



HIGH LEVEL & DISTRICT CHAMBER OF COMMERCE - 2010 TRADE SHOW

Co-Sponsored By Town of High Level

Friday, May 7, 2010 - show hours: 4:00 pm to 9:00 pm
Saturday, May 8, 2010 - show hours: 10:00 am to 4:00 pm

EXHIBIT SPACE APPLICATION

GST #R107907669

NAME OF ORGANIZATION: _____

MAILING ADDRESS: _____

POSTAL CODE: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

Person in Charge of Booth: _____

BOOTH PREFERENCE: # _____ ALTERNATE: # _____
(See reverse)

(ALL FOOD SALES MUST BE LOCATED IN FOOD FAIR)

BOOTH COST (WITH GST): _____

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 April 1, 2010

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 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 March 31, 2010. A discount fee will apply to all booths prior to April 1, 2010. ALL BOOKINGS ARE ON FIRST COME FIRST SERVE BASIS. So be sure to book early. Organizers reserve the right to alter size of unsold booths.

TERMS OF PAYMENT:

After March 31, 2010 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 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.

Exhibitors 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, May 6, 2010, at 6:00 pm and ending Saturday, May 8, 2010, at 8:00 pm.

OUTDOOR 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 displays.

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, May 6, between 3:00 pm and 9:00 pm; Friday, May 7, between 8:00 am and 2:00 pm. ALL EXHIBITS MUST BE READY BY 1:00 PM ON FRIDAY, MAY 7 FOR OPENING OF THE SHOW AT 4:00 PM.

MOVE OUT INSTRUCTIONS:

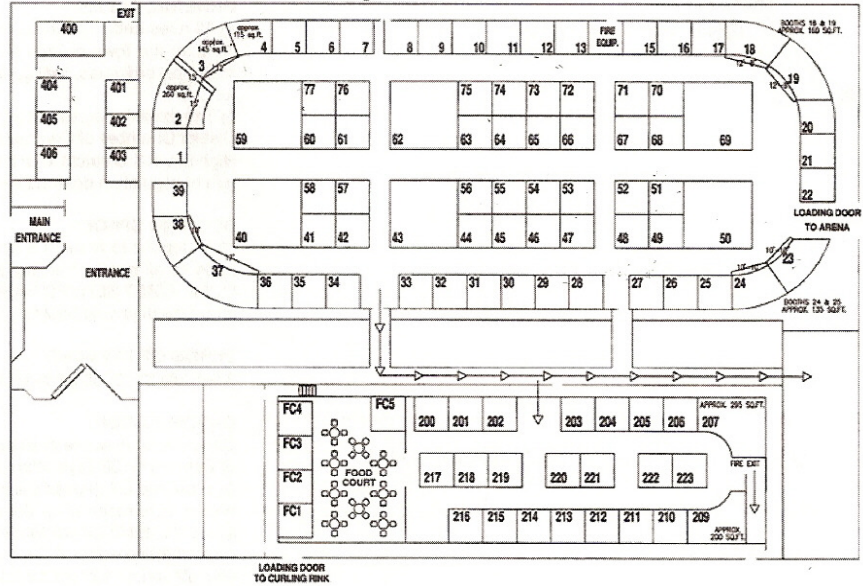
Exhibits may NOT be dismantled before 4:00 pm, Saturday, May 8, 2010, and must be removed from the exhibition area immediately after Trade Show ends.

Spirit of The North Trade Show

May 7 & 8, 2010

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	5% GST	TOTAL
10' x 10'			
MEMBER	\$326.35	+ \$16.32	+ \$342.67
NON MEMBER	\$391.62	+ \$19.58	+ \$411.20

	REGULAR	5% GST	TOTAL
CORNER BOOTH			
MEMBER	\$489.56	+ \$24.48	+ \$514.04
NON MEMBER	\$589.83	+ \$29.49	+ \$619.32

	REGULAR	5% GST	TOTAL
20' x 20'			
MEMBER	\$754.35	+ \$37.72	+ \$792.07
NON MEMBER	\$888.10	+ \$44.41	+ \$932.51

FOOD BOOTH RENTAL PRICES

	REGULAR	5% GST	TOTAL
10' x 10'			
MEMBER	\$235.40	+ \$11.77	+ \$247.17
NON MEMBER	\$305.53	+ \$15.28	+ \$320.81

Booths must meet Public Health Requirements, & serve a different - Choice allotted on a first come, first serve basis.

**SPECIAL RATES FOR HOME BASED CO.
\$200 (GST Incl.)**

OUTDOOR DISPLAY RENTAL PRICES

	REGULAR	5% GST	TOTAL
MEMBER	\$147.66	+ \$7.38	+ \$155.04
NON MEMBER	\$206.51	+ \$10.33	+ \$216.84

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 table
- 4 - chairs

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

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

BOOTH RATES DISCOUNTED TO REGISTERED MEMBERS OF HIGH LEVEL & DISTRICT CHAMBER OF COMMERCE FOR 2010

15% Deposit required to reserve a booth.
Non-refundable after March 31, 2010!



PRE-BOOKING DISCOUNT!!!

BOOTH MUST BE BOOKED AND PAYMENT SUBMITTED
BY APRIL 1, 2010 TO QUALIFY FOR PREBOOK DISCOUNT!

10% OFF

NON-MEMBER
DISCOUNT **5% OFF**