



TRADE SHOW RULES & REGULATIONS
Friday April 19th 2024, 2pm – 8pm, and
Saturday April 20th 2024, 10am – 4pm
Gary Moe Sports Complex, Lacombe

On behalf of the Lacombe and District Chamber Trade Show Committee, welcome to the 2024 Trade Show and Market Place

WHY WE DO THIS

The goal of the Trade Show is to increase the exposure of local businesses, to promote Lacombe and its district, and to facilitate an increase in commercial activity within our area, while showcasing the best of Lacombe, and the Lacombe and District Chamber of Commerce.

HOW DO WE DO THIS?

The 2024 Trade Show will be our 41st and we continue to invite businesses, market vendors, various community-based non-profits, municipalities, municipal services and political parties to man booths, engage with people and share information at our annual 2-day Trade Show held at the Gary Moe Sports Complex.

The Lacombe Chamber also hosts other events during the 2 days- to really celebrate Lacombe! In 2024 this will include a Pet Adoption Event and a Recruitment and Hiring Event.

SHOW LEADERSHIP

The Show is managed and run by the Lacombe and District Chamber of Commerce (Lacombe Chamber), registered Federally under the Board of Trade Act. The Lacombe Chamber has appointed a “Show Committee” to help run the event.

All queries should be made to the Executive Director, at executivedirector@lacombechamber.ca, call 403 782 4300

WHO SHOULD TAKE A BOOTH?

While the Trade Show Committee (hereafter referred to as the Show Committee) has the final decision on who should, and shouldn't have a booth (or other space) at the Trade Show, the following are organizations that would benefit from having a booth;

- Local Businesses and Entrepreneurs

- Out of Town businesses wishing to promote their products and services within Lacombe and District
- Artisans and vendors of local produce (in the Market place)
- Municipalities- elected officials, departments, staff
- Public sector agencies that wish to engage the public
- Non profits that specifically serve the public in Lacombe (and/ or in surrounding areas)
- Local ridings of Provincial and Federal political parties registered with Elections Alberta or Elections Canada
- Schools, Colleges, Universities and their departments

WHO IS THE TRADE SHOW NOT SUITABLE FOR?

- Multi Level Marketing Organizations and pyramid schemes
- Duplicate franchise businesses/ services
- Religious organizations
- Cause or single issue organizations
- Political groups, reserved parties and political factions

The Show Committee reserves the right to decline any registration without explanation.

Should an applicant wish to share a booth, both organizations must be listed on the application, both are subject to review by the Show Committee and both (if approved) must adhere to the rules and regulations here-in.

TYPES OF BOOTHS

There are 3 types of vendors: For Profit, Non Profit and Municipality/ Political. To ensure we meet the aim of the event we reserve the right to limit the number of the non-profit and political booths/ spaces.

- In 2024 we will have a maximum of 15 non-profit booths.
- In 2024 we will invite the municipalities to take a booth, and have a maximum of 4 political booths
- The Marketplace currently has a maximum of 38 booths, although this number may increase.

CONDITIONS OF CONTRACT:

The exhibitor agrees to abide by all regulations and rules adopted by the Lacombe and District Chamber of Commerce, Show Committee, and the venue (the City of Lacombe) 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 serve basis, however, priority is given to Lacombe businesses and to those businesses that participated in the 2023 event.

Full payment does not guarantee a space, or a specific spot. The Show Committee will send a confirmation email once a spot has been approved and payment has been received.

Until full payment is received and the confirmation email has been sent, the Show Committee reserves the right to rebook space.

Visit us at the Lacombe Memorial Centre

Mail to: PO Box 9020, RPO Town Centre, Lacombe, AB, T4L 0G5

Phone: (403) 782-4300 info@lacombechamber.ca www.lacombechamber.ca

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 City of Lacombe will be adhered to. All codes pertaining to Covid, Liquor, Food Handling, Health, Fire, City Ordinances, Safety and Electrical- both Provincial and City- must be adhered to.

The Show Committee will ask to see certificates before the event.

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.

In the event of cancellation of the Trade Show in its entirety, the Exhibitor will be entitled to a refund of the booth rental fee in full.

The Lacombe Chamber will not be responsible for any loss or damage suffered by the Exhibitor as a result of any cancellation. By completing the Trade Show Registration Form, the Exhibitor releases any claims they may have against the Lacombe Chamber, its members, agents, employees, directors, officers, successors and assigns, including but not limited to any claims for loss or damage resulting from the cancellation of a booth rental or cancellation of the Trade Show in its entirety.

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:

The Exhibitor shall obtain and maintain at its own expense during the period commencing on the first move-in date and terminating on the last move-out date, a policy of insurance acceptable to the Show Committee. The policy of insurance shall name the Lacombe & District Chamber of Commerce as loss-insured and insure the Exhibitor against all claims of any kind arising from or in any way connected with the exhibitor's presence or operations of the show. Policy shall provide coverage of at least \$1,000,000 for each separate occurrence.

At the request of Show Committee, the Exhibitor shall provide the committee with a copy of such policy

LIABILITY

The Exhibitor shall indemnify and save harmless the Lacombe Chamber from and against any damage, expense or liability arising from any injury, damage or loss to the Exhibitor, his agents, servants or employees, or to the property of the Exhibitor occurring in the Assigned Space at Gary Moe Sports Complex, or the approaches or entrances thereto. The Exhibitor is responsible for the placement and cost of insurance related to lease of space, exhibition of equipment, and participation in the 2024 Trade Show.

Visit us at the Lacombe Memorial Centre

Mail to: PO Box 9020, RPO Town Centre, Lacombe, AB, T4L 0G5

Phone: (403) 782-4300 info@lacombechamber.ca www.lacombechamber.ca

EXHIBITOR BOOTHMANSHIP:

Show Hours:

Friday, April 19th from 2:00 pm – 8:00 pm & Saturday, April 20th from 10:00 am - 4:00 pm.

All exhibits must remain intact and completely contained within your designated rented booth space until 4:00 pm April 20th. All Exhibitor products or displays must remain in their booth space.

Exhibition Hours – the Exhibitor shall always maintain a responsible individual or individuals in the leased space during designated exhibition hours. The 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 Thursday April 18th from 9:00am-8:00pm and Friday, April 19th from 8:00 am to 1:00pm.

All exhibits must be ready for display by 2:00pm Friday April 19th for Show Opening.

EXHIBITOR MOVE-OUT INSTRUCTIONS:

Exhibits or portion thereof may not be removed from show facility until 4:00 pm on Saturday, April 20th.

All exhibits must be out of the facility by 6:00 pm on Saturday, April 20th.

***If special arrangements are required, Exhibitors should notify the Executive Director, or Tradeshow Salesperson at the time of booth booking.**

AHS, FIRE AND AGLC INSPECTIONS

The trade show, and specific vendors are subject to inspection from the Fire Marshall and, at times AHS and AGLC. Vendors are expected to comply with these agencies to ensure a safe and enjoyable event.

EMERGENCY PROCEDURES

Vendors are expected to follow all emergency rules and procedures as established by the City, as managers of the Gary Moe Sports Complex

EXHIBITOR DRAWS:

We encourage all Exhibitors to have draws for the attendees. People love entering draws and winning prizes! These items do not need to be expensive, in fact having a couple of less expensive items might be better. Exhibitors assume full responsibility of collecting trade show attendees contact information for personal use in business database and will notify the winners of any draws or contests.

SPECIAL OFFER: ADVERTIZE ON THE DIGITAL LED SIGN, RUNNING UP TO TRADE SHOW

We currently have a special offer for our vendors. To coincide with the run up to the Trade Show, we can offer 4 weeks on the LED Digital Sign for \$100 (\$120 for non members) plus the cost of artwork (\$50). The current rate for this is \$160 (\$210 for non-members) plus artwork.

VENDOR APPRECIATION EVENING

There will be a vendor appreciation evening on the Friday 19th April 2024 for vendors at the Trade Show (both for-profit and non profit). This is not open to those selling at the Market Place. Please indicate

Visit us at the Lacombe Memorial Centre

Mail to: PO Box 9020, RPO Town Centre, Lacombe, AB, T4L 0G5

Phone: (403) 782-4300

info@lacombechamber.ca

www.lacombechamber.ca

either on the registration form or to Chamber staff at the event how many people you anticipate from your booth will be in attendance (we ask this is capped at 4 per booth).

EXHIBITOR CANCELLATION:

Cancellation of booth must be in writing and received by the Show Committee no later than Friday March 22nd 2024. In the event of a cancellation the full registration fee, less an administration fee of \$50 will be refunded to the exhibitor. Cancellation after March 22nd 2024 will lead the Exhibitor to forfeit 100% of the contracted booth costs.

Notes:

1. Space will be guaranteed upon approval from the Show Committee and receipt of payment. Payment accepted by cheque, credit card or e-transfer to etransfer@lacombechamber.ca . Please make all cheques payable to the **Lacombe and District Chamber of Commerce**.
2. The Trade Show is booked on a first come, first serve basis.
3. Priority will be given to Chamber Members, Lacombe & Lacombe County businesses, and returning exhibitors. The Chamber of Commerce reserves the right to rebook space without notice.
4. The Show committee reserves the right to deny any registration at their discretion without explanation.
5. Contact information will be distributed to advertising outlets for Trade Show promotion only.

Thank you for your participation!

***For information on bookings please contact Executive Director at 403
782 4300 Bulk space is also available if needed.***

Visit us at the Lacombe Memorial Centre

Mail to: PO Box 9020, RPO Town Centre, Lacombe, AB, T4L 0G5

Phone: (403) 782-4300 info@lacombechamber.ca www.lacombechamber.ca