

Western Trade Show Exhibitor Information

Indoor Booth Space Prices

Discount before April 1	Price after April 1, 2010
5x10 \$225.00	\$295.00
10x10 \$395.00	\$485.00
10x15 \$460.00	\$560.00
10x20 \$685.00	\$785.00

Presentation Tables & Tables without a booth \$50.00/day

Add 5% GST to all prices

Deposit for indoor Exhibitors \$50.00 payable to Laura Rider

Outside Exhibitor Prices

Discount before April 1	Price after April 1, 2010
10x10 \$350.00	\$440.00
10x20 \$635.00	\$735.00

1000 to 1500 sq ft., \$1.75 sq. foot

1501 to 2000 sq ft., \$1.50 sq. foot

2000 & higher \$1.00 sq. foot

Add 5% GST to all prices

Deposit for outdoor Exhibitors \$100.00 payable to Laura Rider

Booths include:

Back and side wall curtaining, electrical outlet, 8-foot table covered and draped, 2 chairs. Table is 8'x24"x30".

- Exhibitors welcome to bring carpet, shelving, tables and chairs
- Extra show tables are available at a charge of \$24.00 per table.
- Outside Exhibitors supply their own tent/structure.
- Platforms available to outside exhibitors @ \$TBA

Bookings

- Exhibitors from previous years have first priority.
- These Exhibitors must book prior to April 1, 2010.
- All Exhibitors are on a first come first served basis.
- The Show Coordinator reserves the right to refuse admission to the Western Trade Fair exhibitor who is not a good fit for the show.
- Previous and current exhibitors are equal in status, no seniority.
- Full payment guarantees booth space.
- Email lkriders@shaw.ca or call 403-277-1599, mail forms to LKR Events @ 207 44 Ave. NW Calgary, Alberta T2K 0J2

Move In and Schedule

- Wednesday July 28, 8:00 AM 8:00 PM and Thursday 8:00 AM to 12:00 noon. A set up schedule will be available.

Thursday July 29 - 1:00 pm to 8:00 pm

Friday July 30 - 11:00 pm to 9:30 pm

Saturday July 31 - 1:00 am to 9:30 pm

Sunday August 1 - 8:00 am to 9:30 pm

Monday August 2 - 11:00 am to 6:00 pm

Move Out

- **NO Exhibitor** may remove any product or signage from their booth space prior to closing at 6:00 pm. Monday August 2, 2010
- And **NO Exhibitor** can regulate your own hours with this event.
- In the event your space is left untidy on your departure, the deposit will not be refunded.

NOTE: Security/Cleaning deposit will not be returned and applications for future shows with LKR Events will be not accepted if any Exhibitor chooses to ignore these regulations.

Subletting of Space

- No subletting unless approved by the Show Coordinator

Space Restrictions

- All Exhibit structures, activities and materials as well as booth personnel must be confined within the limits of the space assigned unless authorized.

Height

- Must not exceed 8 feet in height, including signs
- Exhibits located along perimeter walls may be higher if authorized

Advertising

- Extra signage on the grounds, see Show Manager
- Call Rose at the Strathmore Times at 403-934-5589, rose@strathmore.com or Strathmore Standard 403-934-3021
- Participate in the Passport Book
- Sponsorship

Staffing of Exhibits

- **STAFF IN YOUR BOOTHS AT ALL TIMES.**

- If you require assistance, the Show Manager can provide you with staffing options.

Noise

- Undue noise made from booths during the Trade Show will not be tolerated. All exhibitors must have equal opportunity to conduct their own demonstrations without interference from their neighbors.
- Audio-visual and voice amplification equipment must be operated at a sound level that does not interfere with other exhibitors or patrons.

Liability

- Exhibitors are responsible to check their own insurance policies to be sure that coverage includes Trade Fairs.
- If you choose to waive the right of insurance, a letter expressing this must be submitted to the Show Manager.
- Although Strathmore Agricultural Society has general coverage for the building itself, it does not accept responsibility for theft, vandalism, negligence or bodily injury, specific to the Exhibitors booth space.

Cleaning

- All Exhibitors agree to maintain their rental space in a clean and tidy manner.
- Please deposit garbage bags into the blue dumpster next to front entrance of the Curling Rink.
- Cardboard is disposed of in two (2) yellow dumpsters located west of the Family Fun Center and North of the Aquatic Civic Centre.
- Food Exhibitors agree to observe sanitary food handling practices and are subject to inspection by the Community Health Unit.
- White Corner Cleaning cares for the Quonset & grounds during the event.
- Respect the premises and in no way use nail, tack, screws or adhesive stickers on the venue or drapery.
- Exhibitors are responsible for any damage caused by them to the show property.
- In the event your space is left untidy on your departure, the deposit will not be refunded.

Alcoholic Beverages

- The use of liquor in Exhibit areas is prohibited.

Non-smoking Facility

- The Trade Show is a non-smoking venue.
- Smoking is permitted outside in the Beer Gardens and at designated seating areas.

Draws and Contests

- Submissions of draws/contest are permitted by consulting with the Show Manager and written on your registration
- Upon closing of the event, names of winners, along with their contact information must be submitted to the Show Coordinator.
- This information will be given to the Strathmore Agricultural Society.
- For more information about Rules and Regulations, please view AGLC, Alberta Gaming and Liquor Commission, www.aglc.gov.ab.ca/raffle/guidelines .

Cancellations

- The Show Coordinator reserves the right to withhold 20% of the booth cost if canceling July 7 to July 19 of this event.
- If canceling after July 19, there will be no refunds unless the space can be rented to another Exhibitor.

Relocation of booths

- The Show Coordinator reserves the right to relocate booths if necessary, for the benefit of the Trade Show.
- Late arrivals may find their space occupied and be relocated and no refunds at this point.

Parking

- All Exhibitors receive free parking in front of the Curling Rink and Family Fun Centre. No passes required.
- Parking passes are available to those who require food storage. Mark this on your registration, in the space provided.

Security

- Commences on Wednesday July 28, 24 hours a day until Monday August 2, 2010