Enclosed is the 2017 exhibitor package.

Please be sure to read through all documents carefully.

Thank you and we look forward to your participation this year!
The Great Canadian Trade Fair & Sale
Millennium Place, 2000 Premier Way
Sherwood Park, Alberta
April 07-09, 2017

On behalf of the Sherwood Park & District Chamber of Commerce, it is my pleasure to announce that the 34th Annual Great Canadian Trade Fair & Sale will return to Millennium Place April 07-09, 2017. Please find enclosed your exhibitor package and trade fair rental agreement.

The 2016 show was an overwhelming success by any measure... 15,000 people attended the Great Canadian Trade Fair...with 300 booths exhibiting a wide variety of products & services to an enthusiastic (and buying!) public.

To secure your 2017 booth space for the show, you must complete & return your Trade Space Agreement, the 2017 Show Guide Listing Form, Certificate of Insurance and minimum 50% payment or bring the package to 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 Rachele at 780-416-3057 or e-mail projects@sherwoodparkchamber.com

Thank you for your consideration and I look forward to seeing you at the 34th Annual Great Canadian Trade Fair & Sale, April 07-09, 2017 at Millennium Place in Sherwood Park!

Sincerely,
Sean Kirk, 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.

As an exhibitor in the 2016 Great Canadian Trade Fair & Sale, your same booth space(s) is held in reserved for you until **5:00pm – Wednesday, November 30th, 2016.** 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 1st 2016. 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 Tuesday, February 7th, 2017)* for your booth space, 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 allowed into 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 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

**Hours of Operation:**
The Great Canadian Trade Fair & Sale is open to the public the following hours:

- **Friday, April 07:** 1pm – 8pm
- **Saturday, April 08:** 10am – 7pm
- **Sunday, April 09:** 10am – 5pm

**Set-up & Take Down:**
- General Set-up times are: Thursday, April 06, 8am – 9pm & Friday, April 07, 8am – 10am
- Heavy Equipment (Tractors, Vehicles, Trailers and Pools ONLY) &/or Renovation Hall Exhibitors MUST be moved in the **afternoon** on Wednesday, April 5th. 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**)
• Take Down/Removal Time is Sunday, April 9th 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 (From 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 (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 5th at 2 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.

Feature Lane Signage

This year feature lane signage will not be provided. Commonly exhibitors bring their own signage and don’t require additional signage provided by the Chamber for the show.

Taste of Strathcona

Food sales for immediate consumption may only occupy space in the Taste of Strathcona Hall. Vendors will be responsible for taking payments for items sold.
Exhibitor Information Evening:

An Exhibitors’ Information Evening will be held on **Monday, March 27th 2017, 6 – 8:00pm** 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.

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 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.

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.

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. Strathcona County and Capital Health 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.

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.

Parking
During the show, no commercial/heavy truck or trailers may remain on the Millennium Place parking lot over the weekend. We also encourage all participants to use the Exhibitor Shuttle; if the parking lot is full of exhibitors, trade fair patrons cannot visit your booth & show with ease.

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.

**But please note that animals in the booth must relate to the nature of the business. (E.g. Pet Store)**

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 2017 Booth Rental

Congratulations to last year’s winner:
**Best Booth**
**Landscape Essentials Ltd.**

**Winners receive:**
50% off a Booth Rental in the 2018 Trade Fair
(to a maximum of $400)
Exhibitor Breakfast & Social:

To show our appreciation for your participation in the 2017 Great Canadian Trade Fair & Sale, please join us for a FREE breakfast at the Taste of Strathcona on the Sunday of the Trade Fair – Sunday, April 09. The breakfast will be from 8:00am-9:30am in the Trade Fair Gymnasium at Millennium Place. Award for Best Booth in Show will be presented at approximately 8:45am.

2016 Vendor Breakfast Draw Winner: Messy Maid

Radio Prizing Opportunities:

To promote the Great Canadian Trade Fair, radio advertising is purchased. With this advertising there are potential “prize give-away” opportunities. Prizes must be valued between $50-$100. An e-mail with further information will be sent out closer to the show.

Need Hotel Accommodations?

For those coming from out of town and need a hotel, The Holiday Inn & Conference Centre, which is attached to the venue in which the Trade Fair is held, is offering all exhibitors their Standard Rooms for $129.00 (Price does not include tax). (Based on Single & Double occupancy).

Rooms will be set aside until March 24, 2017 after the cut-off date any room which has not been guaranteed by a credit card will be released for general sale. The special rate will apply to all rooms guaranteed by credit-card by the cut-off date. After this date our Best Available Rate for guest rooms will apply, subject to availability. Please call (780) 464-4900 or reservations department at (800) 783-8133 to book in order to receive the rate, explain that you are booking under the “Great Canadian Trade Fair & Sales block”. If you would like to book your rooms online please use discount code “GTF”.

Holiday Inn Sherwood Park & Conference Centre is located at:

2100 Premier Way
Sherwood Park, AB T8H 2G4
BOOTH RENTAL RATE CARD

*(GST will be added to the below prices)*

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<thead>
<tr>
<th></th>
<th>Chamber Members</th>
<th>Non-Members</th>
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<tbody>
<tr>
<td>Regular Booth:</td>
<td>$ 630.00</td>
<td>$ 780.00</td>
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<tr>
<td>Feature Lane Booth:</td>
<td>$ 780.00</td>
<td>$ 930.00</td>
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<tr>
<td>5’ x 10’ Booth:</td>
<td>$ 590.00</td>
<td>$ 740.00</td>
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<tr>
<td>Food Booth:</td>
<td>$ 665.00</td>
<td>$ 815.00</td>
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<tr>
<td>Main Entrance</td>
<td>$1,000.00</td>
<td>$1,150.00</td>
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<td>30’ x 10’ Booth:</td>
<td>$1,550.00</td>
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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
- (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
Food Sales
Please note food sales for immediate consumption may only occupy space in the Taste of Strathcona Hall. Vendors will be responsible for taking payments for items sold.

Electrical Service Exceptions
24 hour power will only be available for designated concession Food Booths: 800-807. Should you require 24 hour power for your booth please contact Goodkey Show Services. Please note there will be an additional charge for 24 hour power for all other booths.

Did you know!
Multiple Booth Purchase Discount:
Purchase 3 or more booths and receive a discount of 5%!

Not a Chamber Member but want to receive the Chamber Member Discount?
This is a great opportunity to join the Sherwood Park & District Chamber! In addition to receiving the above discounts on booth purchases, you will enjoy all the benefits of being a Chamber Member! Please call our Member Services Coordinator Judy Bunkall, at the Chamber Office, 780-416-4159 or e-mail services@sherwoodparkchamber.com for your membership package.

Please note:
Show colours (including drapes) (soccer pitches & ice rink booths) are red and white. The Renovation Hall colour is black.
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: ____________________________ Province: ____________________________ Postal Code: ____________________________
Tel: ____________________________ Fax: ____________________________ Email: ____________________________

Rental and Contract Execution
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.

Price List
Are you a member of the Sherwood Park & District Chamber of Commerce?

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<th>Yes</th>
<th>Feature Lane Booth</th>
<th>Regular Booth</th>
<th>Food Booth</th>
<th>Hallway (WC)</th>
<th>Main Entrance</th>
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<td>$740.00</td>
<td>$1,150.00</td>
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Exhibit Space Request:

1st Choice Space No. (s) ____________________________ $ ____________
2nd Choice Space No. (s) ____________________________ $ ____________
3rd 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 07, 2017 and end April 09, 2017
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 2017 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.

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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
2017 SHOW GUIDE

Promote your business and presence at The Great Canadian Trade Fair & Sale with a free listing and advertising (optional) in the 2017 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 10, 2017.

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) (MAX. 30 WORDS)
____________________________________________________________________________________
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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 10, 2017.

*Please Note: Ad artwork must be sent completed*

___Full page (10 5/16”W x 11 1/2”H): $800.00 +GST

___Front Inside: ½ page vertical (5”W x 9 7/8”H)
  or ½ page horizontal (10 1/16W x 4 3/4H): $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 3/4H”): $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 Rachele at 780-416-3057 or
projects@sherwoodparkchamber.com

Page 14 of 19
THE GREAT CANADIAN TRADE FAIR & SALE
2017 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 Rachele at, 780-416-3057 or projects@sherwoodparkchamber.com
STAMP AROUND
The Trade Fair

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.

The Stamp Around sheet will be in the Trade Fair 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!
THE GREAT CANADIAN TRADE FAIR & SALE 2017 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 10 of 19)
☐ Schedule A (Page 11 of 19)
☐ Sale Policy (Page 12 of 19)
☐ 30 Word Business Information Listing (Page 13 of 19)
☐ Show Guide Advertisement (Page 14 of 19)
☐ Equipment List (Page 15 of 19)
☐ Stamp Around (Page 16 of 19)
☐ Payment Options (Page 19 of 19)
☐ Insurance
Payment Options

<table>
<thead>
<tr>
<th>Credit Card→ Visa □ M/C□→ 50%□ 100%□</th>
<th>Cheque→ 50% and a Post Dated Cheque for February 7, 2017 □ 100%□</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other→</td>
<td></td>
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</tbody>
</table>

*Please note the following:*
~ If paying the 50% deposit with a credit card, the balance will automatically be taken on February 07, 2017 ~
~Receipt for the second payment will be supplied only on request~
~After February 07, 2017 – 100% of the rental cost is due upon approval/signing of this contract~

FOR OFFICE USE ONLY

Acceptance:
Chamber of Commerce Representative __________________________ has assigned the following space(s)

<table>
<thead>
<tr>
<th>Space no. (s):</th>
<th>Date: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cost:</td>
<td>Cash / Cheque / Visa / MC / - (circle one)</td>
</tr>
<tr>
<td>Received:</td>
<td>Received by: ____________________</td>
</tr>
<tr>
<td>Balance:</td>
<td>Accounting: ____________________</td>
</tr>
<tr>
<td>R107977159</td>
<td>GST</td>
</tr>
<tr>
<td>Received</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Business Name</th>
<th>Card Number</th>
<th>Expiry Date</th>
<th>Three Digit Code</th>
<th>Name on Card</th>
<th>Signature</th>
<th>In Payment Of:</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

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 arranged in advance.