

Rocky Mountain House & District Chamber of Commerce

Presents

The Rocky Mountain House Trade Show May 3rd & May 4th

RETURN FORM TO: Rocky Mountain House & District Chamber of Commerce
Email: events@rockychamber.org

Please reserve for our use the following space(s) as shown on the floor plan: PREFERRED BOOTH #S _____, _____, _____

Please contact the Chamber to discuss displays in the following areas: Outside Space _____ Bulk Space _____

BUSINESS NAME _____

ADDRESS _____ CITY _____ POSTAL CODE _____

TELEPHONE _____ FAX _____ CONTACT PERSON(S) _____

PRODUCT(S) BEING DISPLAYED _____

We agree to pay the Rocky Mountain House & District Chamber of Commerce the required rental fee for booth space as indicated below. We agree to abide by the rules and regulations adopted by the Show Management ([see reverse](#)).

Be advised that the 2019 Trade Show will be booked on a **first come first served basis**.

Chamber Members Booth Discount 20% of Regular Booth Rate.

***There is no discounts on Trade Show Passport or Banner Wall Advertising options.**

Options	Select Box	Base Pricing	
Booth 10x10		\$425.00 + GST	
Multiple Booths 10x10		___ x \$425 + GST	
Non-Profits		\$225.00+ GST	
Home-based Businesses		\$225.00+ GST	
Food Vendor Trucks		\$225.00+ GST	
*Trade Show Passport		\$50.00+ GST	
*Banner Wall		\$125.00+ GST	
Total			

Payment enclosed: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Visa/MasterCard <input type="checkbox"/> Interact <input type="checkbox"/> Please Invoice Visa/MasterCard #: _____ Name: _____ Exp. Date: _____ Authorized Signature: _____
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Payment is DUE IN FULL at time of booking. Payment is required by money order or certified cheque. Make cheque payable to the Rocky Mountain House & District Chamber of Commerce.

CONDITIONS OF CONTRACT

The exhibitor agrees to abide by all regulations and rules adopted by Rocky Mountain House & District Chamber of Commerce in the best interests of the show and agrees that Rocky Mountain House & District Chamber of Commerce shall have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the show.

TERMS OF PAYMENT

Payment in full is required at the time of booking.

CANCELLATION

Cancellation after 30 days but prior to 10 days of the show, the Exhibitor will forfeit 75% of the total contract space costs. If Exhibitor cancels within 10 days prior to the show, they will forfeit 100% of the contracted space costs.

BOOKING SPACE

ALL BOOKINGS ARE ON A FIRST COME FIRST SERVED BASIS. ROCKY MOUNTAIN HOUSE & DISTRICT CHAMBER OF COMMERCE RESERVES THE RIGHT TO LIMIT DUPLICATE BOOTHS AND BOOTH PLACEMENT.

MOVE-IN INSTRUCTIONS

Exhibitors will be able to move displays into the facility: **Thursday Noon - 7:00 p.m.**

ALL EXHIBITS MUST BE READY FOR OPENING FRIDAY By 3:00 p.m.

Show Open: Friday May 3rd 3:00 p.m. - 9:00 p.m. Saturday 9:00 a.m. - 5:00 p.m.

MOVE-OUT INSTRUCTIONS

Exhibits or portion thereof may not be removed from show facility until end of the show, **Saturday May 4th, after 5:00 p.m.** All exhibits must be out of the facility at the end of the show.

*****EXHIBITORS ARE EXPECTED TO STAY HALF AN HOUR AFTER SHOW CLOSES FOR DISBURSEMENT OF PUBLIC AND DISMANTLING BOOTHS EARLY WILL BE CHARGED \$200 FEE IN RESTITUTION.**

GENERAL RULES

All rules and regulations relative to public buildings as prescribed by the Fire Regulations for the Town of Rocky Mountain House will be adhered to. All codes pertaining to Liquor, Health, Fire, Town Ordinates, Safety and Electrical both Provincial and Town must be adhered to.

Please note that it is the responsibility of the exhibitor to make their own arrangements for a bobcat or a forklift if required.

WAIVER OF LIABILITY AND INDEMNITY

The show Organizers will exercise reasonable precaution for the protection of property of Exhibitors by Security Personnel, but shall assume no responsibility for loss or damage to the property of Exhibitors placed in exhibit area or adjacent grounds and is discharged from all liabilities. Exhibitor shall be liable for any and all damages, which he/she may cause. It is understood and agreed by the Exhibitor that the Rocky Mountain House & District Chamber of Commerce may cancel said Show and may cancel this contract if, in the opinion of the Rocky Mountain House & District Chamber of Commerce organizers, such Show would be impractical and/or inadvisable.

INSURANCE

It is the responsibility of each Exhibitor to supply and purchase their own insurance coverage.

BOOTHMANSHIP – CHILDREN UNDER THE AGE OF 14 ARE NOT ALLOWED IN ATTENDANCE OF A BOOTH OR MAN BOOTH ON BEHALF OF THE EXHIBITOR.

ALL EXHIBITS MUST REMAIN INTACT UNTIL THE CLOSE OF THE SHOW. Exhibition Hours – Exhibitor shall maintain a responsible individual or individuals in leased space AT ALL TIMES during designated exhibition hours. Exhibitor shall cause all such employees, agents, visitors or guests of Exhibitor to be familiar with all Rules and Regulations of the Show.

The Rocky Mountain House & District Chamber of Commerce Presents The Rocky Mountain House Trade Show

Sponsorship Opportunities

The show is comprised of local and area vendors promoting their businesses and there will be no admission charge to help encourage attendance.

For the businesses that would like to be part of the trade show but feel the format is not a fit for their business – we present the following sponsorship opportunities.

Opportunities	Commitment	Sponsors List	Facebook	Poster	Poster	Newspaper	Radio	Banner Ad
Event Sponsor	\$5000.00	✓	✓	✓	✓	✓	✓	✓
Stage Sponsor	\$2500.00	✓	✓	✓	✓	✓	✓	✓
Photo Booth Sponsor	\$1000.00	✓	✓	✓	✓			
Vendor Lounge Sponsor	\$500.00	✓	✓	✓	✓			
Child Activities Sponsor	\$500.00	✓	✓	✓	✓			
Door Prize Sponsor	\$100.00	✓	✓	✓	✓			

Not having a booth in the show shouldn't stop your company name from being a vibrant part of The Rocky Mountain House Trade Show.

If any of these sponsorship options appeal to your business, please contact the Rocky Mountain House & District Chamber of Commerce.

Phone: 403-845-5450

Email: events@rockychamber.org

What Can The Trade Show Do For Your Business?

The trade show will give your business or organization an opportunity to have a high profile in this go-to central Alberta community. It will provide your business with a large number of good prospects for less than the cost of normal sales calls. It offers an opportunity for the public to see your display and demonstrate your products and services and is an excellent way to make on-the-spot sales or contacts for future sales.

Trade Show Advantages:

- ✓ Your business has potential to see more people in less time than would ever be possible in the field
- ✓ Your business has potential to make quality contacts for future sales
- ✓ You can instill your image and branding in the minds of the public and industry
- ✓ You can stay abreast of what's new in the industry; innovations, opportunities, trends, even competition
- ✓ You can use the preparation time as an opportunity to refresh your staff's product knowledge

Trade Show Passport Program

The Passport Program is designed to attract trade show visitors to your booth, very simply. We will create a sheet that we hand out to all of our trade show visitors, the visitors walk around the trade show collecting stamps from the participating vendors. Once their sheet is completely stamped, it is put into the draw for a prize. Trade Show Passport Program businesses will appear on the passport sheet and your booth will become a destination that visitors will be seeking, to blackout their entry form for a chance to win a prize.

The cost to be on the Trade show Passport is \$50.00.

Banner Wall

The Banner Wall is designed as a way for businesses that would like to advertise at the trade show but, might not have the manpower, time or feel that their business isn't well suited to the booth based approach. The Rocky Mountain House & District Chamber of Commerce would like to include these businesses in our banner wall that will be by the reception table. By having your banner present at the trade show, your name and logo will be seen by all the people who attend the show, showing that your business is vibrant and active in the community.

We request that you provide your banners to the chamber to be displayed.

The cost to be part of the wall is \$125.00.