



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

## **2023 Trade Show Application & Agreement**



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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

The Chetwynd Chamber of Commerce will do our best to accommodate booth locations from 2020 bookings.

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 1000 watt duplex electrical outlet
- One 8' 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 profit booths are Letter Booths ONLY.**

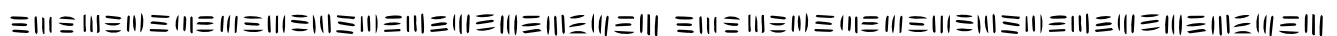
- One 1000 watt duplex electrical outlet
- One draped table and 2 chairs
- 8' high back wall drapery
- 4' sidewall drapery between booths

**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 2.**

# 2023 Trade Show Application & Agreement

## 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	\$245.00	\$12.25	\$257.25
Home Based Table Non-Profit	\$162.50	\$8.13	\$170.63

### 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	\$265.00	\$13.25	\$278.25
Home Based Table Non-Profit	\$175.00	\$8.75	\$183.75

*\*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 25 2023)

## 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 March 30, 2023 to April 2, 2023.

Chetwynd Chamber of Commerce  
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 25/2023

# 2023 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 \$10 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 **March 31/2023**. 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 2/ 2023. 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.

# 2023 Trade Show Rules & Regulations, page 2

## **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, Property 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 2023 Chetwynd Chamber of Commerce Trade Show***

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

# Chetwynd Chamber of Commerce Trade Show 2023

- All booths include:**  
 8 ft high backwall  
 4 foot high sidewalls  
 1 decorated table  
 2 chairs  
 1 1200 watt outlet
- Legend:**  
 10x10 booths  
 Oversized booths 30X50  
 6 x 10 home-based booths

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>
DCCSSS	Case Air	BCEHS	Meis Nat.	PCS	Farmer	Sak. Nur.	UNNBC	OCSCS

Loading Door

J K L M



Door

Door

<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
CN	Tansi	Home Hardware	Oakton Prides	Fair Realty

<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>						
26 Arctic Spas	27 SJA Promo	28 Ideal Office	29 North Wind Supplies	30 Tropical Pools	31 Lettuce 58	32 The Flower Shop	33 Creative D	34 Ridge Reprints	35 Comm. Futures	36 Conquira Coal	37 LEA Kitchen	38 Sunlife	39 The Den	40 Empire Home	41 NLC

<b>42</b>	<b>43</b>	<b>44</b>	<b>45</b>	<b>46</b>	<b>47</b>	<b>48</b>	<b>49</b>	<b>50</b>	<b>51</b>	<b>52</b>	<b>53</b>	<b>54</b>	<b>55</b>	<b>56</b>	<b>57</b>	<b>58</b>	<b>59</b>	<b>60</b>	
Canada Duct 10	9	West Fraser 8	MLA Mbe 7	Northern Promise 6	BC Energy 5	Work BC 4	LVCU 3	Coulee Signs 2	Chamber 1	61	62	63	64	65	66	67	68	69	70

Link

Main Entrance

## EXHIBITOR'S LIST

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Homebased/Not for Profit

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# Important Reminders

- If you need special communications connections please make sure you have this arranged as the Chamber does not provide internet services.
- 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 15/23 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.

## **Stagecoach Inn**

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.

(special rate in place for Trade Show participants)

## **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.