

**Lac du Bonnet & District Chamber of Commerce
TRADE FAIR 2019
Saturday, May 25 10 am - 3 pm**

**REGISTRATION FORM
and CONTRACT**

NAME OF BUSINESS: _____

CONTACT PERSON: _____ POSITION: _____

PHONE: _____ FAX: _____

MAILING ADDRESS: _____

POSTAL CODE: _____

EMAIL: _____

WEBSITE: _____

Brief Description of business, product or service to be displayed; _____

1. Submission of the contract must be accompanied with full payment no later than March 31, 2019.
2. Entrants will still be accepted after March 31, 2019 until May 1, 2019. Any entrants received after March 31, 2019 have no guarantee of their business name or logo appearing on any promotional material for the Trade Fair.
3. Refunds of fifty percent (50%) will be given until May 1, 2019 upon receipt of a letter from the business organization.
4. No refunds will be given after May 1, 2019.

FEE:

EARLY BIRD SPECIAL AVAILABLE UNTIL MARCH 1, 2019.

Lac du Bonnet & District Chamber of Commerce Members - \$125 (10' x 10' space),
subsequent booths \$50

Non-Profit Organization or Community Groups - \$75 (10' x 10' space),
subsequent booths \$50

***Electric power at booth \$10**

Home Party/Small business vendors - \$60 (10' x 5' table)

AFTER MARCH 1st.

Lac du Bonnet & District Chamber of Commerce Members - \$150 (10' x 10' space),
subsequent booths \$50

Non-Profit Organization or Community Groups - \$100 (10' x 10' space),
subsequent booths \$50

***Electric power at booth \$10**

Home Party/Small business vendors - \$75 (10' x 5' table)

Non-Chamber Members – same costs as above, plus a Chamber Membership.

Payment methods include: Cheque, Money Order, Cash or e-transfer to
ldbchamberofcommerce@gmail.com password Trade2019

_ Cheque, money or cash enclosed for full booth rental fee \$ _____

We, the undersigned, agree to participate in the Lac du Bonnet & District Trade Show. We have read and understood the Rules, Regulations, Terms & Conditions and further agree to adhere to all as established by the Management of this event and the management of the facility.

Signature of Applicant(s)

Date

Total number of booths required: _____

Do you require hydro? _____

Number of tables & chairs required? _____

Return to;

**Lac du Bonnet Chamber of Commerce
Box 598
Lac du Bonnet, MB
R0E 1A0**

Please be sure to email your company business name/logo to ldbchamberofcommerce@gmail.com

TRADE FAIR RULES & REGULATIONS

1. ADVERTISING - The Trade Fair Committee will conduct an advertising campaign prior to the show.
2. AMENDMENTS - The Trade Fair Committee shall have the full power to interpret these rules. Whenever these rules do not cover, the Fair Committee reserves the right to make such rulings as may appear to be in the best interest of the Trade Fair, and the Exhibitor agrees to accept and abide by such ruling.
3. AUDIO/VISUAL - The operation of microphones, loud speakers, televisions, or other amplifying equipment must be at a sound volume so as not to disrupt adjacent Exhibitors and is subject to the approval of the Fair Committee.
4. BOOTH ASSIGNMENT - The Fair Committee reserves the right to limit any exhibitor to four (4) booths. The Fair Committee reserves the exclusive right to alter the floor plan in the best interest of the Show.
5. BOOTH SPACE USE - The Exhibitor shall not assign the CONTRACT or sublet or lease or permit the whole or any part of the leased space contracted for, unless authorized by the Trade Fair Committee in writing. The Exhibitor display must remain within the confines of the assigned booth dimensions (including carpeting).
6. CHARACTER OF THE EXHIBIT - The Committee reserves the right to decline or prohibit any exhibit or Exhibitor not approved by the Committee. This regulation covers persons, things, conduct, printed matter, souvenirs, emblems and all things which affect the character of the exhibition. Each Exhibitor will be provided with a basic booth space.
7. CLEAN UP OF EXHIBIT - It is the Exhibitor's individual responsibility to keep their booth space clean at all times. Cleanup of the booth area is also the responsibility of the Exhibitor after removal of the display. All Exhibits must be removed no sooner than 3:00 pm and no later than 5pm on Saturday, May 25, 2019. No exceptions.
8. DEPOSITS AND CANCELLATIONS - **Submission of Contract must be accompanied with full payment.** Refunds of 50% will be given until May 1, 2019, upon receipt of a letter from the business. There will be NO REFUNDS after May 1, 2019. All cheques or money orders must be made payable to the **Lac du Bonnet & District Chamber of Commerce.**
9. DOOR PRIZE - Each Exhibitor is encouraged to have a draw prize in the booth to attract visitors. It is the responsibility of the Exhibitor to draw the name of the winner, contact that person to arrange for delivery of the prize.
10. ELECTRICAL CONNECTIONS – Power will only be available if indicated in the Contract. Extension cords may be required and are NOT supplied by the Fair. Extension cords must be in good working condition (absolutely no tape on them). Additional power needs must be arranged prior to the Fair at the Exhibitor's own expenses. *\$10 charge for hydro.
11. FAILURE TO ABIDE BY THE CONTRACT - Failure to abide by the Terms of the Contract or this set of Regulations may result in the removal of the Exhibitor and his/her exhibit. In the event of such removal, any money paid by the Exhibitor to the Lac du Bonnet & District Chamber of Commerce for the leased booth space(s) shall be retained by the Trade Fair Committee as liquidated damages for such a breach. The Trade Fair Committee reserves the right to re-let such space(s) in the event of such a breach.
12. INSTALLATION OF EXHIBITS - Exhibitor set up will be scheduled for Friday as assigned by the Fair Committee. Display changes and touch-ups may only be done before the show opens each day and must be completed no later than 30 minutes prior to opening.
13. INSURANCE - Exhibitors are required to carry their own public liability damage insurance and must insure their own goods. The Trade Fair Committee, and their representatives will not be held responsible for any injury, loss or damage that may occur to the Exhibitor or the Exhibitor's employees or property from any cause whatsoever, prior to, during or subsequent to the period covered by the Contract, and the Exhibitor shall indemnify the Trade Fair Committee, the Lac du Bonnet Chamber of Commerce, their agents and employees for all liability resulting from the Exhibitor's acts or omissions. The venue will be secured when the trade show is not open. This in no way implies individual protection of exhibit contents, products, etc.

Hours

Friday, May 25, 2018	3 pm – 8 pm	-set up
Saturday, May 26, 2018	10 am – 3 pm	- show
	3 pm – 5 pm	- clean up

The centre will be open 1 hour prior to start time for vendors only.

****NO DISPLAYS REMOVED PRIOR TO 3:00PM ON Saturday, May 25, 2019****
ALL EXHIBITS MUST BE REMOVED BY 5:00PM ON Saturday, May 25, 2019

Location: Lac du Bonnet Community Centre, 35 McArthur Ave.

Booths are 10' x 10'.

Home Party/Small business tables 10' x 5'.

Vehicles are not permitted to drive in the venue, all items must be unloaded at the entrance and moved on dollies or carts.

Electricity may be available but must be requested prior to May 1, 2019, but is not guaranteed. \$10 charge for hydro.

Wi-Fi will be available in the venue, provided by Waterside Wireless.

Exhibitors will be assigned booth space closer to show date and a floor plan will be made available at that time.