



2018 Northwest Trade Expo

May 4 & 5, 2018

MAY 4 & 5, 2018

Set up: May 3 Thursday 3:00 pm - 9:00 pm
Set up: May 4 Friday 9:00 am - 1:00 pm
Show Time: May 4 Friday 3:00 pm - 9:00 pm
Show Time: May 5 Saturday 10:00 am - 6:00 pm

PLEASE DO NOT TEAR DOWN ANY SOONER
THAN 6:00 pm on Saturday May 5

BOOTH RENTAL RATES

(5% GST EXTRA)

Indoor Booth \$ 499.00
Outdoor Booth \$ 499.00
1/2 Outdoor Booth \$ 250.00
Home-Based Business Section \$ 250.00
(For particulars on Home-Based Business Section see page 3)

\$50.00 Discount Available for SMITHERS Chamber Members

A **non-refundable \$100.00** deposit is required upon registration.

Cheques should be made payable to: Smithers District Chamber of Commerce

PO Box 2379, Smithers, BC, V0J 2N0.

Phone 250-847-5072 Fax 250-847-3337 Email: info@SmithersChamber.com

EARLY BIRD DISCOUNT

If payment, in full, is received by March 16, 2018 receive an additional \$50.00 off booth prices.

(Discount does not apply to Home-Based Business Section)

SPACE APPLICATION/CONTRACT

PLEASE PRINT CLEARLY

Company Name: _____

Contact Name: _____

Product or Service: _____

Mailing Address: _____ City: _____ Prov: _____

Postal Code: _____ Telephone: _____ Fax: _____

Email Address: _____

Booth Requested: 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Cost of Booth: _____

Less applicable Discounts: _____

Subtotal _____

Plus GST @ 5%: _____ (GST #: R107985814)

Less any previous deposit\payment made: (_____)

Total Amount Enclosed: _____ (Full payment must be received by April 20, 2018)

If requesting more than one booth call the Chamber for an additional discount amount.

IMPORTANT - PLEASE READ THE RULES AND REGULATIONS ON THE REVERSE SIDE OF THIS FORM AND SIGN WHERE INDICATED.

Proper Insurance paperwork must be submitted with this space application.

NORTHWEST TRADE EXPO EXHIBITING RULES & REGULATIONS

1. **“SHOW MANAGEMENT”** as used refers to the Smithers District Chamber of Commerce & organizing partners and its employees and agents.
2. **CONTRACT FOR SPACE RENTAL** – This request for space, the notice of acceptance and space assignment by the Smithers District Chamber of Commerce, shall form a valid contract. If they do not receive payment within the prescribed time limit, the contract is considered void and they will reassign the space to another applicant. They will make no refund for space that is not used during any portion of the Show hours. Should space remain unoccupied two hours before the opening of the show, Show Management may rent it for other purposes without obligation of a refund.
3. **ALLOTMENT OF SPACE** – The allotment of space will be at the discretion of Show Management. In all cases the Show Management reserves the right to reject or accept conditional applications at any time.
4. **USE OF SPACE** – The space contracted for is to be used solely for the Exhibitor whose name appears on the application/contract and only for those products as listed on the application/contract. The Exhibitor agrees the allotted space shall not be assigned, shared, subleased in whole or in part except by WRITTEN approval of Show Management.
5. **BOOTH SET UP TIMES** - Thursday, May 3, 2018 from 3:00 p.m. to 9:00 p.m. and Friday, May 4, 2018 from 9:00 a.m. to 1:00 p.m. Exhibitors must agree to have their booth ready for 1 p.m. Friday, May 4, 2018. *This will give Show Services time to complete set up and vacuum any debris.*

Exhibitors must agree that show tear down will not start before closing at 6:00 p.m.

Saturday, May 5, 2018.

6. **PAYMENT SCHEDULE & SPACE CANCELLATION** – Upon acceptance of the application/contract by Show Management, it shall be a legal and binding contract between the Exhibitor and the Smithers District Chamber of Commerce, providing that either party may cancel this contract on condition the WRITTEN NOTICE of such cancellation is received by the remaining party on or before the schedule herein outlined. One hundred percent (100%) of the total exhibit space rental fee must be paid by April 20, 2018.

PAYMENT AND REFUND POLICY – A non-refundable \$100.00 deposit is required to accompany this registration. Smithers District Chamber members receive \$50.00 discount.

If full payment is received by March 16, 2018 receive a \$50.00 early-bird discount

- discount does not apply to the Home-Based Business section.

Full payment is required by April 20, 2018. 50 % refund if cancelled prior to April 20, 2018

NO REFUND IF CANCELLED AFTER APRIL 20, 2018

Charges will apply uniformly and will apply whether or not the space can be resold.

7. **STAFFING OF EXHIBITS** – Exhibits will be manned by agents of the Exhibitor during all times when the Show is officially open. Frequent or flagrant violations of this regulation can result in the Exhibitor being barred from participation in future shows. The Show Management will attempt to have volunteers to staff booth periodically to relief Exhibitors.
8. **DAMAGE & LIABILITY** – The Exhibitor is responsible for all damages caused by them to the Exhibit Facility, Show Property or Display Equipment. The Exhibitor is responsible for all damage caused whatsoever and shall become financially responsible to the Exhibit Facility, Show Management or Display Company. Show Management assumes no liability for loss or damage through any cause of goods, exhibits or other materials owned, rented or leased by the exhibitor. The Exhibitor shall indemnify the Facility Management, Show Management and/or the Display Company against, and hold them harmless from, any complaints, suits or liabilities resulting from negligence of the Exhibitor in connection with the Exhibitors use of display space.
➤ **Please be aware that each exhibitor is responsible for obtaining insurance to cover their personnel, exhibit material and their equipment for the duration of the move-in, show days and move-out times. This insurance must cover public liability, property damage, fire and theft losses of every kind and description in the amount of \$2,000,000.00. The Smithers District Chamber of Commerce will not accept liability or responsibility for any loss, damage or injury caused to anyone or anything by the Exhibitor. The Exhibitor shall be liable for any damage inflicted by them to the exhibition facility. THE TOWN OF SMITHERS AND THE SMITHERS DISTRICT CHAMBER OF COMMERCE MUST BE NAMED “ADDITIONAL INSURED.” PROOF OF INSURANCE MUST BE SENT WITH YOUR BOOTH SPACE APPLICATION/CONTRACT.**
9. **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 time during official show hours. Booths must be maintained in a neat and orderly manner throughout the Show. Preparation and/or serving of food or beverage of any kind with out permission of Show Management are prohibited. Serving of alcoholic beverages on the exhibit floor is in violation of the Liquor Control Act. **Food or beverage exhibitors MUST contact the local Health Inspector at least two weeks prior to the Show.** Show Management may forbid any installation or activity which, if continued, departs substantially from the purpose and character of the Show. In the event 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.
10. **INTERPRETATION & ENFORCEMENT** – Show Management rests with the Smithers District Chamber of Commerce. These conditions of the contract, display rules and regulations, become 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 decisions so made shall be binding on all parties affected by them as by the original regulations. It is the responsibility of the Exhibitor or his designated representative to familiarize himself with all rules and regulations since ignorance of the rules is not 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.

My signature indicates I have read and understand the Exhibit Rules and Regulations for the 2018 NORTHWEST TRADE EXPO.

Signature: _____ Date: _____

REASONS WHY TO EXHIBIT AT THE 2018 NORTHWEST TRADE EXPO:

- SALES
- Contact potential new Customers
- Introduce a new product
- Market Research
- Demonstrate non-portable equipment
- Maintain image
- Improve customer relationships
- Create customer lists
- Reach unknown buyers
- Meet buyers face-to-face
- Shorten buying process
- Contact with present customers
- Create image
- Demonstrate products in action
- Qualify prospects
- Discuss technical issues with customers
- Identify new applications for existing products
- Recruit new personnel
- Relate to competition
- Distribute product samples
- Change buyers' perception of your company
- Improve market share
- Increase awareness for your business
- Improve the image of the local tourism industry

Show Hours:

Friday, May 4 3:00 p.m. – 9:00 p.m.
Saturday, May 5 10:00 a.m. – 6:00 p.m.

Location:

Smithers Civic Centre
(Both Arenas)

Admission:

* \$3 per person
* children under 8 free if accompanied by an adult

HOW TO RESERVE A SPACE:

Complete the enclosed application/contract form and return it with payment to the Smithers District Chamber of Commerce, PO Box 2379, Smithers, BC V0J 2N0. If there are any questions call 250-847-5072, fax 250-847-3337 or email info@smitherschamber.com

All booths will have an 8' draped back wall and 4' high draped side dividers. Booths include 1 – 8 ft. decorated display table, 1 – duplex electrical outlet and 2 chairs. **(If you require an alternate size table or an additional table you must contact Central Display prior to the show at 250-561-7477 or email centraldisplay@shaw.ca.)** **Outdoor booths DO NOT come with power *and a table and chair(s) will only be supplied if requested.***

➔ **Home-Based Business Section - comes equipped with a 6 foot skirted table, a chair and only one electrical plug in. This will be in an open area without individual drapery.**

Details of the floor plan are preliminary and the Smithers District Chamber of Commerce reserves the right to change the plan at a later date to suit exhibit requirements.

BOOTH RENTAL RATES (5% GST EXTRA)

Indoor Booth	\$ 499.00
Outdoor Booth	\$ 499.00
1/2 Outdoor Booth	\$ 250.00
Home-based Business Section	\$ 250.00 (limited space available)

A non-refundable deposit of \$100.00 will hold your booth space. If payment is received in full by March 16, 2018 there will be a \$50.00 discount on these booth prices – *discount does not apply to Home-Based Business Section.* There is also a \$50.00 discount available for Smithers District Chamber Members. If you are purchasing more than one booth, please call the office for further discount rates.

Full payment must be received by April 20, 2018.