

# 2010 Trade Show

Saturday, May 1 -10:00 AM – 6:00 PM

Sunday, May 2 - 10:00 AM – 3:00 PM

**\*\* EXHIBITOR BOOTH APPLICATION \*\***

## Trade Show Terms and Conditions

COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

Town \_\_\_\_\_

Province \_\_\_\_\_ postal code \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

BUSINESS TYPE \_\_\_\_\_

FORT NELSON CHAMBER 2010 MEMBER?  YES  NO

BOOTH PREFERENCE# \_\_\_\_\_ ALT# \_\_\_\_\_

“**Show Management**” as used herein refers to the Fort Nelson and District Chamber of Commerce and its’ employees and agents.

**Contract for Space Rental:** This request for space, the notice of acceptance and space assignment by the Fort Nelson Chamber of Commerce shall form a valid contract when duly authorized agents of both the exhibiting firm and Show Management have affixed their signatures. If payment is not received within the prescribed time limit, the contract will be considered void and space will be reassigned to another applicant. No refund will be made for space that is not used or for space that is unused during any portion of the Show hours. Should space remain unoccupied 4 hours before the opening of the Show, Show Management may rent or use it for other purposes without obligation of refund.

**Allotment of Space:** The allotment of space shall be at the discretion of Show Management. In all cases, Show Management reserves the right to refuse or accept conditional applications at any time.

**Use of Space:** The space contracted for is to be used solely for the Exhibitor whose name appears on the contract. The Exhibitor agrees all allotted space shall not be assigned, shared, subleased in whole or in part, except by written approval of Show Management.

**Payment Schedule and Space Cancellation:** Payment in full is required by **March 31st**. Upon acceptance of this application by Show Management it shall be a legally binding contract between the Exhibitor and the Show Management, provided that either party may cancel this contract on condition that written notice of such cancellation is received by the remaining party or before **March 31st**. There will be no refund given after that date, regardless of whether the space is resold.

**Staffing of Exhibits:** Exhibits shall be manned by agents of the Exhibitor during all times that the show is officially open. Frequent or flagrant violations of this regulation can result in the Exhibitor being barred from future participation in the Show.

**Damage and Liability:** The Exhibitor is responsible for all damage caused by them to the Exhibit Facility.

**Show Property or Display Equipment:** Exhibitors are responsible to the Exhibit Facility, Show Management and Display Company. Show Management will be responsible for security on the Friday and Saturday night of the Show, and will take reasonable precautions of safeguard Exhibitors property. However, Show Management assumes no liability for loss or damage through any cause, of goods, exhibits or other material owned, rented or leased by the Exhibitor. The Exhibitor shall indemnify the Facility Management, Show Management and/or Display Company against, and hold them harmless, from any complaint, suits or liabilities resulting from negligence of the Exhibitor in connection with the Exhibitor’s use of display space.

**Waiver:** Fort Nelson and District Chamber of Commerce is not responsible for any missing or damaged goods.

**Restrictions:** Show Management reserves the right to restrict exhibits which, because of noise, method of operation, creation of safety hazards, or any other reason, become objectionable or otherwise distract from, or are out of keeping with the character of the Show as a whole. Booths must be manned at all times during official Show hours. Booths must be maintained in a neat and orderly manner throughout the Show. Serving of alcoholic beverages on the Exhibit floor is in violation of the Liquor Control Act. In the event that it becomes necessary to restrict any installation or activity, or to evict an offending Exhibitor, Show Management is not liable for any refund of Exhibit Space rental or any other expenses incurred by the Exhibitor.

**Interpretation and Enforcement:** Show Management rests with the Fort Nelson and District Chamber of Commerce. These conditions, the Exhibit Rules & Regulations, become a part of the contract between the Exhibitor and Show Management. Show Management has full power of interpretation and enforcement of these rules and may amend them at any time. All matters in question not covered by these regulations are subject to the decision of Show Management, and all decisions so made shall be binding of all parties affected by them as by the original regulation. It is the responsibility of the Exhibitor or his designate representative to familiarize himself with all rules and regulations since ignorance of the rules is not an acceptable reason for failure to comply. Exhibitors or their representatives who fail to observe these conditions of contract or who, in the opinion of Show Management, conduct themselves unethically may be dismissed from the exhibit without refund or other appeal.

**\*\* BOOTH PRICES ARE LOCATED AT THE BOTTOM OF FLOOR PLAN \*\***

BOOTH SIZE	_____
<i>Fort Nelson Chamber member – discount 10% from booth cost.</i>	
BOOTH COST	\$ _____
GST (5%)	\$ _____
<b>TOTAL</b>	\$ _____
<b>PAYMENT IS DUE IN FULL AT TIME OF BOOKING AND MUST ACCOMPANY THIS FORM.</b>	

**Payment Options:**  
 VISA  MASTERCARD  CHEQUE  MONEY ORDER  CASH  
Card # \_\_\_\_\_  
Expiry \_\_\_\_/\_\_\_\_ name on card \_\_\_\_\_

**PLEASE MAKE CHEQUE PAYABLE TO:**  
Fort Nelson & District Chamber of Commerce  
Box 196, Fort Nelson, BC V0C 1R0  
Phone: (250) 774-2956 Fax: (250) 774-2958

WE AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF THE FORT NELSON & DISTRICT CHAMBER OF COMMERCE AS STATED ON THIS FORM.	
SIGNATURE:	_____
DATE:	_____

- SET UP AND DISMANTLE SCHEDULE:**
- ◆ Exhibitors will be able to set up at the Exhibit Facility at 1:00 PM – 10:00 PM on Friday April 30, 2010. ALL displays must be completely set-up by 9:30 AM, prior to show opening at 10:00 AM. The loading door will only be open during these time periods.
  - ◆ ALL Exhibitors are requested to arrive at least 15 minutes prior to show opening.
  - ◆ Exhibits may NOT be dismantled before 3:00 PM on Sunday, May 2, 2010 and must be removed after show closes or BEFORE 7:00 PM.

<b>OFFICE USE ONLY</b>	
Payment Received:	_____/_____/2010
Booth ASSIGNED	_____ # of BADGES _____
Cancellation Date	_____/_____/2010
Amount Refunded	\$ _____

Fort Nelson & District Chamber of Commerce

# 2010 Trade Show

Saturday, May 1 - 10:00 AM – 6:00 PM

Sunday, May 2 - 10:00 AM – 3:00 PM

### \*\* NAME TAG INFORMATION \*\*

Please print clearly of what information you would like to appear on each name tag. Name tags will be required to access the show during show times.

COMPANY NAME: \_\_\_\_\_

**TAG 1**  
Name \_\_\_\_\_  
Title \_\_\_\_\_

**TAG 2**  
Name \_\_\_\_\_  
Title \_\_\_\_\_

**TAG 3**  
Name \_\_\_\_\_  
Title \_\_\_\_\_

**TAG 4**  
Name \_\_\_\_\_  
Title \_\_\_\_\_

**TAG 5**  
Name \_\_\_\_\_  
Title \_\_\_\_\_

**TAG 6**  
Name \_\_\_\_\_  
Title \_\_\_\_\_

*If you require additional name tags please indicate on an attached sheet.*

### \*\* Exhibitor Social \*\*

Take a break after a long day on the Trade Show floor to relax and network with other participants.

One free ticket will be included with registration.

Additional tickets (\$25) may be purchased during registration or indicate on this form of additional required tickets. Please feel free to invite a guest to join you for dinner. Door Prizes to be given away!!

ADDITIONAL TICKETS REQUIRED # \_\_\_\_\_

### \*\* Exhibitor Prizes \*\*

If you would like to highlight your business during the Social, you may contribute a small gift to the Prize table. Please indicate below.

ITEM \_\_\_\_\_

VALUE \_\_\_\_\_

Please bring your item to registration on Friday, drop off at Chamber booth on Saturday. (Attach business card)

Thank you for your generosity!

### \*\* Forklift Order \*\*

If you will be requiring a forklift to unload, please specify what time you will be arriving and we will make every effort to accommodate your arrival time. You may be required to wait for a short time period.

Exp. Time of arrival: \_\_\_\_\_

### \*\*Booth Rates\*\*

Single Booths 10X10 \$370 (\$388.50 with GST)

Bulk Booths are available

10X20 (2 – 10X10) \$450 (\$472.50 with GST)

20X20 (410X10) \$710.00 (\$745.50 with GST)

### \*\* PARKING \*\*

During set up and take down, exhibitors are requested that you park only long enough to unload and load your vehicle and then remove it from the entrance.

During the show, please park your vehicles at the backside of the curling arena (by outside skating rink), this will allow patrons to park in the main parking area. There is a side entrance for your use.

**Overnight Parking is NOT permitted in the Recreation Centre parking lot** due to local by-laws, please utilize local campgrounds.

### \*\* LUNCH \*\*

Lunch can be ordered from Gwen's Kitchen a pre-order form will be available in the exhibitor package.

Some restaurants offer delivery services.

### \*\* COMMENTS \*\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### \*\* ACCOMMODATIONS \*\*

Woodlands Inn \$119.00 (250) 774-6669

#### Regular Price Accommodation

Bluebell Inn (250)774-6961  
Fort Nelson Hotel (250)774-6971  
Kacees Northern Suites (250)233-4800  
Lakeview Inns & Suites (250)233-5001  
Mini Price Inn (250)774-2136  
Pioneer Motel (250)774-5800  
Ramada Ltd. (250)774-2844  
Shannon Motel (250)774-6000  
Super 8 Motel (250)233-5025  
Spirit Wolf B&B (250) 774-7335

Triple G Campground (250)774-2340 (located within walking distance)

### \*\*DIRECTIONS\*\*



Thank you for registering for the 2010 Trade Show. We look forward to your arrival and wish you well during your time in our community.

Please do not hesitate to contact Val Lefebvre at (250) 774-2956 or email [val@fortnelsonchamber.com](mailto:val@fortnelsonchamber.com). You are able to reach Val at any time during the show by dialing 250-500-2956.