an authorized representative in attendance at the booth during all times when the show is officially opened. Failure to comply with this regulation may result in removal from the show;
7. To store in the booth only those goods or merchandise actually on display or for sale. Nothing shall be done or permitted by the Exhibitor in or about the booth area which shall be or result in a nuisance. The Management reserves the right to limit the generation of noise, smell, dust, smoke, and litter, method of operation, creation of safety hazards or any other result which may be objectionable or otherwise distract from or be out of keeping with the character of the show as a whole. Booths must be maintained in a neat and orderly manner throughout the show. Preparation and/ or serving of food or beverages of any kind without written permission of the Management is prohibited;
8. At no time to use electrical or other services in the booth which shall exceed the capacity of any transmission equipment so as to constitute a hazard. The Management's determination of what constitutes hazards shall be binding upon the Exhibitor;
9. To comply with all valid, federal, provincial and municipal legislation, regulations, by-laws, resolutions and standards including, without restricting the generality of the foregoing, maintenance of insurance in such amounts and for such coverage as is required by any federal, provincial or municipal regulators or licensors of the Exhibitor's business;
10. The Exhibitor is responsible for all damage caused by the Exhibitor to the facility and to all property owned or leased in connection with the show by Management howsoever such damage is caused. Management will maintain a security service and take reasonable precautions to safeguard the Exhibitors property, however, Management assumes no liability for loss or damage through any cause, of goods, exhibits or other materials owned, rented or leased by the Exhibitor. The Exhibitor shall indemnify the Management and Strathcona County and hold them harmless from and against all liability, claims, damages or expenses for or arising out of any act or neglect by the Exhibitor, its servants, employees, agents, invitees, licensees in and about the booth. In the event it becomes necessary to restrict any installation or activity or to evict an offending Exhibitor, the Management is not liable for any refund of exhibit space rental or any other expenses incurred by the Exhibitor.
11. Good Neighbor 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 free standing displays or any display material within the front 3 feet of your booth cannot be taller than 4 feet in height. All exhibitor materials including floor carpeting must remain within the exhibitors plotted space. 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. Non-compliance may result in expulsion without refund. Any variance to this policy will require PRIOR APPROVAL of the Trade Fair Committee. No placard, stickers, or other signage relating to non-exhibiting firms will be allowed in individual exhibits or anywhere else in the Show. Horns, bells, alarms or flashing lights will not be permitted. No amplifiers or loud speakers may be operated in individual exhibits without permission from the Sherwood Park & District Chamber of Commerce and must not interfere with neighboring exhibitors. Self-contained automatic motion picture equipment, slide projectors, DVD players or other audio-visual equipment may only be operated if it doesn't interfere with neighboring exhibitors.

Should you have a display that cannot comply with this policy, please call Todd Banks at 780-416-3056 prior to submitting your contract

Initials: _____

THE GREAT CANADIAN TRADE FAIR & SALE 2019 POLICY



Please review the policies sign it, date it and return with your contract.

Alike Businesses

We do not restrict how many industries / businesses of the same nature are allowed into the Trade Show. We do not guarantee that alike businesses will not be in the same vicinity. An alike business may book a location near you after you reserve space, due to booth availability.

Cancellation Policy

It is also understood that cancellation of the contract by the Exhibitor (whether or not the space is resold), the Exhibitor will be liable to Management for 50% of total space cost if cancellation is received prior to 30 days before commencement of the contract and 100% of total space cost if cancellation is received after that time. All cancellations must be received in written form.

Good Neighbor 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 free standing displays or any display material within the front 3 feet of your booth cannot be taller than 4 feet in height.

All exhibitor materials including floor carpeting must remain within the exhibitors plotted space. 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. There may be a few instances where this policy Non-compliance may result in expulsion without refund. Any variance to this policy will require PRIOR APPROVAL of the Trade Fair Committee.

No placards, stickers, or other signage relating to non-exhibiting firms will be allowed in individual exhibits or anywhere else in the Show. Horns, bells, alarms or flashing lights will not be permitted. No amplifiers or loud speakers may be operated in individual exhibits without permission from the Sherwood Park & District Chamber of Commerce and must not interfere with neighbouring exhibitors. Self-contained automatic motion picture equipment, slide projectors, DVD players or other audio-visual equipment may only be operated if it doesn't interfere with neighbouring exhibitors.

Should you have a display that cannot comply with this policy, please call Todd Banks at 780-416-3056 prior to submitting your contract

I understand, accept and agree to abide by the contract conditions and the policies outlined.

Company Name: _____

Executed by: (Print name) _____ **Position:** _____

(Signature) X _____ **Date:** _____

**THE GREAT CANADIAN TRADE FAIR & SALE
2019 SHOW GUIDE**



Promote your business and presence at The Great Canadian Trade Fair & Sale with a free listing and advertising (optional) in the 2019 Great Canadian Trade Fair & Sale Show Guide, which is delivered to residents in Sherwood Park & Strathcona County. Please see the sample listing below, complete the blanks for your free listing, review the advertising opportunities and return this form with your contract & payment. Note: If this form is not returned with contract we cannot guarantee your listing will be printed in the show guide. **Please submit your 30 Words Listing by March 15, 2019.**

Sample:

GREENLAND GARDEN CENTRE, Booths 5 & 6

Open year round to satisfy all of your gardening needs. From annuals, perennials, trees and shrubs to award winning home and garden decor. We Get You Growing!

780-467-7557

YOUR FREE BUSINESS INFORMATION LISTING (max. 30 words)

Business Name:

Booth Number: _____ **Phone Number:** _____

Your Free Listing: (Please Print Legibly or Type on a Separate Document)

(MAX. 30 WORDS)

SHOW GUIDE ADVERTISING



Business Name: _____

Booth Number: _____ **Phone Number:** _____

Enhance your free listing in the Show Guide and drive traffic to your booth with a full colour ad! The Show Guide will be 16 pages in length and printed in a newspaper format (approx 11.5" wide x 13.5" high). The Show Guide is delivered to the residents of Strathcona County and is handed out to all the attendees at the Trade Fair. Please mark the size of ad you want to promote your business and provide completed artwork in camera ready CMYK colour, high resolution, PDF format as per exact size specifications. **Please have completed art work submitted by March 8, 2019.**

Please Note: Ad artwork must be sent completed

___ Full page (10 5/16"W x 11 1/2"H): **\$900.00 +GST**

___ Front Inside: ½ page vertical (5"W x 9 7/8"H)
or ½ page horizontal (10 1/16W x 4 ¾H): **\$700 +GST**

___ Back Inside: ½ page vertical (5"W x 9 7/8"H): **\$700 +GST**

___ Back outside: ½ page vertical (5"W x 9 7/8"H): **\$700 +GST**

___ 1/4 page (5"W x 4 7/8"H): **\$250.00 +GST**

___ 1/8 Page (5"W x 2 3/8"H) : **\$150.00 +GST**

___ 1/2 page vertical (5"W x 9 7/8"H): **\$400.00 +GST**

___ 1/2 page horizontal (10 1/16"W x 4 ¾H"): **\$500 +GST**

Amount Paid: \$ _____ **Signature:** _____ **Date:** _____

Method of Payment (Please circle one): Cheque Visa MasterCard Cash

RETURN THIS SHEET WITH YOUR CONTRACT & PAYMENT

Questions? Need information? Contact Toni at 780-416-3057 or projects@sherwoodparkchamber.com

THE GREAT CANADIAN TRADE FAIR & SALE
2019 RENOVATION HALL EXHIBITORS ONLY!



Please list items intended to Exhibit / have on Display/Available for Sale at Renovation Hall:

Items, Equipment & Approximate Size(s):

It is understood by the Exhibitor that if the Renovation Hall Theme changes in future years you may no longer qualify to have a booth reserved for the next year's Trade Show. It is also understood that in order to enter the Trade Show the following year, all exhibitors will need to reapply in November and adhere to the 'Good Neighbor Policy'.

Executed by: (Print name) _____ Position: _____

(Signature) X _____ Date: _____

RETURN THIS SHEET TO THE CHAMBER BUILDING

Questions? Need information? Call Toni at, 780-416-3057 or
projects@sherwoodparkchamber.com

STAMP AROUND

The Trade Fair



30 Minute Hit Sherwood Park Booth 233	Allstate Insurance Booth 30	Alt-Tech Inc. (RescueIT) Booth 207	Arrkann Trailer Booth 312	ATCO Blue Flame Kitchen Booth 705
Body & Soul Day Spa Booth 218	Bride-On-A-Budget & The Event Squad Booth 152	Cafe O'Play Sherwood Park Booth 14	Canadian Western Bank Booth 93	City of Fort Saskatchewan Booth 11
Cobblestones Restaurant & Catering Ltd. Booth 806	Deep Ocean Pearl Booth 294	Expedition Rentals Booth 27	Furniture Company Booth 274	Vanma Booth 252
Gold and Metals Booth 120	Samaras Sparkle tattoos Booth 65	Steeped Tea with Leesila Booth 504	Synergy Denture Clinic Booth 244	The Lunch Pail Catering Company Booth 800
Tony Roma's Sherwood Park Booth 703	Tourism Camrose Booth 39	Value Village Booth 204	Windshield Long Crack & Chip Repair Booth 219	World Health Booth 143

Your company name and booth number will be added to one square as shown in the sample to the left.

The public must go to all 30 participating booths and have the corresponding square stamped. You will need to provide your own stamp.

At the end of the show, there will be one draw and the winner will receive \$500. The remaining proceeds will pay for ad space in the show guide.

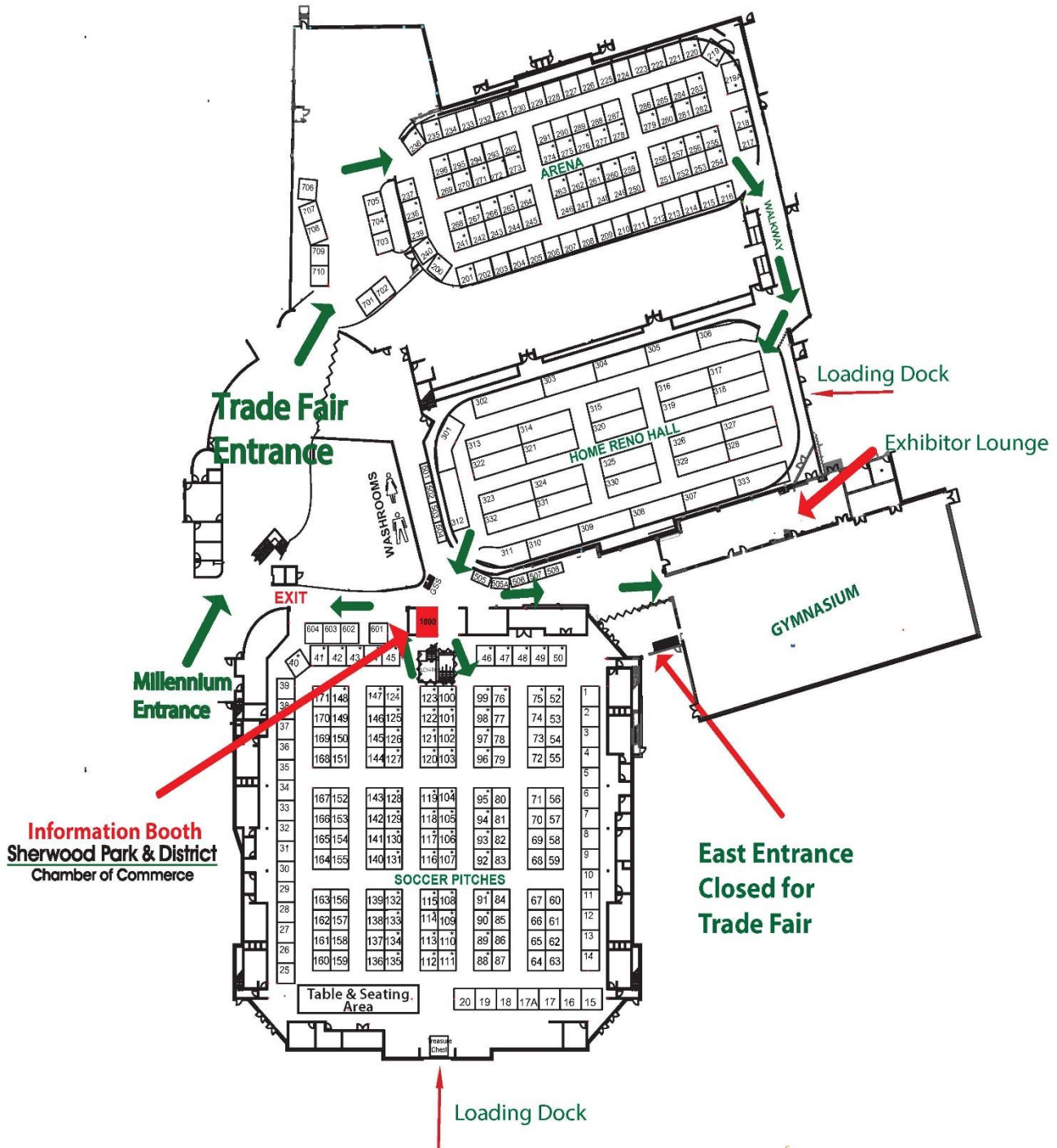
\$60.00 plus GST to Participate

Please include payment with your contract

Exhibitor Company Name: _____
 Booth #: _____ Contact Name: _____
 Phone: _____ Fax: _____ E-Mail: _____

Only 30 spaces available so sign up early!

Sherwood Park & District Chamber of Commerce The Great Canadian Trade Fair & Sale 2019 Map





LIFE SAFETY REQUIREMENT SUMMARY: SPECIAL EVENT EXHIBITORS

- Emergency exits must be kept clear of obstructions at all times to meet egress requirements.
- Exit signs are to be visible above each exit and unobstructed (e.g. by booth separations).
- Aisles are to be kept clear and maintained at their full width.
- Keep all exterior doors, fire department connections, and fire alarm manual pull stations clear and accessible at times.
- Ensure an easy and safe means of egress from your booth display.
- Motor vehicles inside a display building are to have fuel caps locked or secured, vehicle batteries disconnected, and keys are to be provided to the management of the facility to aid in their removal in the event of an emergency. Fuel levels should be the lesser of 25% of the tanks capacity or 20 liters.
- Small engines, including ATV's, should only have enough fuel in the tank to drive the units in and out of the buildings, tank caps secured and batteries disconnected where applicable.
- Bottled gas cylinders (e.g. propane, natural gas) are not to be used within a building without the approval of a Fire Safety Codes Officer.
- Compressed gas cylinders (e.g. helium bottles) are to be secured from falling.
- No lit candles or other open flame devices are allowed. Exception is portable fuel warmers (eg. Sterno) provided the set up meets the approval of a Fire Safety Code Officer.
- Each food booth using cooking/heating devices will require a minimum of a 2A 10BC extinguisher. Cooking oil type fryers require a 'K' type extinguisher. This description is found on the ULC (safety rating) label on the extinguisher. All portable fire extinguishers must display a service and maintenance tag from a certified agency dated within the past 12 months. New fire extinguishers are exempt from the first annual maintenance if proof of purchase is provided.
- When group seating is provided, ensure that aisle width and seat placements meet the Alberta Fire Code.
- No use or storage of dangerous goods products on-site without prior approval of Fire Safety Codes Officer.
- Ensure that the proper electrical wiring and extension cords (only 3 prong extension cords) are utilized. Connections must be secure with no wires or plugs exposed. Keep combustible materials away from sources of potential sparking such as electrical boxes and outlets.
- Use only lighting that is approved for sale and use in Canada and is either CAN/ULC or CSA labelled. Ensure all light fixtures that produce heat are kept away from combustible materials (e.g. curtains, decorations, product displays).
- Design and furnish the display so that the chance of a fire is eliminated wherever possible. Minimize the amount of combustible materials/products presents in and around the booth.
- Be aware that some select exhibitors are designated as Fire Safety Wardens. Ensure that all persons working at each exhibitor booth is aware of the fire procedures and, in the event of an emergency know to follow the direction of the Fire Safety Wardens. Providing it is safe to do so, the Fire Safety Wardens will remain at the emergency exits to provide a security "watch" over the displays. The Fire Safety Wardens are directed to prohibit anyone from entering until the Fire Department has announced an "all clear".

*It is the responsibility of the Coordinator of the exhibit show and the Management of the facility utilized to inform the special event participants of these safety requirements.

Updated February 1, 2018 Page 1

Payment Options

Credit Card → Visa M/C → 50% 100%

Cheque → 50% and a Post Dated Cheque for February 11, 2019 100%

Other → _____



FOR OFFICE USE ONLY

Acceptance:

Chamber of Commerce Representative _____ has assigned the following space(s)

Space no. (s): _____, _____, _____, _____, _____, Date: _____

Total Cost: _____ Cash / Cheque / Visa / MC / - (circle one)

Received: _____ Received by: _____

To the Sherwood Park & District Chamber of Commerce: please accept this as authorization to charge my credit card as follows:

Name	
Business Name	
Card Number	
Expiry Date	
Three Digit Code	
Name on Card	
Signature	
In Payment Of:	
Total Amount	
Today's Date	

- Please be advised that this form will be destroyed after payment is taken.
For your protection we do not keep credit card information on file, unless otherwise requested by the cardholder.

THE GREAT CANADIAN TRADE FAIR & SALE 2019 VENDOR CHECKLIST

PLEASE USE THE FOLLOWING CHECKLIST TO ENSURE YOU ARE RETURNING ALL THE DOCUMENTS REQUIRED. YOU DO NOT NEED TO RETURN THIS CHECKLIST.

- Contract (*Page 8 of 17*)
- Schedule A (*Page 9 of 17*)
- Sale Policy (*Page 10 of 17*)
- 30 Word Business Information Listing (*Page 11 of 17*)
- Show Guide Advertisement (*Page 12 of 17*)
- Equipment List (*Page 13 of 17*)
- Stamp Around (*Page 14 of 17*)
- Payment Options (*Page 16 of 17*)
- Insurance (you can get special weekend coverage through your preferred insurance broker or provide a copy of the cover page of your current business insurance policy if you have event coverage already)