Chetwynd Chamber of Commerce
5121 47th Avenue
Chetwynd BC V0C 1J0
manager@chetwyndchamber.ca
wwwchetwyndchamber.ca

2027 Trade Show Application & Agreement

April 2: 4 pm - 9 pm
April 3: 10 am- 6 pm
April 4: 10 am to 5 pm

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Section One: *Contact information. Please print neatly and complete all spaces*

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

POSTAL CODE: _____ EMAIL ADDRESS: _____

PHONE: _____ CELL: _____

WEBSITE: _____ FACEBOOK ADDRESS: _____

IMPORTANT: PLEASE READ THE TRADE SHOW RULES AND REGULATIONS AND SIGN WHERE INDICATED

Section two: *Booth Allocation*

Booth Number requested: _____ Last year's booth: _____ 1st Choice: _____ 2nd Choice: _____

Homebased or Non-profit: _____ # of oversize booth(s) required: _____

Booth space will only be allocated once your signed Application and Agreement, Rules and Regulations and payment have been received.

The following items will be included with your 10x10 booth:

- One 1200 watt duplex electrical outlet
- One 6' draped table and 2 chairs
- 8' high back wall drapery
- 4' sidewall drapery between booths

The following items will be included with your homebased or non profit booth. ***Homebased/Not for Profit booths are Letter Booths ONLY and are located at the BACK of the event in the curling rink area. 6'x8' space***

- One 1200 watt duplex electrical outlet
- One 6' draped table and 2 chairs
- 8' high back wall drapery
- 4' sidewall drapery between booths

Should you require additional power, different sized tables, carpet in your booth area, additional items please contact Central Display at 250-561-7477 to order.

Section three: *Description of Product or Service*

Please provide a full description of your produce or Service here:

_____

_____

_____

For office use only:

Date: _____

Amount Paid: _____

Balance owing: _____

Method of payment: _____

EXHIBITORS MUST AGREE THAT SHOW TEAR DOWN WILL NOT START BEFORE CLOSING AT 5 PM ON SUNDAY APRIL 4

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Section four: *Exhibitor & Concession Space Details*

Chamber Member Pricing:

	Booth Price	GST	Total
1st 10' X 10' Booth	$395.00	$19.75	$414.75
2nd 10' X 10' Booth	$318.76	$15.93	$334.69
3rd 10' X 10' Booth	$304.48	$15.22	$319.70
4th 10' X 10' Booth	FREE	FREE	FREE
Oversized (1000 sq. ft)	$800.00	$40.00	$840.00
Home Based Table	$250.00	$12.50	$262.50
Home Based Table Non-Profit	$170.50	$8.55	$179.05

Non-Chamber Member Pricing:

	Booth Price	GST	Total
1st 10' X 10' Booth	$425.00	$21.25	$446.25
2nd 10' X 10' Booth	$350.00	$17.50	$367.50
3rd 10' X 10' Booth	$335.00	$16.75	$351.75
4th 10' X 10' Booth	FREE	FREE	FREE
Oversized (1000 sq. ft)	$1,000	$50.00	$1,050
Home Based Table	$275.00	$13.75	$288.25
Home Based Table Non-Profit	$200.00	$10.00	$210.00

**Discounts do not apply to outside concession or display space*
*** Renewing exhibitors need to attach at 50% deposit at the time of booking booth*
**** New exhibitors must pay in full at time of booking*
***** In the event of cancellation by exhibitor there is a 100% refund up to 8 weeks before the show.*
****** There are no refunds 7 weeks or less prior to the show*

Section five: *Payment information*

The Exhibitor authorizes the Chetwynd Chamber of Commerce to process credit card payment:

Yes: _____ No: _____

Visa: _____ Mastercard: _____ Cheque: _____ Cash: _____ Etransfer: _____

Credit Card Number: _____Expiry: _____ Verification #: _____

Signature for approval of card processing: _____

Cheque is in the mail, please circle: Yes (cheque must be received by March 20, 2027)

Section six: *Exhibitor's Liability Insurance*

Exhibitors must assume all responsibility for their exhibits against accidents of all kinds including theft, burglary and fire, for any injuries to the Exhibitor, its employees and agents. The Exhibitor must carry a comprehensive general liability insurance policy; the policy will both show the Chetwynd Chamber of Commerce and the District of Chetwynd as additional insured for a minimum of $2,000,000 for the period of April 2 -April 4, 2027

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5121 47th Avenue
Chetwynd BC
V0C 1J0

District of Chetwynd
5400 Hospital Road
Chetwynd , BC
V0C 1J0

A certificate of insurance MUST be submitted to the Chamber by March 25/2027

2027 Trade Show Rules & Regulations

Exhibitor Badges
Two badges will be issued to each small booth exhibitor and four badges to each large booth exhibitor. It is the responsibility of the exhibitor, when changing Two badges will be issued to each small booth exhibitor and four badges to each large booth exhibitor. It is the responsibility of the exhibitor, when changing personnel, to exchange passes. ***If you need more badges, there will be a charge per badge of $5 each.***

Subletting of Space
Exhibitors will NOT be permitted to sublet the space allotted to them, or any portion thereof. Also, the exhibitor will not use space for any purpose other than that shown on the application. Any breach of this clause will mean forfeiture of space allotted and non-refund of rent paid. Should an exhibitor wish to share the space with another exhibitor there will be a $50 extra charge.

Completion Time
Space allotments may be cancelled by the Show Manager if exhibitors fail to occupy the space allotted to them with the exhibit specified on their application before noon of the first full day of the Show. This will mean forfeiture and non-refund of rent paid.

Space Restriction
Exhibitors must confine all exhibit structures and activities to within the limits of the space allotted to them. Salespeople and demonstrators are prohibited from operating in the aisles and from extending their activities into the aisles in such a way as to be a nuisance or interference to the public or to other exhibitors.

Noise
Undue noise made in the operation of exhibits, or noisy or unseemly methods employed in sales or demonstration activities will not be tolerated. All exhibitors must have an equal opportunity to conduct their own demonstrations without interference from their neighbours. The decision of what constitutes undue noise or any unseemly method shall rest with the Show Manager, whose decision shall be final.

Price Signs
Signs tending to price competition are undesirable and will not be permitted. Where prices must be advertised, signs must be small, neat and inoffensive, and the Show Manager shall have the right to prescribe their character and number.

Show Liability
The Show Management will provide Security unto the extent set out herein pursuant to "Security", and it shall not otherwise be responsible in any manner for the persons, property or materials of the exhibitors or owners or their agents, servants or employees. The exhibitors or owners shall assume the risks of exhibiting their property and materials, and should any exhibit or portion thereof or any property in connection therewith be injured, lost, stolen or suffer damage from any cause whatsoever, the Show and its Management will not be liable therefore in any manner whatsoever. Small and invaluable exhibit material should be packed away each night.

Height and Size Limitations for Displays
No display can exceed the contracted area. The height restriction for back wall and sidewalls for the standard draped booth areas also applies to the exhibitors display. There is no limitation on the height of equipment on display in the bulk space areas, provided such equipment is self-supporting and free standing. Equipment on display platforms may be subject to display height regulations.

Move in & Move Out
Goods will be received at the Arena's from 9:00 am to 4:00 pm on **April 2, 2027.** All exhibits must be in place no later than 4:00 p.m. on Friday. No displays may be removed from the show building prior to 5:00 p.m. on Sunday April 4/27. Exhibitors are encouraged to move out all goods on the final night of the Show. Show Management will not be responsible for goods left unattended in the building during the move-out period.

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Exhibitors Liability
In addition to what is imposed by law or by this contract respecting the liability of exhibitors and owners, it is agreed and understood that each exhibitor and owner shall indemnify and save harmless the Chetwynd Chamber of Commerce and each of them of and from all claims, demands, suits and actions arising from this contract and/or the participation of the exhibitor and owner in the Chetwynd Trade Show which may be imposed upon the Chetwynd Chamber of Commerce as result of any act or omission on the part of the exhibitor or owner or on the part of any of its or their clients, servants or employees.

Public Liability Insurance
It is the Exhibitors responsibility to provide their own coverage for Public Liability, Bodily Injury, Properly Damage and Product Liability. We recommend that a per occurrence minimum be not less than $2,000,000 coverage. the Chetwynd Chamber of Commerce will not accept liability or responsibility for any loss or damage or injury caused by anyone or anything by the Exhibitor. The exhibitor shall be liable for any damage inflicted by the to the exhibition facility. The District of Chetwynd and the Chetwynd Chamber of Commerce must be named "additional insured."

Damage to Show Property
Exhibitors are responsible for all damage caused by them to show or arena property.

Security
Doors to the Trade Show are locked in the evening until they open up in the morning.

Staffing of Exhibits
Exhibitors are required to maintain staff in their exhibits at all times during the hours of the show.

Booth Cleaning
Sweep your booth at closing and deposit garbage in the aisle for the night sweepers to remove.

Food & alcoholic Beverages
Food or beverage exhibitors MUST contact the local Health Inspector at least two weeks prior to the show and make sure they have proper permits and licensing. The use of liquor (spirits, wine and beer) by exhibitors in their exhibit area is contrary to regulations set out by the Liquor Branch.

Entry to the Show
Show Management reserves the right to refuse admission to the show building to any visitor, exhibitor or exhibitor's employee, who in the opinion of the management, is unfit, intoxicated, or in any way creating a disruption of the show.

Show Management on Site
Throughout the entire show period, Show Management (Chetwynd District of Commerce and organizing partners, employees and agents) will be available at the Chamber of Commerce Booth. Supervisory personnel will be available to service exhibitors during move-in and move-out periods.

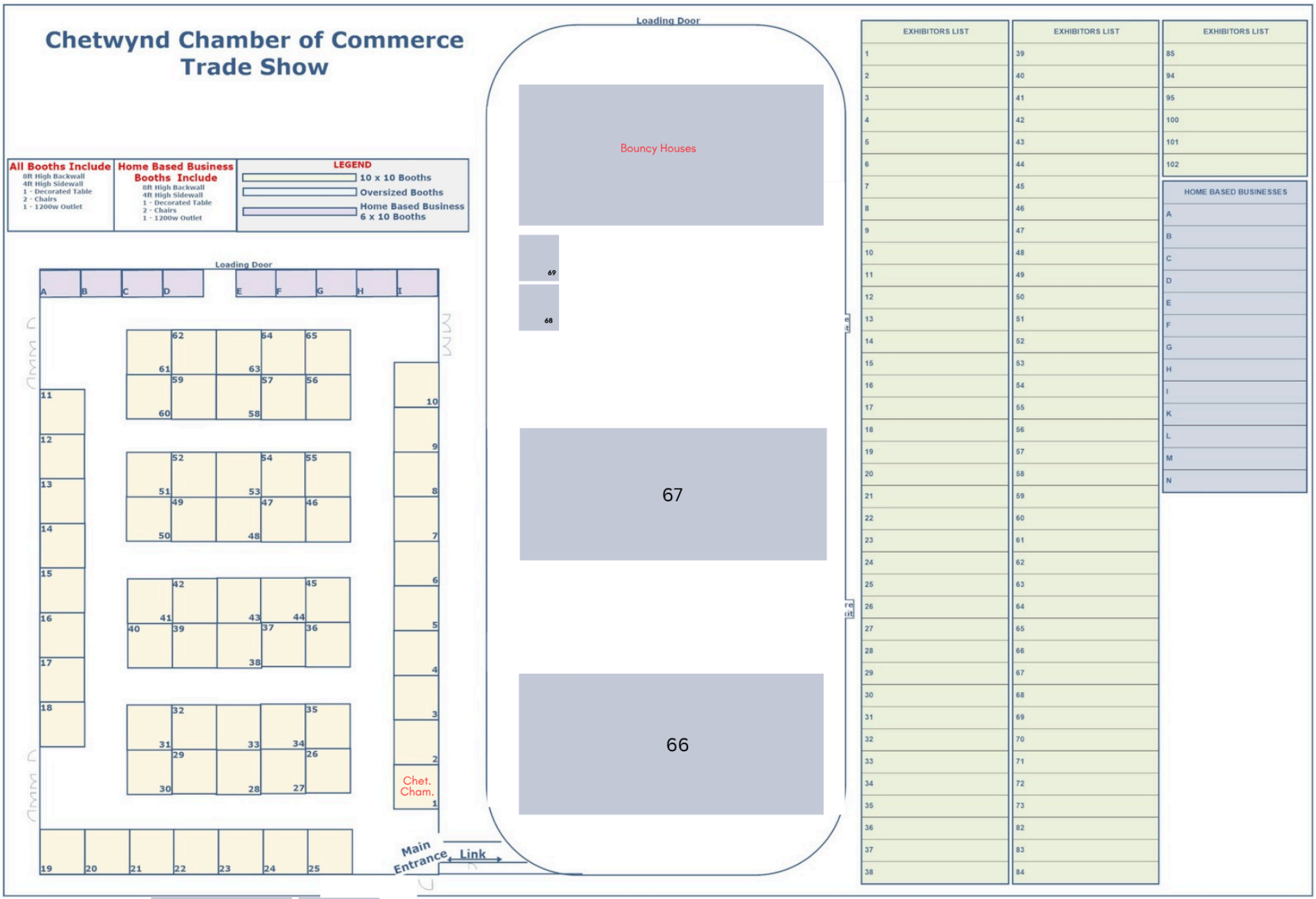
Contracts
Confirmation of your Registration implies your acceptance of the Regulations and Clauses herein described. If payment is not received within the prescribed time limit, the contract will be considered void and the space allotted to another exhibitor.

Cancellation
Any exhibits cancelled 8 weeks prior to event will receive 100% refund. Any exhibits cancelling with less than 7 weeks' notice will not receive any refund.

My signature below indicates that I have read and understand the Trade Show rules and regulations for the 2026 Chetwynd Chamber of Commerce Trade Show

SIGNATURE: _____

Chetwynd Chamber of Commerce Trade Show



EXHIBITORS LIST
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EXHIBITORS LIST
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HOME BASED BUSINESSES
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***booth numbers subject to change**

Important Reminders

- If you need special communications connections please make sure you have this arranged as the Chamber does not provide internet services. Wifi is available but it will not handle streaming.

- We may supply a forklift for loading and unloading (CONTINGENT ON AVAILABILITY). You MUST book times for Fri. & Sun with Trade Show management. If this service is needed, please contact Naomi Larsen 250-788-3345 by March 25/27 to pre-arrange this.

- The floors in both arenas are cement, if you want carpeting to stand on, please supply your own or rent from Central Display. (Tip: Foam padding is also a lifesaver!)

- If you need more than the one table and two chairs (which are included), either bring your own, or make arrangements with Central Display. (If you need a special size, please bring your own.)

Pre-arrangements for special requests are required!

Chetwynd Accommodations

BOOK EARLY TO AVOID DISAPPOINTMENT AND GUARANTEE ROOM AVAILABILITY!

Country Squire Motor Inn
5317 South Access Rd.
Reservations: 250-788-2276
Pets allowed, close to Dragon Palace Restaurant.
Reservations should be made in advance.

The Pine
5224-53rd Avenue
Reservations: 1-800-663-8082
Tourism BC Approved Accommodation. Small pets allowed $10 per pet.
Reservations should be made in advance.

Travelodge
5413 South Access Rd.
Reservations: 250-788-9666
Pets allowed.
Reservations should be made in advance.

Lakeview Inns & Suites
4820 North Access Rd.
Reservations: 250-788-3000
Includes complimentary breakfast, wireless internet, free movies, gym on site and pool passes.
Reservations should be made in advance.

Days Inn
4401-53rd Ave
Reservations: 250-788-3344
Includes complimentary breakfast, hi-speed internet, business centre with computer use, RV and truck parking, on-site guest laundry.
Reservations should be made in advance.

Pomeroy Inn & Suites
5200 North Access Rd.
Reservations: 250-788-4800
Includes full kitchen, complimentary breakfast, wireless internet, pool, hot tub, waterslide, and fitness centre.
Reservations should be made in advance.