



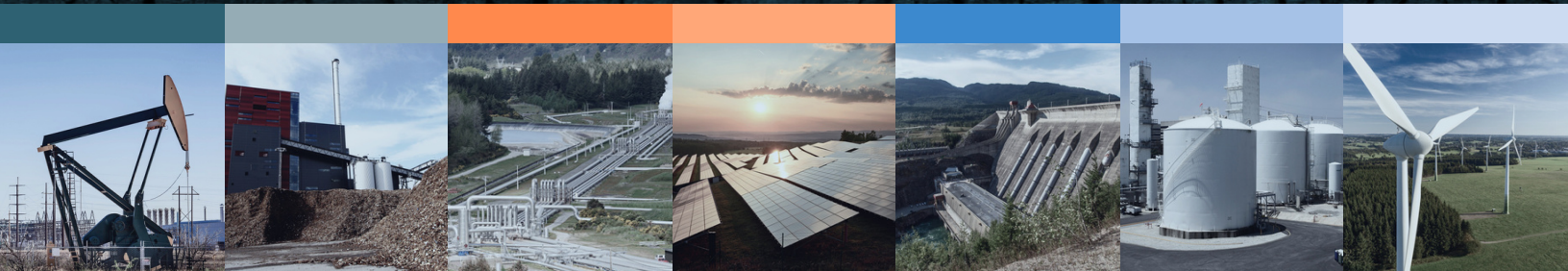
PEACE REGION ENERGY SHOW

Come see us at the Peace Region Energy Show!

EXHIBITOR INFORMATION PACKAGE

MAY 15-16, 2024

Grande Prairie, Alberta





Welcome:

Welcome to all our returning exhibitors and to those companies that are exhibiting for the first time. We appreciate your support and are looking forward to a successful show.

Booth Pricing:

Indoor booth 10'x10' - Mid-row booth \$1350.00

Indoor booth 10'x10' - Corner booth \$1500.00

Outdoor booth 40'x50, 50'x37'-6", 50'x30' - \$1750.00

Show Days and Times:

Wednesday, May 15th - 10:00 am to 7:00 pm

Thursday, May 16th - 10:00 am to 4:00 pm

Show Venue:

Our show will be held at the TARA Centre located at Evergreen Park in the County of Grande Prairie.

PHYSICAL ADDRESS:

Evergreen Park

55051 Township Road 710

County of Grande Prairie

Exhibitor Setup:

Monday, May 13th - 9:00 am to 6:00 pm

Tuesday, May 14th - 8:00am to 6:00 pm

Exhibitor Tear down:

Thursday, May 16th - 4:00 pm to 8:00 pm

Friday, May 17th - 8:00 am to 12:00 pm

***Global Convention Services will provide target freight move-in times on setup days for those booths that require freight to be delivered to their booth**

Show Provider: [click here for rentals and other booth information](#)

Global Convention Services

6030 - 83 Street

Edmonton, Alberta T6E 5B9





Indoor Exhibit Booths Include:

- 8' High Backwall Drape
- 4' High Sidewall Drape
- 100 Sq.Ft. of Booth Carpet
- 1000-Watt Electrical Outlet
- Materials Handling up to 5,000 lbs. a forklift can move

Outdoor Exhibit Booths Include:

- 1-1500 Watt GFI protected outdoor Electrical Outlet
- Materials Handling up to 5,000 lbs.

***Tables and chairs are not included with the booths.**

Exhibitor Breakfasts:

A complimentary exhibitor breakfast will be served on May 15th & 16th between 8:00am and 10:00am in the foyer of the TARA Centre. You will need to show your exhibitor badge for admission.

Exhibitor Rest Area:

There will be a designated quiet room for exhibitors only to use during show hours.

CONEXSYS registration for Exhibitor Badges:

Exhibitor badges are required to gain access to the show and must be worn at all times. Please register your booth staff through the exhibitor portal email that you received when you registered your booth. Contact Janice if you require the link to be resent.

Exhibitor badges are for staff working at your booth and eight (8) badges are included with your booth. If you require more badges, please email Janice Chomik with your request.

If you have company employees attending the show and not working in your booth, they must register as a visitor.

CONEXSYS Lead Retrieval:

The show uses CONEXSYS for our registration system. Every visitor attending the show will have a unique bar-code on their name badge that will be linked to their information (name, company, position, email, and phone number for example). Exhibitors will have the opportunity to rent a bar-code scanner or mobile app function to build a customized database of potential customers they meet during the show. This will enable you as an exhibitor to compile your important contacts in one spot. Click the link below for ordering

<https://order.conexsys.com/signup1Options.php?c=ca&eCode=PRE24W>





Shipments of Freight or packages to Venue:

Direct shipments to Evergreen Park cannot arrive prior to May 6, 2024. Please ensure that the shipment indicates it is for the Peace Region Energy Show and please mark your booth # on the shipment.

Logistics Partner:

Information coming.

Wireless Internet:

Available on site.

Food & Beverage:

For exhibitors wanting to serve food and/or non-alcoholic beverages in their booth, this must be pre-arranged and approved by Evergreen Park. Contact Alana at 780-532-3279 or by email at alana@evergreenpark.ca, a per diem cost will apply.

In addition to Evergreen Park approval, you must obtain a food handling permit from AHS as required.

Alcohol is strictly prohibited in the exhibitor booths; it can only be served and consumed in the designated licensed areas.

Hospitality Lounge & Drink Tickets:

There are 2 hospitality lounges, one indoor and one outdoor, that are open during the show. Exhibitors may pre-purchase logoed drink tickets in increments of 10, at a discounted price, to use during the show. The deadline to purchase the drink tickets is May 1st, 2024

For those exhibitors that have purchased drink tickets please email your logo to janice@gpchamber.com by May 1st, 2024

If you want to order drink tickets, you can update your online registration or contact Janice.

Show Guide:

The show guide is made available to all exhibitors and visitors both in printed and digital formats. The show guide includes:

- Show schedules
- Exhibitor directory
- Complete site map including booth numbers and locations

If you want more information on advertising opportunities, please contact Max.





Security:

24-hour security will be provided starting on Monday, May 13th at 6:00 pm and ending Friday, May 17th at 8:00 am.

Tents for outside booths:

Superior Tent Rentals is our official tent supplier.

If you are supplying your own tent, the following are the outside tent requirements:

Tents Under 10 feet by 10 feet (100 square feet)

- The tent must be anchored as per the manufacturer's specifications
- The fire extinguisher must be in the tent
- Must be registered with the show office at the registration desk – booth number and tent size
- No permit required
- Absolutely no staking of tent into the asphalt
- Utility location map available at registration desk

Tents Over 10 feet by 10 feet (100 square feet)

- The tent must be anchored as per the manufacturer's specifications
- The fire extinguisher must be in the tent.
- Must be registered with the show office at the registration desk – booth number and tent size
- Permit provided by the Show if the tent is registered with the Show office
- An engineering certificate is required for inspection
- A fire rating material sheet is required for inspection
- Absolutely no staking of tents into the asphalt
- Utility location map available at the registration desk

Marketing Materials:

We will provide a custom invite for exhibitors to help promote the show and to share with customers and vendors. Please upload your company logo to your exhibitor profile through the portal link. Should you require the link to be resent email Janice.

Certificate of Insurance:

Exhibitors are required to provide a certificate of insurance prior to the show. Please forward them to janice@gpchamber.com.





Liability Insurance Clause

The User shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances with insurers licensed in Alberta and in forms and amounts acceptable to the Peace Region Energy Show.

General comprehensive liability insurance coverage with a limit of not less than Two Million Dollars (\$2,000,000.00) inclusive per occurrence for bodily injury and property damage including loss of use thereof. Such insurance shall extend to cover the user, its officers, employees, servants, agents, contractors, and volunteers and shall include Grande Prairie & District Chamber of Commerce, Grande Prairie Petroleum Association, Grande Prairie Regional Agricultural and Exhibition Society and the County of Grande Prairie #1 as named insureds including, its officers, employees, servants, agents, contractors and volunteers as additionally named insured with respect to liability arising out of the use or occupation by the user of the property belonging to the Society.

Certificate of Insurance Clause:

If the User already has liability coverage, they shall provide the show management with evidence of all required insurance prior to the event date. Such evidence of insurance shall be in the form of a certificate of insurance. When requested by the Society, the User agrees to provide certified, original copies of required insurance policies.

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Note: These certificates should be issued by the insurer or insurance broker of the user group and must contain the following information:

1. Name of the insurance company and the binder or policy number
2. Name and address of the insured (user group)
3. Policy period (covering at least the period of the facility rental)
4. Description of coverage
5. Policy limits
6. Description of insured operation and location(s)
7. Signature of authorized representative and date





- Neither show management, its officers nor agents will be held responsible or liable for any manner of loss or damage that may occur to property or persons during times of move-in and/or move-out. Exhibitors are responsible for all their materials and should take adequate security measures at all times.
- Exhibitors are entirely responsible for leased space and agree to reimburse for any damage to premises, furnishings, or equipment occurring in the area leased under this agreement providing such damage is due to negligence of the exhibitor, its servants, agent, or others for whom the exhibitor is, in law, responsible.

Show Management:

Tanya Oliver, Show Manager – tanya@gpchamber.com

Janice Chomik, Exhibitor registration & Show office – janice@gpchamber.com

Max Kozlov, Show Guide Ad Sales – max@gpchamber.com

Kim Brown, Sponsorship & Facility Coordination – kim@gpchamber.com

Tom Pura, Communications – tom@gpchamber.com

Kedon Luke, Marketing – kedon@gpchamber.com

Grande Prairie Petroleum Association members, setup and tear down

Thank You To All Our Exhibitors!

The organizers of the Peace Region Energy Show express gratitude for the support in making the largest energy industry trade show in northern Alberta possible. Exhibitors contribute dedicated time, energy, and effort to unite members of the Energy Industry across North America. The goal is to set records for profitable connections, lasting relationships, networking, and idea-sharing within the industry.

