



APRIL 26th , 27th | LEDUC RECREATION CENTRE (LRC)

GENERAL INFORMATION

The Leduc Regional Chamber of Commerce's 2014 Business Expo is a 2-day event from April 26-27, 2014 featuring 90+ exhibitor booths, a performance stage and activities to attract all ages.

Leduc is a growing city with a population of over 26,000, a vibrant economy and a wide range of demographics—great consumers for the products/services you sell or provide!

The Chamber strives to provide you with valuable opportunities for promoting your business.

For more information, contact the Chamber today at 780.986.5454 or info@leduc-chamber.com

HOURS OF OPERATION

Saturday, April 26th - 10 AM - 5 PM (Official ribbon-cutting at 9:45 AM)

Sunday, April 27th - 10 AM - 4 PM

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 local customers
- The Expo runs alongside several tournaments at the Leduc Recreation Centre (LRC), giving you exposure to an unlimited number of potential customers
- Have your company name listed on the Chamber website and the PowerPoint Expo Guide

SET UP & TAKE DOWN

- Heavy and large equipment (vehicles, trailers, etc.) must be moved in on **Friday morning**. Please notify the Chamber well in advance to arrange your set up time between 9:00 – 10:00 AM
- Our event services company can provide the following services at additional costs: forklift services, pallet jack, carts, and labour. Please contact the Chamber to arrange for any extra services you may require.
- **General Set-up time:** Starts Friday, April 25th at 1:00 PM. Exhibitors must be show ready on Saturday April 26th at 9:00 AM for inspection.
- **General Take-down time:** Starts Sunday, April 27th at 4:00 PM. All displays, equipment, etc. must be cleared out prior to 8:00 pm on Sunday, April 27th. **Exception:** vehicles, boats, recreational vehicles, can move out on Monday April 28th between 8:00-9:00 a.m. Please arrange move out times with the Chamber.

BOOTH RATE CARD

	Chamber Members	Non-Members
Regular Booth 10' x 10'	\$400.00	\$550.00
Corner Booth (limited availability)	\$550.00	\$700.00
Extra Power	\$50.00	\$50.00
Extra Table Draped	\$40.00	\$40.00
Extra Table Plain	\$30.00	\$30.00
Booth Carpet	\$1.50/ square ft	\$1.50/ square ft
Damage Deposit - FOOD BOOTHS ONLY	\$200.00	\$200.00

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

This is a great opportunity to join the Leduc Regional Chamber of Commerce! Find out all the benefits of being a member! Call us today 780.986.5454 or email info@leduc-chamber.com or Leduc-chamber.com

RESERVE YOUR SPOT

Reserving a booth is on a first-come-first-served basis. To secure your 2014 booth space, you must complete and return your completed contract, proof of insurance and payment to:

Leduc Regional Chamber of Commerce Ph: 780.986.5454

6420 - 50 Street, Leduc, Alberta T9E 7K9 Fax: 780.986.8108

Email: info@leduc-chamber.com

- Booth spots will be determined by the Chamber and cannot be chosen or guaranteed.
- We do not restrict how many businesses of the same nature are allowed into the Expo.
- We do not guarantee that like businesses will not be in the same vicinity.

EACH BOOTH/ EXHIBITOR RECIEVES:

- 10' X 10' booth (One covered and skirted 8' table & two folding chairs)
- One 8' back wall & two 3' sidewall drapes
- Power (one electrical outlet)
- Access to exhibitor lounge and booth relief
- Company name recognition on the chamber website
- Company name recognition & booth number displayed on the onsite scrolling PowerPoint Expo guide
- Show passes (to be worn for entrance & the duration of the Expo)
- Free Parking

CONTRACT *PLEASE READ THROUGH ALL DOCUMENTS CAREFULLY.*

TERMS OF PAYMENT - Absolutely no exception, booth payment must be received in full along with signed contract. No booths will be held until full payment is in receipt of the Leduc Regional Chamber of Commerce office.

CANCELLATION - Cancellation of space must be in writing and received by the show organizer **by April 11, 2014**. 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 11, 2014**, 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 in the Leduc Regional Chamber of Commerce Business Expo, the exhibitor shall indemnify and save harmless The Expo Organizing Committee, The Leduc Regional 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 and provide proof of coverage of insurance.

DISPLAY RESTRICTIONS AND SAFETY

1. All exhibitors are required to have liability insurance coverage.
2. Each food exhibitor is required to supply and have on site a fire extinguisher.
3. Specially built displays may not exceed an overall height of 8 feet unless permission is received.
4. Unfinished wood, cardboard, etc. panels must be painted or otherwise appropriately finished if visible from other booths.
5. All booths must be manned during exhibit hours.
6. The exhibitor assumes responsibility for compliance with local and provincial ordinances and regulations covering licenses, permit, fire, safety and health.
7. 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.
8. No balloons are allowed as give-away items. Any inflatable objects used in display, must be safely secured and attached to such display to the satisfaction of the management.
- 9. Exhibitors with vehicles, motorized or cooking equipment inside the building:**
 - a. Will be restricted to a **maximum of eight (8) liters or two (2) gallons of gasoline** per vehicles.
 - b. Must ensure that batteries are **disconnected**.
 - c. Must provide **drip pan under vehicles** to prevent contact of dripping oil/gasoline or other fluids on floor surface.
 - d. Propane and natural gas vehicles and/or propane cooking devices will not be permitted inside the building.

POLICY *PLEASE READ THROUGH ALL DOCUMENTS CAREFULLY.*

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PARKING

During the Expo, no commercial/heavy truck trailers may remain on the LRC parking lot over the weekend.

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 call The Chamber at 780.986.5454 prior to submitting your contract.

ANIMALS

Animals are welcome in the Expo as long as a letter is written to the Chamber of Commerce requesting permission to have an animal in the booth. The letter must also state that you take full responsibility for the animal and the animal will be confined on a leash or caged at all times. Having an animal in the booth must relate to the nature of the business.

SAMPLES & GIVE-AWAYS

Food/candy to be given away or sold must be approved prior to the show by the Chamber inspector and comply with local health codes. Leduc and Capital Health prohibit home-cooked food brought onto the premise in accordance with the Regional Public Health Environmental Health Service. Approved food samples may be given away at any booth (sorry, no stickers, popcorn, chewing gum, ice cream and/or smoothies allowed). Only Pepsi beverage products may be sold or distributed within the LRC during the duration of the event. Helium-inflated balloons may not be given away—they may be used as secured decor for booth and must be 5' above the ground.

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

Please note there are no phone lines for debit machines, internet, etc.—however there is wireless internet (it can be sporadic at times).

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

PAYMENT *MULTIPLE BOOTH PURCHASE DISCOUNT:*

Purchase four (4) or more booths to receive a 5% discount

Booth Required	Chamber Members	Non-Members	TOTAL
<input type="checkbox"/> Regular Booth 10' x 10'	\$400.00	\$550.00	\$ _____
<input type="checkbox"/> Corner Booth (limited availability)	\$550.00	\$700.00	\$ _____
<input type="checkbox"/> Extra Power	\$50.00	\$50.00	\$ _____
<input type="checkbox"/> Booth Carpet	\$1.50/square ft	\$1.50/ square ft	\$ _____
<input type="checkbox"/> Extra Table Draped Size: <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$40.00	\$40.00	\$ _____
<input type="checkbox"/> Extra Table Plain Size: <input type="checkbox"/> 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$25.00	\$25.00	\$ _____
<input type="checkbox"/> Damage Deposit FOOD BOOTHS ONLY	\$200.00	\$200.00	\$ _____
<input type="checkbox"/> Multiple Booth Discount # of booths _____	-5%	-5%	\$ _____
GST (5%)	5%	5%	\$ _____
TOTAL			\$ _____

Payment \$ _____ ☐ Cheque ☐ Visa ☐ MasterCard ☐ Invoice (CHAMBER MEMBERS ONLY)

REGISTRATION

Business Name _____

Contact Name _____

Mailing Address _____ City _____

Prov. _____ Postal Code _____

Ph : _____ Fax: _____ Email: _____

Product or Service Exhibited

Business website/Social media site

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 _____

Exhibitor Signature _____

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

Return with payment to:

Leduc Regional Chamber of Commerce Ph: 780.986.5454

6420 - 50 Street, Leduc, Alberta T9E 7K9 Fax: 780.986.8108

Email: info@leduc-chamber.com