



DRAYTON VALLEY
AND
DISTRICT CHAMBER OF COMMERCE

ANNUAL TRADE
SHOW & SALE

June 11 & 12, 2010

**This is your Invitation
to Exhibit...**

Phone: 780-542-7578

Fax: 780-542-9211

E-mail: coffeehouse11@yahoo.ca

Box 6188, Drayton Valley, AB T7A 1R7



Welcome Exhibitors!

The Drayton Valley Chamber of Commerce is pleased to invite you to participate in our Annual Trade Show & Sale on Friday, June 11 and Saturday, June 12, 2010. A few changes have been made which we feel will benefit the Drayton Valley Chamber, and you, the participating merchant.

The 2010 Trade Show will be GOING GREEN! It starts with this Exhibitor's Package, which will be available on our website, or can be picked up at the Cake & Coffee House, Drayton Valley.

Fees are to be mailed to Box 6188, Drayton Valley, Alberta T7A 1R7, or dropped off at the Cake & Coffee House to confirm your booth booking. Please make cheques payable to the Drayton Valley Chamber of Commerce. Once your booth is paid for, confirmation will be e-mailed back, with all receipts handed out at the show.

We are joining in with Brazeau County Fair this year, in order to make the Trade Show & Fair a bigger and better event!

The Trade Show will provide an excellent opportunity for you and your business to showcase and market your products.

We look forward to your response, and we are confident this show will be a fun-filled, busy event.

If you have any questions, please contact Diane by e-mail at coffeehouse11@yahoo.ca.

HOPE TO SEE YOU THERE!!

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Schedule of Events June 11 & 12, 2010

Registration Deadline	Sunday, May 31	
Move In & Setup	Thursday, June 10 Friday, June 11	4 – 9 pm 9 am – 12 noon (no later!)
Open to the Public	Friday, June 11 Saturday, June 12	4 – 9 pm 10 am – 7 pm
Takedown/Move Out	Saturday, June 12	7 pm (no earlier!)

ALL EXHIBITORS MUST STAY UNTIL THE SHOW ENDS.
Please do NOT take your exhibit down before show end.



Booth Rental & Fee Schedule

Please add GST to all booth rates.

<u>Booth Size</u>	<u>Member Fee</u>	<u>Non-Members</u>
10' x 10' booth	\$ 300	\$ 375
10' x 20' booth	\$ 500	\$ 575
20' x 20' booth	\$ 725	\$ 800
Corner Booth #13 (15' x 6')	\$ 270	\$ 345
Corner Booth #32 (20' x 15')	\$ 675	\$ 750

FIRST COME, FIRST SERVED

Our show has consistently filled up quickly, so we encourage you to reserve your booth promptly.

REGISTRATION DEADLINE: MAY 31, 2010

If you require additional materials, electrical, extra tables, etc., an additional costs order should be booked two weeks in advance from GES Canada.

SHOW SERVICE COORDINATOR

GES Canada

Phone: 780-469-7767

Fax: 780-469-1619

Security

The Chamber of Commerce will provide security on-site Friday night after Show closing until Show opening on Saturday, however, neither the Chamber or the coordinators will be responsible or accountable for any losses of, or damage to, any of the exhibitors' merchandise and property.

We suggest that your own public liability insurance be in effect. Management cannot insure the property belonging to someone else.

SHOW SPONSOR

Drayton Valley & District Chamber of Commerce

5116 – 51 Avenue, Box 5318

Drayton Valley, Alberta T7A 1R5

Phone: 780-542-7578

Fax: 780-542-9211



Access & Booth Details

MOVING IN

Exhibitors may move in and set up their booths on THURSDAY, JUNE 10, 2010 from 4 to 9 pm, FRIDAY, JUNE 11, 2010 from 9 am to 12 noon (NO LATER). To avoid last-minute confusion and frustration, it is recommended that you attempt to bring in most of your display on Thursday night, or at least the large items.

DURING THE SHOW & SALE

Access to the Show, once it has started, will be through the front entrance for both customers and exhibitors. Access for exhibitors will be one half hour before the Show and one half hour after closing. It is expected that exhibitors will be staffing their booths prior to opening of Show each day. For security purposes, no other access will be allowed to the Show outside of Show hours.

YOUR BOOTH

Your booth will be indicated on the floor plan. Each booth will be provided with one table, two chairs, one 110 electrical outlet, an 8' back drape, and 3' divider bars. Exhibits must not exceed 8' in height, including signs and displays. No portion of your exhibit will project out of your booth on all sides. Exhibitors are not allowed to sublet their booth.

PUBLICITY

General advertising and publicity about the Show will be carried out by the Chamber. It is anticipated and hoped that each exhibitor will provide as much publicity as possible for this event.

EXPOSURE IS THE KEY!

Rules and Regulations

FOOD AND BEVERAGES

Exhibitors who wish to sell or give away food must specifically pre-arrange with Show Coordinator. The rationale is to make sure there is sufficient power and to avoid duplication of the same product. Health Inspector needs your information prior to the Show.

DRAWS AND GIVEAWAYS

All exhibitors are encouraged to provide free handouts to visitors, and to organize their own free draws. Each exhibitor is solely responsible for their draw box and prize, and must ensure their prize is forwarded to the winner.

INTERPRETATIONS

The Show shall have the absolute right and discretion to alter, amend, add, or cancel any of these Rules and Regulations, and to make any ruling on any matter or question not expressly provided for herein. Exhibitors shall be bound by such alterations, amendment, addition, cancellation, or ruling, as if it had been made prior to their application for exhibitor space. The Trade Show Coordinator shall have the right and discretion to relax, vary, or cancel any of the rules in individual cases. Flexibility and discretion should be shown by all parties involved in the Trade Show in order for it to be a success.

ALLOTMENT OF SPACE

The allotment of space and booths shall be at the discretion of the coordinators. In all cases, the coordinators reserve the right to reject or accept conditional applications at any time and to allocate or reallocate space. This flexibility is required in order to ensure that the Show Coordinators can provide a pleasant, attractive, and enjoyable presentation to the viewing public.

FLAMMABLE LIQUIDS AND GASES

Any booths containing equipment with flammable liquid fuel tanks shall either be drained or contain not more than half of the maximum approved fuel tank capacity. There shall be no compressed fuels, either liquid or gas, allowed in your booth. Helium is not a compressed fuel.

MOVING OUT

In the past, we have had some exhibitors packing up early. The Trade Show Coordinators will not accept this practice. It not only makes it bad for the Show, but also for other exhibitors. The show is advertised to the public for viewing during specified hours. We expect exhibitors to stay in their booth till the public have been cleared from the arena, to ensure the security of your property. **DO NOT MOVE OUT ANY OF YOUR DISPLAY PRIOR TO THE SHOW ENDING ON SATURDAY, JUNE 12 AT 7 PM.**

We would appreciate all garbage is deposited in the proper containers. Please be patient and courteous to fellow exhibitors when vacating the premises.

Booth Registration Form

Company _____

Contact Name _____

Mailing Address _____

City/Town _____

Telephone _____

E-Mail Address _____

Products/Services to be Exhibited

Number of Ribbons (limit of 4) _____

Booth Size _____ Booth Number Preference _____

Electrical Outlet Required? _____

Date _____

Signature _____

Payment Enclosed _____

GST # R107051203

IMPORTANT:

1. Booths are assigned on a "First Come, First Served" Basis.
2. Booths are only guaranteed if paid in full.
3. Registration deadline is May 31, 2010.
4. Cancellation before May 31, 2010 will be refunded with a \$75 administration fee.
5. ALL EXHIBITORS MUST STAY UNTIL THE SHOW ENDS.
(no taking your exhibit down before show end)