

Organization Name: _____

Contact Person: _____

Address: _____

City / Prov: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Exhibit Description: _____

Non-Profit Table	Quantity	Member Rate	Non-Member Rate	Total
Table area includes 1- 4' plain table located wherever space permits. Electrical outlets, chairs, skirting, draping, etc. not included in Non-Profit Table rate.		\$50.00	\$75.00	
Extra Items:				
<i>*note – these additional items are not included in price</i>				
Electrical: 1-1500 Watt Outlet		\$60.00	\$60.00	
Upgrade to 4' Skirted Table		\$37.00	\$37.00	
		GST #107584302RT0001 5%		
		TOTAL INVESTMENT		

For information on bulk or outside space, please contact the Show Promoter - Sherri O'Muir (403) 318-4095

- Notes:
- Applications are not considered complete **until payment is received**. Payment accepted by cash, cheque or credit card. Make all cheques payable to the Lacombe and District Chamber of Commerce.
 - The Trade Show is booked on a first come, first served basis.
 - Priority will be given to Chamber Members, Lacombe businesses, and returning exhibitors. The Lacombe and District Chamber of Commerce reserves the right to rebook space without notice.
 - The Trade Show committee reserves the right to deny registration at their discretion.
 - Please do not bring additional tables as the non-profit space has been specifically designated based on what is provided by the Show. If you require a larger space, please book 2 tables or a booth.
 - Contact information will be distributed to advertising outlets for Trade Show promotion only. If you would like your information to be excluded from the listing please check box.

I / We agree to pay the Lacombe and District Chamber of Commerce the required rental fee as indicated above. I / We agree to abide by the rules and regulations adopted by the Show Organizers which form part of this contract.

Signature: _____

Date: _____



6005 – 50 Avenue Lacombe AB T4L 4K7
Tel: (403) 782-4300 Fax: (403) 782-4302
www.lacombechamber.ca

Trade Show Booth Application
Saturday, April 17: 10am to 6pm
Sunday, April 18: 10am to 4pm

Lacombe Curling Rink
5429 – 53rd Street, Lacombe AB

2010 TRADE SHOW RULES & REGULATIONS

CONDITIONS OF CONTRACT

The exhibitor agrees to abide by all regulations and rules adopted by the Lacombe and District Chamber of Commerce, Trade Show Committee (hereafter referred to as the Show Committee) in the best interests of the show and agrees that show organizers shall have the final decision in enforcing any rule or regulation deemed necessary prior to, during, and after the show.

PAYMENT AND APPLICATION

All bookings are on a first come, first served basis, however, priority is given to Lacombe businesses and those businesses that participated in last year's event. If the payment is not received by **March 1st, 2010**, the Lacombe and District Chamber of Commerce reserves the right to rebook your booth space without further notice. The Show Committee reserves the right to limit duplicate product/service booths.

GENERAL RULES:

All rules and regulations relative to public buildings as prescribed by the Fire Regulations for the Town of Lacombe will be adhered to. All codes pertaining to Liquor, Health, Fire, Town Ordinances, Safety and Electrical both Provincial and Town must be adhered to.

SHOW CANCELLATION

It is understood and agreed by the Exhibitor that the Show Committee may cancel said Show and may cancel this contract if, in the opinion of the Show Committee, such Show would be impractical and/or inadvisable.

WAIVER OF LIABILITY AND INDEMNITY

The Show Committee will exercise reasonable precaution for the protection of property of Exhibitors by Security Personnel, but shall assume no responsibility for loss or damage to the property of Exhibitors placed in exhibit area or adjacent grounds and is discharged from all liabilities. Exhibitor shall be liable for any and all damages, which he/she may cause.

EXHIBITORS INSURANCE:

It is the responsibility of each Exhibitor to supply and purchase insurance coverage.

EXHIBITOR CANCELLATION:

Cancellation of space must be in writing and received by the Show Committee no later than 21 days prior to the show. In the event of a cancellation, the full deposit will be refunded to the Exhibitor, less an administration fee of \$50.00. Cancellation 10 days prior to the show, the Exhibitor will forfeit 2/3 of the total booth costs. Cancellation 9 days or less prior to the show the Exhibitor will forfeit 100% of the contracted booth costs.

EXHIBITORS BOOTHMANSHIP:

Show Hours: Saturday, April 17th from 10:00 am - 6:00 pm & Sunday, April 18th from 10:00 am - 4:00 pm

All exhibits must remain intact until 4:00 pm April 18th. Exhibition Hours - Exhibitor shall maintain a responsible individual or individuals in the leased space at all times during designated exhibition hours. Exhibitor shall cause all such employees, agents, visitors or guests of Exhibitor to be familiar with all Rules and Regulations of the Show. Each exhibitor will be given two show passes, which must be worn for entrance into the Show.

EXHIBITOR MOVE-IN INSTRUCTIONS:

Exhibitors will be able to move displays into the facility on Friday, April 16th from 9:00 am - 8:00 pm and on Saturday, April 17th from 6:00 am to 9:00 am. All exhibits must be ready for display by 10:00 am on Saturday, April 17th for Show Opening.

EXHIBITOR MOVE-OUT INSTRUCTIONS:

Exhibits or portion thereof may not be removed from show facility until 4:00 pm on Sunday, April 18th. All exhibits must be out of the facility by 6:00 pm on Monday, April 19th. If special arrangements are required, Exhibitor should notify the Show Promoter (Sherri O'Muir 403.318.4095) at time of booth booking.

EXHIBITOR DRAWS

Exhibitors must notify the winners of their draws.

SHOW THEME

Trade Show theme is "Going Green" and exhibitors may use this as a constant theme within each display. Booths will be judged and prizes awarded for best decorated display.