



Welcome!

We are thrilled to invite you to our second annual Expo and Trade Show on May 12 & 13, 2017. This is our second year and we've made some changes based on feedback from vendors and the Expo Committee. To start, the Expo will be held over 2 days, for a more intense format.

Last year we saw over 1100 potential Customers come through the doors. Vendor feedback was excellent. Everyone made sales and/or strong contacts. This past year, the Visitor Information Centre saw an all-time record of 4600 visitors. We expect that number to continue to grow with Staycations, International Tourism and Canada's 150<sup>th</sup> Birthday this 2017.

We are actively creating new opportunities for you and the entire Business Community to grow and expand. Meet and create excitement with new and existing customers! This Expo and Trade Show will simply be a great way to kick off the summer sales season!

Sundre and Area is about Acreage, Ranch and RV Life, a place to call Home. We are about never ending Adventure and Relaxation; Golf, Rafting, Hiking, Fishing, Riding, and Camping. Everything, from Solar Panels to Fishing Rods, Acreage Tractors to back yard Decks and BBQs fit at this Expo.

### **WHAT DO WE NEED FROM YOU?**

- 1) Build dynamic interactive displays; give people a reason to stop and talk to you, about your Business and the products you sell. Build new and lasting relationships.
- 2) Offer 'Explore Sundre Adventure and Home Expo' Best Pricing. Create a 'Best Price of the Year Deal'. It could be on just one item, large or small. Maybe it's on an entire sales line, a package deal, or a percentage off that will get the customer back to your Store.
- 3) Spread the word! Let your Customers know that this Expo is happening and they need to be here.

Check out our new Web Site for more information and Expo Package details, at: [sundrechamber.ca](http://sundrechamber.ca) We want our Expo to become known as the Event to explore and shop. Together, let's create a Buzz that will put Sundre on the map like never before!



A 2-day Interactive Expo and Trade Show, taking place Friday May 12<sup>th</sup> and Saturday May 13, 2017, featuring 90+ exhibitors, demonstrations and activities to attract all ages. Numerous cross promotion events and activities will be running in Town. Sundre boasts a vibrant and diversified economy supported by Tourism, Forestry, Energy, Agriculture and Health Services.

### **BENEFITS OF BEING AN EXHIBITOR**

- Be recognized as an active business leader in the region and separate yourself from your competition
- Showcase new and innovative products and services to customers
- Build new lasting relationships with those customers
- Have your company name listed on the Chamber website and the Expo PowerPoint and Media

### **LOCAL AMMENTIES**

Our downtown district boasts fine coffee houses and restaurants and spas as well as unique shopping experiences.

We have a wide variety of Accommodations for your stay during the Expo. Hotels, Motels and Bed and Breakfasts are all ready to welcome you.

If there is anything that we can help with, just ask.

We know you'll love it here, because in Sundre, doing business comes naturally. The Chamber strives to provide you with valuable opportunities for promoting your business.

## EXPO HOURS OF OPERATION

Friday, May 12<sup>th</sup> - 2PM-7PM

Saturday, May 13<sup>th</sup> - 10 AM – 5 PM

## SET UP & TAKE DOWN

- **Thursday** - 12 pm and 6 pm – **Set Up begins, Heavy and larger equipment** (vehicles, trailers, etc.) must be moved in
- **Friday** - 9 am – 12 pm - **Set-up continues**
- **Expo starts at 2 pm**
- **Saturday** - 5:15 pm (no earlier) - **General Take-down time:** Starts. All displays, equipment, etc. must be cleared out prior to 8:00 PM on Saturday, May 13.

## RESERVE YOUR SPOT

Reserving a booth is on a first-come-first-served basis. To secure your 2017 booth space, you must complete and return your completed contract, and payment to (make Cheques payable to: **The Sundre and District Chamber of Commerce**):

**The Sundre and District Chamber of Commerce @ Box 1085, Sundre, AB T0M 1X0**  
Email : [scoc@telus.net](mailto:scoc@telus.net)

### Please Note :

- Final Booth Location will be determined by the Chamber, and cannot be guaranteed. We will do our best and work with each Vendor to accommodate specific needs for location.
- We do not restrict how many businesses of the same nature are accepted into the Expo.
- We cannot guarantee that like businesses will not be in the same vicinity.

## EACH BOOTH/ EXHIBITOR RECIEVES:

- 10' X 10' booth, (there will be ½ booth or shared booth option for the 2017 Expo
- 8' table & 2 chairs available upon request
- Power (one electrical outlet) \$ 50 charge
- Company name recognition on the chamber website & social media sites
- Company name recognition & booth number displayed on the onsite scrolling PowerPoint and other Expo Media
- Show passes (to be worn for entrance & the duration of the Expo) 🚗 Free Parking

## **CONTRACT - PLEASE READ THROUGH ALL DOCUMENTS CAREFULLY**

**PAYMENT** - Booth payment must be received in full along with signed contract. Space is available on a 'first come' basis. No booths will be held until full payment is in receipt of the Sundre and District Chamber of Commerce.

**CANCELLATION** - Cancellation of space must be in writing and received by the show organizer **by April 15, 2017**. In the event such a cancellation is received, full payment will be refunded, less a \$100.00 cancellation fee. If cancellation notice is not received **by April 15, 2017**, the exhibitor shall forfeit 100% of booth payment.

**SHOW SECURITY** - All access to the show area will be secured after the area is cleaned following each night at the Expo. Exhibitors are responsible for their property at all times.

**LIABILITY AND INSURANCE** - In consideration of participation at Explore Sundre Adventure and Home Expo, the exhibitor shall indemnify and save harmless The Expo Organizing Committee, The Sundre and District Chamber of Commerce and all the members thereof, and all other groups working under the direction of the Expo, from all fines, suits, proceedings, claims, liabilities or action of any kind or nature (including, but not limited to, cost and reasonable lawyer's fee) arising or growing out of or any way connected to the exhibitor's operation of the Exhibitor's booth and general participation in the Expo. Exhibitors must complete and sign the official Exhibitor Application form. We **strongly** recommend having **Commercial General Liability or Special Event Liability Insurance**.

## **DISPLAY RESTRICTIONS AND SAFETY**

1. All exhibitors are recommended to have liability insurance coverage—see above.
2. Specially built displays may not exceed an overall height of 8 feet unless permission is received.
3. Unfinished wood, cardboard, etc. panels must be painted or otherwise appropriately finished if visible from other booths.
4. All booths must be manned during exhibit hours.
5. The exhibitor assumes responsibility for compliance with local and provincial ordinances and regulations covering licenses, permit, fire, safety and health.
6. As a protection to all exhibitors, management reserves the right to restrict exhibits which in its judgment, because of noise or for any other reason, may be objectionable and / or detract from the character of the Expo.
7. **Exhibitors with motorized vehicles and equipment: Contact Expo Committee to discuss restrictions.**

### **PARKING**

During the Expo weekend, no commercial/heavy truck trailers may remain on the Expo parking lot. Out of town Vendors, we will help you find Heavy Truck parking if required.

### **GOOD NEIGHBOUR**

Any items in your display or booth may not obstruct the first 3' from the aisle on either side of your booth, nor may any item in your booth be taller than 8'. Any carpeting or flooring must remain inside the perimeters of your booth—to allow the public to see past a booth to the next booth. Should you have a display that cannot comply with this policy, please contact us prior to submitting your contract.

### **ANIMALS**

If Animals are required for your display, contact Expo Committee for restrictions.

### **EXHIBITOR DRAWS**

Exhibitors assume full responsibility of collecting Business Expo attendee contact information for personal/business use and will notify the winners of any draws or contests.

### **INTERNET/ PHONE LINES**

We are working to have secure wireless internet available.

### **SOCIAL MEDIA LINKS**

Find us on **Facebook** @sundrechamberofcommerce and **Twitter** @sundrechamber. Use #ExploreSundre #SundreEXPO and watch this event explode on social media.

***SIGN AND RETURN 2 PAGES BELOW. KEEP A COPY FOR YOU RECORDS.***

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<b>Booth Required</b>	<b>Chamber Members</b>	<b>Non-Members</b>	<b>TOTAL</b>
<input type="checkbox"/> 10' x 10' Booth	\$250.00	\$325.00	\$ _____
<input type="checkbox"/> 10' x 20' Booth	\$450.00	\$600.00	\$ _____
<input type="checkbox"/> Shared ½ Booth	\$125.00	\$175.00	\$ _____
<input type="checkbox"/> Power	\$50.00	\$50.00	\$ _____
Larger size and Outdoor Booths	Call for quote		\$ _____
GST (5%)	5%	5%	\$ _____
<b>TOTAL</b>			\$ _____

☐ Attached Cheque   ☐ Invoice (CHAMBER MEMBERS ONLY)

Advise how long you require for set up. \_\_\_\_\_ hour(s)

When are you planning to set up?

### **REGISTRATION**

Business

Name \_\_\_\_\_

Contact

Name \_\_\_\_\_

Mailing Address

\_\_\_\_\_ City \_\_\_\_\_

Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_ Ph.: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**REGISTRATION CONTINUED,**  
Product or Service Exhibited

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Please provide a description of what your booth set up will entail

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Business website/Social media site

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I hereby acknowledge that I have read the summary of Rules and Regulations enclosed and fully understand the information requested on this contract and agree that these Rules and Regulations are a part of this Contract and those contained herein shall be binding.

Date

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Exhibitor

Signature \_\_\_\_\_

Sign and return original. Keep a copy for you records.

**Make cheques payable to: The Sundre and District Chamber of Commerce**

**Drop your package off at the: Sundre Visitor Information Centre**

**or**

**Mail to: The Sundre and District Chamber of Commerce @ Box 1085, Sundre, Ab  
T0M 1X0**

**or**

**Co-Chair: Monica St Dennis @ Box 494 304 Main Ave W Sundre, AB T0M 1X0**

**NOT A MEMBER, BUT WANT TO RECEIVE THE MEMBER DISCOUNT?**

This is a great opportunity to join the Sundre and District Chamber of Commerce! Learn all the benefits of being a member! Call 403.638.3245 or email [info@sundrechamber.com](mailto:info@sundrechamber.com)