



Yellowknife
CHAMBER

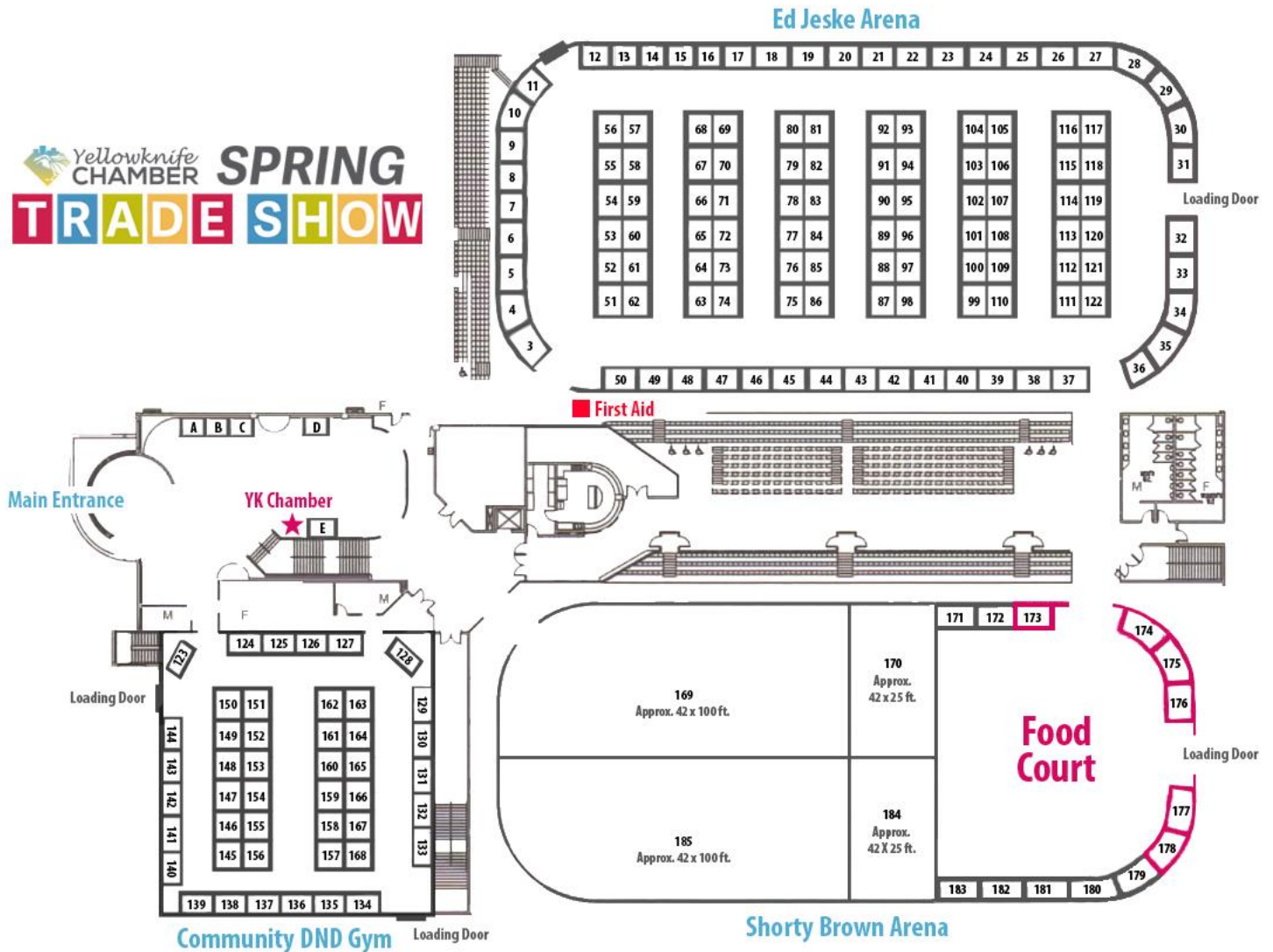
SPRING

TRADE SHOW

Trade Show Hours:

Saturday, May 9th from 10:00am until 5:00pm

Sunday, May 10th from 10:00am until 4:00pm





Yellowknife
CHAMBER

#21, 4802 50th Avenue
Yellowknife, NT X1A 1C4
Phone: (867) 920-4944
ExecutiveDirector@YKChamber.com

YELLOWKNIFE MULTIPLEX ADDRESS:

The Yellowknife Multiplex is located at 41 Kam Lake Road.

EXHIBITOR SET UP AND TEAR DOWN:

Set up: Friday, May 8th, from 10:00am until 8:00pm

Tear Down: Sunday, May 10th at 4:00pm (immediately following the end of the Trade Show). Please note that vendors are not permitted to tear down before 4:00pm.

WHAT COMES WITH EACH BOOTH?

Ed Jeske Arena:

- 8 ft x 10 ft area, draped exhibitor booth with 6 ft table and two chairs. Table linens are not provided, see vendor list below.
- One 600-watt (120 volt) outlet will be provided. This will allow exhibitors to run booth lighting, a cash register or a small appliance in their booth.

Shorty Brown Arena:

- Booths 169 and 185 are approximately 100 ft x 42 ft and come with tables and chairs. Table linens are not provided, and power is limited to wall outlets.
- Booths 170 and 184 are approximately 25 ft x 42 ft and come with tables and chairs. Table linens are not provided, see vendor list below. Power is limited to wall.
- Booths 171, 172, 179, 180, 181, 182 and 183 include an 8 ft x 10 ft, draped exhibitor booth with a 6 ft table and two chairs. Table linens are not provided.
- Each booth comes with one 600-watt (120 volt) outlet. This will allow exhibitors to run booth lighting, a cash register or a small appliance.
- Booths 173 to 178 are reserved for food vendors and include an 8 ft x 10 ft draped exhibitor booth with a 6 ft table and two chairs. Table linens are not provided. When registering, you must provide a full list of your equipment and electrical needs.

Community DND Gym:

- 6 ft x 8 ft area with one 6 ft table and two chairs. These booths are not draped, nor do they come with table linens, please see vendor list below.
- Power is not supplied to booths in the community room and is limited to wall outlets. **Do not run extension cords across walk-ways.**

Premium Lobby Booths:

- Booths A, B, C, D and E are approximately 10 ft x 10 ft and include full draping, a 6 ft. table and two chairs. Table linens are not provided.
- Power is limited to wall outlets.
- These booths are only available to members of the Yellowknife Chamber of Commerce.

LINENS & EVENT RENTALS:

Please note that the Yellowknife Chamber does not provide draw boxes, ballots, tools or table linens. If you are looking for supplies to make an outstanding booth, please contact one of our local members:

Dash Event Rentals

867-446-2653 or

info@dasheventrentals.com

Yellowknife Event Rentals

867-444-4889 or

sales@eventrentalsyellowknife.ca



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ARRIVING FOR SET-UP:

When you arrive for vendor set-up on Friday, May 8th you can head straight to your booth. There is no check-in. Floorplan maps can be obtained in the lobby of the multiplex and your booth will be labelled. Exhibitor badges are free and will be on your table. A limited number of extra exhibitor badges can be obtained from Yellowknife Chamber of Commerce staff.

VENDOR & PUBLIC ADMISSION:

Starting Saturday, May 9th at 10:00am, all exhibitors must show their exhibitor badge to enter the Spring Trade Show. You are responsible for coordinating badge “swaps” and badges will not be accepted for drop off or pick up at the admissions table.

Public admission is \$20/family or \$5/person and kids under 3 are free.

GOING GREEN

We will now have a cardboard dumpster for exhibitor use during the Spring Trade Show. This dumpster will be located through the Ed Jeske Arena loading doors, next to the other dumpsters. We will also have composting services available and encourage all vendors and food vendors to use compostable materials.

FOOD VENDORS:

All exhibitors serving food or drink at their booth are required to complete a Temporary Food Establishment Permit. You can get the permit here:
<https://www.hss.gov.nt.ca/sites/hss/files/resources/food-establishment-permit-application.pdf>

For more information, please contact: environmental_health@gov.nt.ca or 867-767-9066 ext. 49262

The Yellowknife Chamber of Commerce is not responsible for any fines that may be accrued by exhibitors who fail to comply with regulations.

COKE & OLD DUTCH PRODUCTS ONLY:

The Yellowknife Multiplex is a **Coke and Old Dutch Products** facility. Make sure that if you are selling beverages and salty snacks that you are only selling Coke and Old Dutch Products.

- Coke (Coke, Coke Zero, Diet Coke)
- Ginger Ale – Canada Dry
- C+ Orange
- Fresca
- Nestea (Lemon, Green Tea, Zero)
- Minute Maid Juices (Apple, Orange, Cranberry, Lemonade, 5 Alive, Pink Grapefruit)
- Water – Dasani, Evian, Smart Water
- Vitamin Water – Glaceau Brand
- Powerade (Fruit Punch, Mixed Berry, Orange Tangerine)

Yellowknife Beverages is offering a 10% discount if any vendors would like to pick up their beverage products for the Spring Trade Show from their warehouse.

If you have any questions, or to place an order, please call Yellowknife Beverages at 867.669.7662 or email Jim MacNeil at jmacneil@tftp.com.

The Yellowknife Chamber of Commerce will not issue a refund to vendors who are asked to leave the Spring Trade Show for not following this rule.

GARAGE DOOR HEIGHT:

The maximum height of the overhead door is 11 ft 5 in, the width is 9ft 6in. The overhead door is to be operated solely by City of Yellowknife Staff.

STAFF YOUR BOOTH:

Exhibitor booths must always be staffed during the trade show. The Yellowknife Chamber of Commerce is not responsible for any lost or stolen items. We also recommend that you create a product inventory.

EXHIBITOR PARKING & NO OUTDOOR EXHIBITORS:

The parking lot at the Multiplex is open to both exhibitors and trade show visitors. Parking is limited, and we do not permit outdoor exhibitors, no exceptions. Do not park where not permitted, in fire lanes, handicap stalls etc. Please obey all parking attendants we have contracted to assist with the YK Chamber Spring Trade Show.

SHIPPING AND RECEIVING:

Exhibitors are responsible for organizing their own shipping and receiving. No materials may be sent early and stored for you or kept after the show. You must be present at the Yellowknife Multiplex to receive anything you've shipped.

The Yellowknife Chamber of Commerce will not accept any products that are shipped to the Yellowknife Multiplex on your behalf.

For more information on shipping, please contact Wayne Wishloff with Matco Transportation, at 780-484-8800 or wayne.wishloff@matco.ca

WIFI:

Internet will be limited to the services provided by the City of Yellowknife at the Multiplex.

NO HELIUM BALLOONS OR HELIUM TANKS:

The City of Yellowknife does not allow helium balloons or helium tanks inside the Multiplex.

NO POPCORN OR POPCORN MAKING MACHINES:

The City of Yellowknife does not permit popcorn or popcorn making machines inside the Multiplex.

SECURITY:

Northern Security Services will be providing onsite security during the following times:

Friday, May 8th from 10:00 am to 8:00 pm
Saturday, May 9th from 9:00 am to 9:00 pm
Sunday, May 10th from 9:00 am to 4:00 pm

Outside of these hours, the City of Yellowknife will lock down the building.



NORTHERN SECURITY SERVICES
Trust us with your business. We will guard you with ours



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MUSIC:

Exhibitors are **not** permitted to have music at their booth.

Cabin Radio will be streaming in the Shorty Brown and Ed Jeske Arenas. Due to the small space, there will be no music playing in the DND Gym.

DISCOUNTED HOTEL RATES DURING THE SPRING TRADE SHOW:

Several local hotels are providing discounted rates to visitors during the 2020 YK Chamber Spring Trade Show (May 7th – 11th, 2020). All rates are before tax.



Chateau Nova: 4571 – 48th Street, Yellowknife, NT
\$179.00 for a room, if booked before April 14th. The group code for the Spring Trade Show is 6145843.

<https://reservations.travelclick.com/102333?groupID=2803743&hotelID=102333#/guestsandrooms>



Quality Inn & Suites - 5010 49th Street, Yellowknife, NT
\$169.00, Including breakfast. Booking dates are May 7 – 11th. Please book at least 30 days before the arrival date. Use Code: 3985723.
Call 867-873-2601 to book // www.choicehotels.ca

TOLLING:

All northbound commercial vehicles over 4,500 kg crossing the Deh Cho Bridge will be subject to a toll. Compliance will be monitored through on-road patrols and an electronic toll monitoring system, which will include high-resolution cameras for capturing images of all bridge traffic.

Visit: <https://www.inf.gov.nt.ca/en/services/drivers-and-vehicle-services/deh-cho-bridge-tolls> for more information.

BUSINESS PERMITS & LICENSES:

The Yellowknife Chamber of Commerce does not require exhibitors to have a business license or permit to participate in the annual Spring Trade Show. It is the responsibility of all exhibitors to ensure that they are complying with these regulations. The Yellowknife Chamber of Commerce is not liable for any fines that exhibitors may incur if they are not following regulations.

For more information, please contact the City of Yellowknife at businesslicence@yellowknife.ca or 867-920-5601 or complete the Business Application Form Here: <https://bit.ly/30RMDqK>

CANCELLATION POLICY:

No refunds will be issued after March 27th, 2020. If you need to cancel your booth, please call the Yellowknife Chamber of Commerce office at: 867.920.4944 or email Programs@YKChamber.com.

EXHIBITOR SOCIAL:

Sponsored by Polar Tech Recreation



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There will be an Exhibitor Social on Saturday, May 9th from 5:30pm until 8:00pm in the food court area of the Shorty Brown Area at the Multiplex.

This event is **free** to attend! Food, drinks, and alcohol will be provided. **This event is 19+, absolutely no children permitted!**

Come unwind with us and you could win a round-trip ticket for one for travel within NWT or between Yellowknife and Edmonton, sponsored by Canadian North.

If you would like to bring a prize to give away, please bring it with you to the exhibitors social.

PASSPORT PROMOTION:

Our annual Spring Trade Show Passport Draw is a great way to attract additional visitors to your booth and gain extra visibility on our social media pages!

Trade Show attendees must visit all the exhibitors participating in the passport program to collect a stamp. We'll provide you with the passports and stamps. Once a passport is full, it can be entered into our ballot box for a chance to win great prizes!!

We will come to your booth at 3:00pm on Sunday, May 10th so you can select your prize winner. The draw will be live streamed on Facebook.

We are looking for exhibitors who wish to participate in this program and will be accepting exhibitor registration on a first-come, first-served basis. Participation is \$200.00 + GST and you must provide a prize valued at \$100.00.

Please note this draw is separate from any additional giveaways you may choose to do at your booth.

ADVERTISING:

The Spring Trade Show guidebook will be in the hands of everyone before, during and after the trade show. Print copies will be available at various locations in Yellowknife and at the entrance of the Spring Trade Show. This free guidebook will include our passport program, a floor plan map with an exhibitor directory, information on vendors and more!

Advertising in our guidebook is available and will provide exhibitors with an excellent opportunity for maximum exposure! Please see the price grid below and email: Programs@YKChamber.com if you'd like to purchase an advertisement. The deadline for camera ready advertisements is April 15th, 2020.

<p>Premium Directory Listing</p>	<p>Exhibitors and their booth location will be identified in our exhibitor directory and floorplan map.</p>		<p>\$50.00 + GST</p>
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<p>¼ Page Advertisement</p>	<p>Advertisements must be submitted to the YK Chamber by March 29th at 4:00pm. Refunds will not be issued to anyone who fails to submit their advertisement on time.</p>	<p>4" x 4"</p>	<p>\$125.00 + GST</p>
<p>½ Page Advertisement</p>	<p>Advertisements must be submitted to the YK Chamber by March 29th at 4:00pm. Refunds will not be issued to anyone who fails to submit their advertisement on time.</p>	<p>4" x 8.125"</p>	<p>\$250.00 + GST</p>
<p>Full Page Advertisement</p>	<p>Advertisements must be submitted to the YK Chamber by March 29th at 4:00pm. Refunds will not be issued to anyone who fails to submit their advertisement on time.</p>	<p>8" x 8.125"</p>	<p>\$500.00 + GST</p>

