



2023 SHOW DATES & HOURS

Saturday, May 6

10 AM to 6 PM

Sunday, May 7

10 AM to 4 PM

Welcome to the Tri-Expo & MARKETPLACE
Hosted by Greater Parkland Regional Chamber of Commerce
At Heritage Park, Stony Plain

PLEASE READ ALL INFORMATION CAREFULLY

To make your Expo experience as productive and enjoyable as possible, please read the enclosed Exhibitors Information for important instructions, including move-in and access to the show floor before, during and after the Tri-Expo & MARKETPLACE.

NO ACCESS WITHOUT AN EXHIBITOR PASS

To keep your exhibit as secure as possible, **Exhibitor Passes must be worn at all times** on the show floor, including during set up and tear down. Passes are included in your Exhibitor Package which will be available for pick up at the load in doors during move-in times. During show times, **no one** will be admitted without an Exhibitor's Pass or payment of the \$5 vehicle admission, including someone delivering your lunch or staff arriving for their shift at your booth.

BOOTH DRAWS

You are responsible for notifying winners of your own booth draws and delivery of prizes. Exhibitors participating in the Stamp Around the Expo program will have a Chamber representative come to their booth on Sunday around 3:00 PM to draw a name from the completed stamp around submissions.

PARKING

Exhibitor parking during show hours is located at the East side parking lot in the gravel area to allow customers to have priority access to the Expo. We encourage Exhibitors to carpool when possible. Stony Plain Public Transportation does have a bus stop location on site should you wish to consider public transportation.

THANK YOU FOR YOUR COOPERATION.

QUESTIONS/CONCERNS

We want to ensure your Expo experience goes as smoothly as possible. Greater Parkland Regional Chamber of Commerce personnel will be on-site throughout the entire show. If you need to contact us during the show, please make a record in the scribbler at the main lobby entrance. Include your name, company, booth number, time and a brief comment or question that will assist us in meeting your needs. A representative will visit your booth at our earliest opportunity.

SHOW HOURS & LOCATION

SHOW TIMES

Saturday, May 6 10:00 AM to 6:00 PM
Sunday, May 7 10:00 AM to 4:00 PM

SHOW LOCATION

Heritage Park, 5100 – 41 Avenue, Stony Plain, Alberta.

EXHIBITOR MOVE IN

MOVE IN TIMES

Thursday, May 4 3:00 PM to 5:00 PM for large items only (tractors, cars, and other heavy equipment). Gasoline tanks on motor vehicles or other gasoline fueled equipment shall not be more than 1/8 full (to a maximum of 10 L) and complete with a locking gas cap or taped shut. **Advanced notice is required** for any move in on Thursday, May 4. You must advise the Chamber if you require access for set up of large items on this day.

Friday, May 5 10:00 AM to 9:00 PM (All Exhibitors)

****There will be NO EXCEPTIONS to move in times****

Spruce Grove Hall Exhibitors (Job Fair and Crafters) Access through North loading bay doors

Pavilion Exhibitors (Expo Exhibitors) Access through South-West side of the facility

Questions?

If you have any questions or concerns about set-up or items allowed into your booth, please call the Greater Parkland Regional Chamber of Commerce at (780) 963-4545

To alleviate congestion of the loading door entrance, please unload your exhibit materials quickly and park your vehicle in the northeast corner. Dollies will be available to help you move in, however they must remain in the building. Dollies are **PROHIBITED** from leaving the building into the parking lot. Unattended vehicles left at the loading door area or parked in facility staff parking along the West side may be towed.

All booths must be staffed by 9:45 AM on Saturday, May 6 and Sunday, May 7.

Show Company dollies & carts are provided during set up and take down times only. You may bring your own dolly for your own use as the number of dollies is limited. **No Forklift available.** You must make your own arrangement to haul in heavy items. All Booths must be dismantled and taken out immediately following the show on Sunday. There is **NO provision** to leave & pick up on Monday. **NO EXCEPTIONS!**

MOVE-OUT TIMES

Sunday, May 7 4:30 PM to 9:00 PM. There will be no access to the building after 10:00 PM on Sunday.

The show company will lift the aisle carpeting before you are allowed to move out. All booths must be dismantled and taken out immediately following the show on Sunday. All items must be removed on Sunday. There will be **NO provisions** to leave items to be picked up on Monday.

BOOTH RENTAL INCLUDES

8' x 10' or 10' x 10' Booths:

- 8' high backwall drape with 4' high sidewall drape
- 1 – 8' Decorated Table
- 2 – Folding chairs
- 1 – 750-Watt Electrical Outlet
- 1 – Floodlight stand with 2-floodlight bulbs

Job Fair Tables and Crafter Tables:

- 1 - 6' Decorated Table
- 2 – Folding chairs

Exhibit Rates **DO NOT** Include: Forklift service, carpets, signage, specialty items, etc. Contact Global Convention Services directly for forklift services.

Multiple Booths receive the same as a single booth (listed above) except only one 8' decorated table, 2 folding chairs, and one electrical outlet. For additional supplies, please contact Global Convention Services directly.

Show company Global Convention Services is the contracted Expo service provider for this event. They will be on-site to oversee the display and electrical requirements of the Expo and Exhibitors. If you require additional items such as tables, chairs, electrical power, carpeting, or display items, they can supply these for you. If you pre-book any requests or changes for your booth there will be a pre-show discount. Any requests on-site will be accommodated at an increased rate.

EXHIBITORS' SHOW ENTRANCE

All Exhibitors must wear **Exhibitor Passes** to be admitted during move-in and show times. Please indicate on the contract how many passes you require for the entire show. We ask that if you require more than six (6) passes to contact our office.

Booth Costs

Spruce Grove Hall: Vinyl Floor Covering (weight restrictions and no sharp objects).

Pavilion: Heavy Duty Concrete Floor – Weight distribution restrictions apply.

Booth Size: Booth sizes are approximated and may fluctuate; therefore, the Chamber cannot guarantee exact sizes.

Booth Type	GST NOT INCLUDED	
	Member	Non-Member
8' x 10' Booth	\$575.00	\$775.00
8' x 10' Corner Booth	\$660.00	\$860.00
10' x 10' Booth	\$640.00	\$840.00
10' x 10' Corner Booth	\$725.00	\$925.00
Job Fair Table	\$100.00	\$200.00
Crafter Table	\$175.00 + GST (40 tables only)	
Not-For-Profit Table	\$175.00 + GST (6 tables only)	
Food Vendor	\$300.00 +GST	

Not-For-Profit/Charity Tables: Six (6) 6' table spaces available and will be assigned by the Chamber.

Crafter Table: Forty (40) 6' table spaces available for local crafters/producers/etc. and to be assigned by the Chamber. Please see *Crafter Table Opportunity* on Page 5 for more details.

Sharing of Booths: For Single Booths ONLY and requires advance permission, in writing, from Show Management.

Job Fair Table: Forty (40) 6' table spaces available and to be assigned by the Chamber. The allocation of these tables is for promotion of career opportunities and placement, and not for the purpose of selling products. If you wish to sell products and also alert to the fact that you are hiring, this can be accommodated in the Pavilion.

Multiple Booth Discount: After the first booth rental, each additional booth receives a discount of \$60.00. **Multiple Booth Receives:** 8' backwall drape, 4' sidewall drape, 1 electrical outlet, 2 floodlights, 1 - 8' decorated table & 2 folding chairs. If you require additional tables, please order from the contracted show company Global Convention Services.

Terms of Payment

Booth Rates:

- For **returning** Exhibitors, a \$300.00 deposit is required with a completed Contract and Terms and Conditions in order to reserve your booth. For **new** Exhibitors, a minimum of 50% of the booth rental must accompany a completed Contract and Terms and Conditions in order to reserve your booth.
- If full payment is not received by **April 14, 2023**, the contract will be cancelled with any refund in accordance with the cancellation policy of this contract.

Member Rate:

- To qualify for Member Rates, Exhibitors must be a member in good standing with the Greater Parkland Regional Chamber of Commerce. This means that 2023 membership fees must be paid with booth deposits.

All Exhibitors:

- Receipts will only be emailed. If you require a paper receipt, please let us know at time of purchase.
- No Exhibitor will be permitted space until the rental of the space is paid in full and the Contract/Application signed.
- Payment may be made by cheque, MasterCard, Visa, EFT, or Debit (in office) only.

On **Friday, January 13, 2023**, registration will open to everyone. Relocation/expansion requests are considered in priority sequence-based receipt of the completed Contract/Application form and payment (subject to availability). Priority is given to returning exhibitors, however specific booth placement is not guaranteed.

Returning Exhibitors from 2022

A new Contract/Application and Terms and Conditions must be completed, signed, and submitted along with booth selections. Please review these documents as some information has changed.

A deposit of \$300.00 **MUST** accompany your completed Contract/Application and the signed Terms and Conditions at the time of booking a booth. The remaining payment must be received by **Friday, April 14, 2023**.

Returning exhibitors from 2022 will be given priority for booth assignments. To be eligible for priority of the booth assignment, you must complete your Contract/Application and make your \$300.00 deposit payment by **Tuesday, January 31, 2023**. While we will try to accommodate everyone as best as possible, **specific booth placement is not guaranteed**. Booth assignments will take place after Monday, February 27, 2023. Specific booth placement is not guaranteed. Booth assignment will be based on availability.

To qualify for Member Rates, Exhibitors must be a member in good standing with the Greater Parkland Regional Chamber of Commerce. This means that 2023 Chamber of Commerce membership fees must be paid with the submission of deposit, completed Contract/Application, and Terms and Conditions. See above **Terms of Payment** for additional information.

2023 New Exhibitors

Booth assignments will take place after Monday, February 27, 2023. Specific booth placement is not guaranteed. Booth assignment will be based on availability.

A minimum of **50% of the booth rental MUST** accompany your Contract/Application and signed Terms and Conditions at the time of booking a booth. The remaining payment must be received by **Friday, April 14, 2023**.

To qualify for Member Rates, Exhibitors must be a member in good standing with the Greater Parkland Regional Chamber of Commerce. This means that 2023 Chamber of Commerce membership fees must be paid with the submission of deposit, completed Contract/Application, and Terms and Conditions.

See above **Terms of Payment** for additional information.

Not for Profit Group Opportunity

Not-For-Profit/Charity Groups will be accepted on a 1st Come – 1st Served Basis ONLY. The **FIRST** six (6) organizations (subject to Show Management) that qualify for not-for-profit reduced rates will be allocated one 6' Table and two chairs in The Link area. Table location will be assigned at a later date by the Greater Parkland Regional Chamber of Commerce. Full payment is required at the time of booking.

Crafter Table Opportunity

Vendors will be accepted on a 1st Come – 1st Served Basis ONLY. The first forty (40) vendors (subject to Show Management) that qualify for this rental space will be allocated one 6' table in Spruce Grove Hall. Table location will be assigned in order of applications received. Full payment is required at the time of booking.

80/20 Rule: 80% of the vendor's product must be Canada products which they, a family member, a staff member or a member of a producer-owned cooperative, or their staff have made, baked or grown. Vendors are to be honest about the origin of their products.

Home-Canned Foods: Vendors must adhere to AHS requirements. Vendors may only sell home-canned jams, jellies, and pickles. Canned products must be sealed using new, approved lids. Freezer jams are to be kept frozen.

Food Packaging and Display: All food, except whole fruits and vegetables, must be pre-packaged before coming to the Tri-Expo & MARKETPLACE. Bagged fresh bread and baking bags must be taped closed before being put on display. High-risk food cannot be sold in sealer jars as customers may believe the food can be canned and store the item incorrectly. Food-grade plastic bags and wrap, paper bags, and other disposable containers must be clean and not previously used.

High-Risk Foods: AHS requirements ensure high-risk foods are safe for customers. Vendors selling high-risk foods should review food preparation procedures with AHS before selling the food. All high-risk food must be stored, displayed, and transported at a temperature of 7°C or colder. All frozen food must remain frozen while being stored, displayed, packaged, and transported. Vendors cannot sell any raw meat unless it is stamped, tagged, labelled, or otherwise confirmed as inspected (ie. provide inspection certificate). Vendors cannot sell milk or milk products unless they are from an approved source (ie. licensed dairy manufacturing plant). Unpasteurized milk/milk products cannot be sold. Vendors may sell whole, raw, uninspected shell poultry eggs from their farm. The eggs must be clean, free of cracks, and maintained at a temperature not exceeding 7°C.

Best Booth Contest

There are two best-booth categories: **Wow Factor** and **Guest Experience**. Judging criteria for Wow Factor will be based on overall appearance of booth space, promotion of product, and effective branding. Judging criteria for **Guest Experience** will be based on interaction with customers, unique booth experience, and personal connections. The prize for each category is a \$320.00 discount towards next year's booth rental (equivalent to ½ price of a 10' x10' booth rental).

Stamp Around the Expo

The popular **Stamp Around the Expo** program is back for 2023 with a total of **15 spaces available!** The Stamp Around program is a great way to drive traffic and focus to your booth!

The visitors will be given a bingo-style card upon entering the Expo with the names of participating exhibitors. We will provide the stamps for the participating Exhibitors. The cost to participate is \$100 +GST, and participating Exhibitors must also provide a prize valued at \$100 or more. Around 3:00 PM on Sunday, May 7, a Chamber employee will come to your booth to draw a name from the completed booklets to choose your winner.

In order to maximize your exposure, we are providing you the opportunity to connect with the prize winner, celebrate their winnings, and potentially build on future business relationships.

Cancellation Policy

All cancellations must be in writing and delivered personally or by registered mail to the Chamber at 4815 - 44 Avenue, Stony Plain, Alberta T7Z 1V5. All cancellations are subject to an administrative fee. For cancellations received on or before **Friday, April 14, 2023**, Exhibitors will be entitled to a refund of booth rental fee, less 30%. For cancellations received after **Friday, April 14, 2023**, Exhibitors will not be entitled to a refund.

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

The Chamber will not be responsible for any loss or damage suffered by the Exhibitor as a result of any cancellation. By completing the Tri-Expo Contract/Application, the Exhibitor releases any claims they may have against the 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 expo in its entirety.

Rules and Regulations

PASSES: Indicate on the contract how many passes are required for your booth. Passes will be distributed to Exhibitors during move-in times. **Exhibitor Passes must be worn for admittance during move in times and regular show hours. NO EXCEPTIONS.** This rule is for the security of our Exhibitor's property. We do ask that if you require more than 6 badges to contact our office.

SHARING OF BOOTHS: Requires permission in writing prior to booking from Show Management. Sharing of booth space will only be considered on single booths.

RULES OF THE FACILITY (Heritage Park)

- No open flames (no candles).
- No tape permitted (on floors, walls, etc.).
- No glitter or confetti.

- No smoking in the facility. Smoking is prohibited within 15' of any doorway, entrance or exit of the Heritage Park venue.
- Helium balloons are allowed for display purposes ONLY (No Helium tanks allowed). Only air-filled balloons may be given away at your booth.
- No straw or hay for display, with exception of petting zoos which require written permission.
- No heaters in booth.
- To protect the facility flooring, it is strongly recommended that you provide your own protective flooring for your booth. **WEIGHT RESTRICTIONS AND NO SHARP OBJECTS.**
- No storage outside of the facility. No storage within the facility outside of one's leased booth space.
- All booths must be dismantled immediately following the show on Sunday. **No provisions to leave items to be picked up on Monday.**
- Soliciting of business or selling is only permitted inside the Exhibitor's leased space.

SHOW MANAGEMENT: Reserves the right to relocate booth space due to circumstance beyond their control.

GOVERNMENT REGULATIONS: We are subject to inspection by the Health Board and the Fire Department. It is your responsibility as an Exhibitor to ensure you pass these guidelines. All Exhibitors must abide by local by-laws, health, and fire regulations. **All tents MUST be fire retardant and must be accompanied by paperwork (label/manual) as proof.** This is a regulation of the Fire Department; no exceptions can be made.

ANIMALS: With the exception of service animals, animals are not permitted in Heritage Park. Exception may be considered but must be approved by Show Management and TOSP Recreation Coordinator. A written letter requesting permission to have an animal in the booth must be made to Show management. Having an animal in the booth must relate to the nature of the business (e.g. Pet Store). These are subject to ruling of Alberta Health Services regulations.

FOOD SAMPLES OR PRODUCT SALES: Only permitted if the sample or product relates to your business operations. Food samples must be approved by the Greater Parkland Regional Chamber of Commerce prior to the show. These are also subject to rulings of Alberta Health Services. Sorry, no popcorn is allowed in the show other than from a popcorn company for sample purposes only.

DISPLAY SIGNS: All signs must be kept within the confines of the booth.

GOOD NEIGHBOUR POLICY: Any items in your display or booth must not obstruct the first 3 feet from the aisle on either side of your booth, nor may any item or article in your booth be taller than 8 feet. Any carpeting or flooring must remain inside the perimeter of your booth. The purpose of this policy is to allow the public to see past a booth to the next booth as they approach. Each booth will be checked for compliance with this policy prior to the show opening. Should you have a display that cannot comply with this policy, please contact Greater Parkland Regional Chamber of Commerce: (780) 963-4545 prior to submitting your Contract/Application.

LITERATURE: Exhibitors are free to distribute literature **ONLY** at their respective booth(s) and nowhere else.

CLEAN-UP: The Exhibitor will always be responsible for the continued cleaning and removal of garbage or other refuse from their booth including move-in and move-out.

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 Show Management. The policy of insurance shall name the Show Management 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 Management, the Exhibitor shall provide the Show Management with a copy of such policy.

WAIVER OF LIABILITY AND INDEMNITY: Show Management shall NOT be liable for any damages or losses whether direct, indirect, general, special, consequential or otherwise to the Exhibitor, its goods, materials, agents, employees, or visitors to its Exhibit no matter how caused. The Show Management will provide security, but the furnishing of this service is in NO case to be understood or interpreted by the Exhibitor as guaranteeing them against loss or theft. **YOU MUST INSURE YOUR OWN GOODS AND LIABILITY.**

The Exhibitor shall NOT make any claim or take legal action, whatsoever, against the Show Management, the Facility where the Show is held. The Show Management will NOT be held liable for any loss, damage, or injury, howsoever, caused to The Exhibitor, Employees or Agents of the property. The Exhibitor agrees to assure and hold harmless, the Show Management, Show Facilities and Employees against all claims, costs and charges of any kind resulting from occupancy of the exhibit space or its environment, for any personal injury, death, property damages or any other damages sustained by the Exhibitor, employees, or visitors to the Show.

RESPONSIBILITY FOR DAMAGES: The Exhibitor accepts responsibility for any damages to either facilities and/or equipment resulting from actions of the customer. In such cases where damage has occurred the Exhibitor agrees to pay for the replacement and/or repair costs of the facility/equipment. This acknowledgement includes any extraordinary cleaning that maybe required resulting from the customer's use of the facility. (i.e. food residue, water damage, etc.).

SHOW CANCELLATION: It is understood and agreed by the Exhibitor that Show Management may cancel said show and may cancel this contract if, in the opinion of Show Management, such show would be impractical and/or inadvisable. In the event the building should be destroyed by fire or the elements or if any circumstances whatsoever should occur which might make it impossible for SHOW MANAGEMENT to permit Exhibitors to occupy the premises or if the show be cancelled, the Exhibitor shall pay for space only for the period the space was or could have been occupied by such Exhibitor, and the SHOW MANAGEMENT will be in no way responsible for any claim or damage, which might arise in consequence thereof. A refund of all monies received from the Exhibitor will be made by SHOW MANAGEMENT in the event of this show not being held as proposed, and the SHOW MANAGEMENT shall be released from any and all claims for damages or otherwise.

TEAR DOWN: Global Convention Services will lift the aisle carpeting before you are allowed to move out. After carpets are lifted, dollies and carts will be available for you to remove your merchandise. Dollies are **PROHIBITED** from leaving the building into the parking lot. All booths must be dismantled and taken out immediately following the show on Sunday. There is NO provision to leave and pick up on Monday.

HERITAGE PARK EMERGENCY PROCEDURES: In the case of an emergency, Heritage Park staff will follow their emergency response procedures to ensure all Exhibitors and patrons are removed from the facility in a safe manner. The emergency exits will be marked and are located throughout the facility. Please familiarize yourself with these exits prior to the start of the show. The muster point is in the North-West parking lot indicated with "Emergency Assembly Area".

NO RESALE: Exhibitors shall not resell any booths, in whole or in part.

RULES AND REGULATIONS: The rules and regulations listed above have been established to promote a successful marketing experience for all Exhibitors and we request your compliance.

Thank you and have a great show!

Additional Information

BOOTH RENTAL INCLUDES

- 8' x 10' or 10' x 10' Booths:
- 8' high backwall drape with 4' high sidewall drape
 - 1 – 8' Decorated Table
 - 2 – Folding chairs
 - 1 – 750-Watt Electrical Outlet
 - 1 – Floodlight stand with 2-floodlight bulbs

JOB FAIR / CRAFTER TABLES INCLUDE

- 1 - 6' Decorated Table
- 2 – Folding chairs

NOTE FOR BOOTH EXHIBITORS: Your booth comes with an 8' decorated table. If you wish to change your table size, please fill out the Global Convention Services form and return to their office.

Exhibitor Passes: Please indicate on the contract how many Exhibitor passes you require. We ask that if you require more than 6 passes to contact our office. Exhibitor Passes **Must Be Worn** for admittance during move in times and regular show hours. **NO EXCEPTIONS.**

Booth Décor and Additional Power: Booth décor such as carpet, displays, furnishings, foliage, etc. and additional power can be ordered through Global Convention Services. Rental fees apply. Visit www.globalconvention.ca.

Global Convention Services has provided a catalogue of products you can order for the Tri-Expo & MARKETPLACE. The Chamber will inform all Exhibitors when the online application portal opens and provide login credentials. All orders must be paid in full before delivery of equipment and services. Payment can be made by Visa or Mastercard.

Internet Service: Internet service is through the general Wi-Fi at Heritage Park. It is recommended that Exhibitors bring an additional source of internet if internet services are required for a POS machine or products.

Liquor Samples: Exhibitors who have successfully applied for their Class D Extension through AGLC and has their approved paperwork submitted to Show Management will be inspected by AHS prior to the show opening.

Contact Information:

Greater Parkland Regional Chamber of Commerce

4815 – 44 Avenue, Stony Plain, Alberta T7Z 1V5

Phone: (780) 963-4545 Fax: (780) 963-4542

Email: info@gprchamber.ca

TRI-EXPO 2023 CONTRACT/APPLICATION

Hosted by: Greater Parkland Regional Chamber of Commerce

Assigned Booth #

BETWEEN THE GREATER PARKLAND REGIONAL CHAMBER OF COMMERCE ("the Chamber") and

Business Name: _____

Contact Person: _____

Mailing Address: _____

Municipality: _____ Prov. _____ Postal Code: _____

Phone: _____ Cell/Alternate #: _____

Email: _____ # Exhibitor Passes Needed: _____

Briefly describe your products/services: _____

Office Use Only

MasterCard Visa Debit Cheque Cheque # _____
Cheque made payable to Greater Parkland Regional Chamber of Commerce

Card Number _____ Expiry _____ CVS Code _____
 Cardholder Name _____
 Cardholder Signature _____

Use of Assigned Space - The Chamber shall allow the Exhibitor to use the space described below ("the Assigned Space") for the period specified, subject to the conditions contained on the reverse of this Agreement. The Assigned Space is that space determined by the Chamber and identified on the location map attached to this agreement. The Exhibitor acknowledges that the Chamber has the discretion to re-assign space to the Exhibitor. Upon receipt of the Deposit, the Exhibitor shall be entitled to indicate a preference of booth location.

Please check below beside the Exhibitor Booth you wish to purchase:

Booth Type	GST NOT INCLUDED		GST NOT INCLUDED	
	Member		Non-Member	
8' x 10'		\$575.00		\$775.00
8' x 10' Corner Booth		\$660.00		\$860.00
10' x 10'		\$640.00		\$840.00
10' x 10' Corner Booth		\$725.00		\$925.00
Job Fair Table		\$100.00		\$200.00
Crafter Table		\$175.00 + GST (40 tables only)		
Not-For-Profit Table		\$175.00 + GST (6 tables only)		
Food Vendor		\$300.00 + GST		

Requested Booth
Size:

1st Booth Choice

2nd Booth Choice

3rd Booth Choice

The Exhibitor Agrees to pay the following:

Rental of Assigned Space, according to enclosed cost schedule	\$
Stamp Around Program (optional for \$100)	\$
Less applicable discounts (i.e. multiple booth)	\$
Subtotal	\$
<i>Greater Parkland Regional Chamber of Commerce</i> GST Number - # R108034141 GST 5%	\$

TOTAL \$ _____

Exhibitors displaying Exhibitor passes shall be entitled to use of the Assigned Space at the 2023 Tri-Expo & MARKETPLACE from 10:00 AM on May 6, to 4:00 PM on May 7, 2023, and to reasonable access of the Assigned Space before and after this period for assembly and removal of exhibits. Booths must be dismantled immediately following show closing on Sunday. There is **NO** provision to leave product and pick up on Monday.

No Exhibitor will be offered exclusivity regarding product or service. The Chamber also reserves the right to limit the number of similar products and/or services. The Exhibitor acknowledges that he has read the Terms and Conditions on the reverse of this Contract/Agreement and agrees to be bound by them.

CONDITIONS OF CONTRACT: The Exhibitor agrees to abide by all rules and regulations adopted by the Tri-Expo & MARKETPLACE as per Exhibitor Package.

PLEASE PRINT YOUR COMPANY NAME AND PHONE NUMBER AS YOU WOULD LIKE IT TO APPEAR IN ANY SHOW ADVERTISING.

Business Name: _____

Business Phone Number: _____

Please read and sign the 'TERMS AND CONDITIONS' below (signature is required).

TERMS AND CONDITIONS

All booth Rental Agreements require a \$300.00 deposit for returning Exhibitors or 50% booth fees for new Exhibitors, and full payment must be received by **Friday, April 14, 2023**. The Chamber reserves the right to re-rent booths for which full payment has not been received by **April 14, 2023**.

All cancellations must be in writing and delivered personally or by registered mail to the Chamber at 4815 - 44 Avenue, Stony Plain, Alberta T7Z 1V5. All cancellations are subject to an administrative fee. For cancellations received on or before **Friday, April 14, 2023**, Exhibitors will be entitled to a refund of booth rental fee, less 30%. For cancellations received after **April 14, 2023**, Exhibitors will not be entitled to a refund. In the event of cancellation of the Expo in its entirety, the Exhibitor will be entitled to a refund of the booth rental fee in full.

The Chamber will not be responsible for any loss or damage suffered by the Exhibitor as a result of any cancellation. By completing the Tri-Expo Contract/Application, the Exhibitor releases any claims they may have against the 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 Expo in its entirety.

1. Any additional electrical outlets or electrical wiring supplies or services other than what is specified in the 2023 Tri-Expo & MARKETPLACE Information Summary shall be the Exhibitor's expense and arrangement made only with the contracted show company Global Convention Services.
2. The Exhibitor agrees to abide by all the rules and regulations adopted by the Chamber regarding 2023 Tri-Expo & MARKETPLACE.
3. The Exhibitor's property shall be placed on display and exhibited at the Exhibitor's sole risk and the Chamber assumes no responsibility for any loss or damage thereto.
4. **Liability** - The Exhibitor shall indemnify and save harmless the 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 Heritage Park, 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 2023 Tri-Expo & MARKETPLACE.
5. **Responsibility for Damages** - The Exhibitor accepts responsibility for any damages to either facilities and/or equipment resulting from actions of the Exhibitor. In such cases where damage has occurred the Exhibitor agrees to pay for the replacement and/or repair costs of the facility/equipment. This acknowledgement includes any extraordinary cleaning that maybe required resulting from the Exhibitor's use of the facility.
6. The Chamber reserves the right to reject or prohibit exhibits or Exhibitors that the Chamber considers objectionable and to relocate exhibits or Exhibitors due to extenuating circumstances beyond their control or when in the Chamber's judgment such moves are necessary to maintain the character of good order of 2023 Tri-Expo & MARKETPLACE.
7. Under no circumstances shall any portion of your physical exhibit be removed from the licensed space during the continuance of the Show. **Exhibits must REMAIN INTACT UNTIL 4:00 PM SUNDAY, MAY 7, 2023 or the Exhibitor will not be eligible to participate in future Tri-Expo's.** After carpets are lifted, dollies will be available. Dollies are **PROHIBITED** from leaving the building into the parking lot. All booths must be dismantled

and taken out immediately following the show on Sunday. Exhibitors located in Spruce Grove Hall must exit via the North bay loading doors and Exhibitors located in Pavilion must exit via the South-West side of the facility.

8. The Exhibitor will not do anything directly or indirectly connected with the Exhibitor's display that may be a violation of any law, bylaw, ordinance or regulation of any government body. Food and concession spaces require local health board and fire department permits and must conform to all applicable regulations. **All intended food samples or products must be approved by the Greater Parkland Regional Chamber of Commerce and Alberta Health Services prior to the show. All tents MUST be fire retardant and must be accompanied by paperwork/label as proof.**
9. 800 Watt (maximum) electrical outlet is included in rental. Additional power will be charged at cost plus (to be arranged prior to show with the display company). All power costs are to be paid for prior to show opening.
10. All space (booths) must be staffed during 2023 Tri-Expo & MARKETPLACE.
11. The Exhibitor agrees that specially built backwalls and the first four feet of the sidewalls (from the backwalls) may not exceed an overall height of eight feet and that the remainder of the sidewalls may not exceed an overall height of four feet. **No exceptions** will be made except for the large booths.
12. **Food Samples or Sales:** Only permitted if the sample or food product for sale relates to your business operations. *All intended food samples or products must be approved by the Greater Parkland Regional Chamber of Commerce and Alberta Health Services prior to the show.* No Popcorn is allowed in the show other than from a popcorn company.

THESE TERMS AND CONDITIONS FORM PART OF THE BOOTH RENTAL AGREEMENT.

I / WE HAVE READ, UNDERSTAND, AND AGREE TO THESE TERMS AND CONDITIONS

Name of Business: _____

Exhibitor Authorized Signature: _____

Company Position: _____ Date: _____