



# HIGH LEVEL & DISTRICT CHAMBER OF COMMERCE - 2008 TRADE SHOW

Co-Sponsored By Town of High Level

Friday, September 19, 2008 - show hours: 4:00 pm to 9:00 pm

Saturday, September 20, 2008 - show hours: 10:00 am to 5:00 pm

## EXHIBIT SPACE APPLICATION

GST #R107907669

NAME OF ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

BOOTH PREFERENCE: # \_\_\_\_\_ ALTERNATE: # \_\_\_\_\_  
(See reverse)

(ALL FOOD SALES MUST BE LOCATED IN FOOD FAIR)

BOOTH COST (WITH 6% GST): \_\_\_\_\_

CARPET (WITH 6% GST): \_\_\_\_\_

TOTAL: \_\_\_\_\_

**PAYMENT IS DUE AT TIME OF BOOKING AND MUST ACCOMPANY THIS FORM. MONEY ORDER, CHEQUE, VISA OR MASTERCARD ACCEPTED.**

**NOTE: Early Bird discount if paid by August 1, 2008**

MAKE CHEQUES PAYABLE TO:  
**HIGH LEVEL & DISTRICT CHAMBER OF COMMERCE**

VISA OR MASTERCARD: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_

We agree to abide by the rules and regulations adopted by the High Level & District Chamber of Commerce as stated on this form:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**HIGH LEVEL & DISTRICT CHAMBER OF COMMERCE**  
10803-96 St, High Level, AB. T0H 1Z0  
Tel: 780-926-2470 Fax: 780-926-4017  
e-mail: hlchambr@incentre.net

### OFFICE USE ONLY:

TOTAL AMOUNT DUE: \_\_\_\_\_ PAID: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_

SPACE ASSIGNED: \_\_\_\_\_ BADGES: \_\_\_\_\_

CANCELLATION:  
NOTICE RECEIVED DATE: \_\_\_\_\_

AMOUNT REFUNDED: \_\_\_\_\_

## TRADE SHOW RULES & REGULATIONS

### GENERAL RULES:

- a) All rules and regulations relative to public buildings as prescribed by the Fire Regulations for the Town of High Level will be adhered to. All codes pertaining to liquor, health, municipal ordinances, safety, and electrical, both provincial and municipal, must be adhered to;
- b) The exhibitor agrees to abide by all regulations and rules adopted by the High Level & District Chamber of Commerce in the best interest of the Trade Show and agrees that the High Level & District Chamber of Commerce shall have the final decision in adopting any rule or regulation deemed necessary prior to, during, and after the show.

### BOOKING SPACE:

15% deposit to reserve a booth, non-refundable after July 31, 2008. A discount fee will apply to all booths booked prior to August 1, 2008. ALL BOOKINGS ARE ON A FIRST COME FIRST SERVED BASIS. So be sure to book early. Organizers reserve the right to alter size of unsold booths.

### TERMS OF PAYMENT:

After July 31, 2008 payment in full is required at time of booking.

### CANCELLATION:

Cancellation of space must be in writing and received by the High Level & District Chamber of Commerce 30 days prior to the Trade Show. In the event of a cancellation 30 days prior to show, the full deposit will be refunded to the exhibitor, less a cancellation fee of \$50.00 and/or 15% reservation deposit. Cancellation after 30 days, but prior to 10 days of the show, the exhibitor will forfeit 70% of the total contract space cost, plus 15% reservation deposit if applicable. If the exhibitor cancels within 10 days prior to the show, 100% of the contract space cost will be forfeited. In the event that a prepaid booth is unoccupied, the Chamber of Commerce has exclusive rights to assign booth.

### WAIVER OF LIABILITY AND INDEMNITY:

The High Level & District Chamber of Commerce will exercise reasonable precaution for the protection of property of exhibitors through security personnel, but shall assume no responsibility for loss and/or damage to the property of the exhibitors placed in exhibit area or adjacent grounds and is discharged from all responsibilities. Exhibitor shall be liable for any and all damages which he/she may cause. It is understood and agreed by the exhibitor that the High Level & District Chamber of Commerce may cancel said Trade Show, and may cancel this contract if, in the opinion of the High Level & District Chamber of Commerce, such show would be impractical and/or inadvisable to continue.

### INSURANCE:

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

### SECURITY:

The High Level & District Chamber of Commerce agrees to supply 24 hour on site security for indoor displays for the duration of the show, beginning Thursday, September 18, 2008, at 6:00 pm and ending Saturday, September 20, 2008, at 8:00 pm.

### OUT DOOR DISPLAYS:

The High Level & District Chamber of Commerce will not be held responsible for the following for outdoor displays: security supervision; inclement weather. Exhibitors are asked to consider these risks when booking their display.

### EXHIBITOR PASSES:

Two (2) exhibitor passes will be issued per booth and must be worn at all times. Extra passes available for \$1.00 each from High Level & District Chamber of Commerce booth (#1).

### BOOTHMANSHIP:

All exhibits must remain intact throughout the Trade Show's designated exhibition hours. The exhibitor shall maintain a responsible individual(s) in the leased space at all times during designated exhibition hours. Exhibitor shall cause all such employees, agents, visitors, or guests of the exhibitor to be familiar with all rules and regulations of the Trade Show.

### MOVE IN INSTRUCTIONS:

Exhibitors will be able to move displays into the facility Thursday, September 18, between 3:00 p.m. and 9:00 p.m.; and Friday, September 19 between 8:00 am and 2:00 pm. ALL EXHIBITS MUST BE READY BY 1:00 PM ON FRIDAY, SEPTEMBER 19 FOR OPENING OF THE SHOW AT 4:00 PM.

### MOVE OUT INSTRUCTIONS:

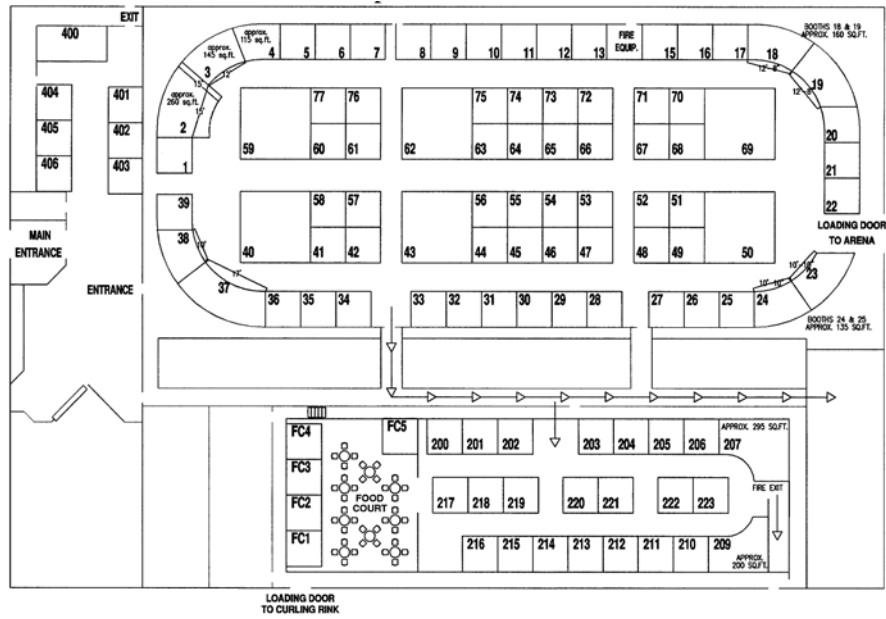
Exhibits may not be dismantled before 5:00 pm, Saturday, September 20, 2008, and must be removed from the exhibition area immediately after Trade Show ends.

# Spirit of The North Trade Show

September 19 & 20, 2008

OUTSIDE BOOTHS | 300 | 301 | 302 | 303 | 304 | 305 | 306 | 307 |

**Booths  
must be  
paid  
in  
order  
to be  
guaranteed**



Floor layout subject to change. Exhibitors affected will be notified immediately.

## BOOTH SIZES & RATES

### BOOTH RENTAL PRICES

	REGULAR	6% GST	TOTAL
<b>10' x 10'</b>			
MEMBER	\$326.35	+ \$19.58	= \$345.93
NON MEMBER	\$391.62	+ \$23.50	= \$415.12
<b>CORNER BOOTH</b>			
MEMBER	\$489.56	+ \$29.37	= \$518.93
NON MEMBER	\$589.83	+ \$35.39	= \$625.22
<b>20' x 20'</b>			
MEMBER	\$754.35	+ \$45.26	= \$799.61
NON MEMBER	\$888.10	+ \$53.29	= \$941.39

### FOOD BOOTH RENTAL PRICES

	REGULAR	6% GST	TOTAL
<b>10' x 10'</b>			
MEMBER	\$235.40	+ \$14.12	= \$249.52
NON MEMBER	\$305.53	+ \$18.33	= \$323.86

**ARENA CONCESSION:** BIDS ACCEPTED. \$200.00 DEPOSIT.  
Booths must meet Public Health requirements.

Each food booth must serve a different type of dish.  
Food choice is allotted on a first come, first serve basis.

### OUTDOOR DISPLAY RENTAL PRICE

	REGULAR	6% GST	TOTAL
MEMBER	\$147.66	+ \$8.86	= \$156.52
NON MEMBER	\$206.51	+ \$12.39	= \$218.90

Each outside booth approximately 30' x 50'. 20,000 lb maximum weight limit.

**Your Standard display booth includes the following:**

- 8' high backwall drape
- 4' high sidewall drape
- 1 - 800 watt outlet
- 2 - 150 watt flood lights
- 1 - decorated table
- 2 - chairs

**Your corner display booth includes the following:**

- 8' high backwall drape
- 4' high sidewall drape
- 1 - 800 watt outlet
- 2 - 150 watt flood lights
- 2 - decorated tables
- 4 - chairs

**Your 20' x 20' display booth includes the following:**

- 20' of 8' high backwall drape
- 2 - 800 watt outlets
- 4 - 150 watt floodlights
- 2 - 8' decorated tables
- 4 - chairs

BOOTH RATES DISCOUNTED TO REGISTERED MEMBERS OF THE HIGH LEVEL & DISTRICT CHAMBER OF COMMERCE FOR 2008

15% Deposit required to reserve a booth.  
Non-refundable after July 31, 2008!



# PRE-BOOKING DISCOUNT!!!

BOOTH MUST BE BOOKED AND PAYMENT SUBMITTED  
BY AUGUST 1, 2008 TO QUALIFY FOR PREBOOK DISCOUNT!

# 10% OFF

NON-MEMBER  
DISCOUNT **5% OFF**