



**Bow Island Chamber of Commerce Annual Trade Show  
2016 Exhibitor Registration  
April 15th - 16th 2016**

<b>Main Contact</b>	<b>Company</b>
<b>Main Contact Phone</b>	<b>Business Phone</b>
<b>Email</b>	<b>Website</b>
<b>Mailing Address</b>	

**For email correspondence please add bitradeshow@live.com to your address book.**

REGISTRATION DATES				
Open registration: February 15th, 2016		Registration begins at 8:00am on the corresponding date. Emailed forms are preferred or you may drop off in person. Upon receipt of your form, we will hold your spot for up to one week until receipt of payment. If payment has not been received within one week, we will offer your booth to anyone on waitlist. Forms received before your registration date will not be considered nor kept on hand.		
EXHIBITOR REGISTRATION				
Booth Type	# of	Cost	Total	Includes:
Small 8' frontage x 10' deep		\$ 75.00	\$	1 table, 2 chairs, 2 exhibitor badges
Large 16' frontage x 10' deep		\$ 125.00	\$	2 tables, 2 chairs, 2 exhibitor badges
CIRCLE preference of booth location:		INNER		OUTER
Add Power (NOT AVAILABLE FOR INNER BOOTHS)		\$ 10.00	\$	**YOU MUST SUPPLY YOUR OWN EXTENSION CORD. RECEPTACLES COULD BE UP TO 50' AWAY FROM YOUR BOOTH**
Larger Sizes		By Quote	\$	As quoted
Extra Exhibitor Badges		\$ 2.00	\$	
TOTAL BOOTH COST BEFORE DISCOUNT:			\$	
:Less: 10% for Chamber Members			( \$ )	
TOTAL BOOTH COST AFTER DISCOUNT:			\$	
<b>YOUR BOOTH TOTAL:</b>			\$	Full payment is required to reserve your spot. Please make cheques payable to 'Bow Island Chamber of Commerce'
Special Requests, please let us know if you have limited mobility or the size of your exhibit requires vehicle access onto arena floor: we will do our best to accommodate your requests, but they are not guaranteed				

Bow Island Chamber of Commerce - PO Box 1001 - Bow Island, AB - TOK OGO  
Email: bitradeshow@live.com

**-- TERMS & CONDITIONS --**

- SHOW DATES: Friday, April 15, 2016 & Saturday, April 16, 2016
- SHOW PUBLIC HOURS: Friday - 1pm - 8pm, Saturday 10am - 5pm, exhibitors must be ready and present for these hours
- EXHIBITOR ARRIVAL: 1 hour prior to SHOW PUBLIC HOURS.
- EXHIBITOR SET UP: Thursday - 7pm - 9pm, Friday 9am - 12pm  
Large doors will only be open during these times. Vehicle access is limited to vendors with limited mobility. Other vendors may be granted vehicle access depending on demand, space, mess, etc.
- EXHIBITOR MOVE-OUT Saturday 5pm -7pm **NO EXHIBITOR IS PERMITTED TO TAKE DOWN BOOTH/DISPLAY BEFORE THIS TIME. If you should move out, tear down or vacate your exhibit booth prior to closing time, you will be fined a fee of \$500.**
- LOCATION: Western Financial Group Community Arena, 210 4th Ave E, Bow Island, AB
- PAYMENT TERMS: Full payment by Cheque or Cash only to Bow Island Chamber of Commerce, via mail at PO Box 1001, Bow Island, AB TOK OGO or drop off at Chamber Office: 116 North Railway Avenue West, Bow Island. We cannot accept credit card nor email money transfers at this time. Payment must be received in order to reserve your spot. No later than March 31 2016. Maximum one company/business per space.
- CANCELLATION Cancellations requests received after March 31, 2016 will not qualify for a refund and will be fully

liable for fees. Cancellations received before March 31, 2016 will be refunded less a \$25 administration fee.

9. YOUR SPACE: You may not use tacks, nails, pins etc. to set up your space. You must ensure any tape you use does not leave behind ANY residue. Your booth includes items listed on registration form. We may be able to supply up to 2 extra chairs at no cost. Tables are not skirted. **YOU MUST SUPPLY YOUR OWN EXTENSION CORD - RECEPTACLES COULD BE UP TO 50' AWAY.**
10. GENERAL RULES: The Trade Show management shall have full power in the interpretation and enforcement of rules and the power to make such amendments and additional rules as considered necessary for the proper conduct of the show. Rule guidelines include: Do not obstruct your neighbours booth from view of guests, audiovisual equipment must be kept at a 'conversation level' volume, no dangerous goods or animals allowed in building, all rules and regulations that apply to you and your business will be adhered to, etc.
11. WAIVER OF LIABILITY The exhibitor shall NOT make any claim or take legal action, whatsoever, against the show management or the Chamber of Commerce, the facility where the show is held, or any show sponsors. The show management will NOT be held liable for any loss, damager or injury, howsoever, caused to the exhibitor, employees or agents of the property.
12. INSURANCE Show management recommends exhibitors 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. The insurance should insure the exhibitor against all claims of any kind arising from or in any way connected with the exhibitors presence or operations of the Show.
13. MANDATORY FREE DRAW: All exhibitors are **required** to provide a minimum \$25 retail value item for free draw at your own table. The item must be new and in good condition. You must provide your own ballot slips. If you are from out of town you may leave the item and the winning ballot with us and we will contact them to pick up. Show management will visit your booth during the final hours of the show to complete the draw and record the winners. We invite you to brand the item with your business logo, or attach business cards so that winners can identify the contributing business.

---

DATE

---

SIGNATURE

Bow Island Chamber of Commerce - PO Box 1001 - Bow Island, AB - TOK OGO  
Email: bitradeshow@live.com