

## **TRADE SHOW RULES & REGULATIONS**

### **Friday April 22, and Saturday April 23, 2022**

#### **CONDITIONS OF CONTRACT:**

The exhibitor agrees to abide by all regulations and rules adopted by the Lacombe and District Chamber of Commerce, Trade Show Committee (hereafter referred to as the Show Committee) in the best interests of the show and agrees that show organizers shall have the final decision in enforcing any rule or regulation deemed necessary prior to, during, and after the show.

#### **PAYMENT AND APPLICATION:**

All bookings are on a first come, first serve basis, however, priority is given to Lacombe businesses and to those businesses that participated in the 2019 event. Full payment is required to guarantee chosen space. Until full payment is received, the committee reserves the right to rebook space. The Show Committee reserves the right to limit duplicate product/service booths.

**GENERAL RULES:** All rules and regulations relative to public buildings as prescribed by the Fire Regulations for the City of Lacombe will be adhered to. All codes pertaining to Covid, Liquor, Health, Fire, City Ordinances, Safety and Electrical both Provincial and City must be adhered to.

#### **SHOW CANCELLATION:**

It is understood and agreed by the Exhibitor that the Show Committee may cancel said Show and may cancel this contract if, in the opinion of the Show Committee, such Show would be impractical and/or inadvisable.

#### **WAIVER OF LIABILITY AND INDEMNITY:**

The Show Committee will exercise reasonable precaution for the protection of property of Exhibitors by Security Personnel but shall assume no responsibility for loss or damage to the property of Exhibitors placed in exhibit area or adjacent grounds and is discharged from all liabilities. Exhibitor shall be liable for any and all damages, which he/she may cause.

#### **EXHIBITORS INSURANCE:**

It is the responsibility of each Exhibitor to purchase insurance coverage, as necessary. Exhibitors may be asked or required to show proof of said insurance – certificates should be on site during the Show.

#### **EXHIBITOR BOOTHMANSHIP:**

**Show Hours: Friday, April 22<sup>nd</sup> from 2:00 pm – 8:00 pm & Saturday, April 23<sup>rd</sup> from 10:00 am - 4:00 pm. All exhibits must remain intact and completely contained within your designated rented booth space until 4:00 pm April 23<sup>rd</sup>.** All Exhibitor products or displays must remain in their booth space.

**Exhibition Hours – the Exhibitor shall always maintain a responsible individual or individuals in the leased space during designated exhibition hours.** The Exhibitor shall cause all such employees, agents, visitors or guests of Exhibitor to be familiar with all Rules and Regulations of the Show. Each Exhibitor will be given two show passes, which must be worn for entrance into the Show.

### **EXHIBITOR MOVE-IN INSTRUCTIONS:**

Exhibitors will be able to move displays into the facility on Thursday April 21<sup>st</sup> from 9:00am-8:00pm and Friday, April 22<sup>nd</sup> from 8:00 am to 2:00pm. All exhibits must be ready for display by 2:00pm Friday April 22<sup>nd</sup> for Show Opening.

### **EXHIBITOR MOVE-OUT INSTRUCTIONS:**

Exhibits or portion thereof may not be removed from show facility until 4:00 pm on Saturday, April 23<sup>rd</sup>. All exhibits must be out of the facility by 6:00 pm on Saturday, April 23<sup>rd</sup>.

**\*If special arrangements are required, Exhibitors should notify Helen Peck, Tradeshow Salesperson at the time of booth booking.**

### **EXHIBITOR DRAWS:**

We encourage all Exhibitors to have draws for the attendees. People love entering draws and winning prizes! These items do not need to be expensive, in fact having a couple of less expensive items might be better. Exhibitors assume full responsibility of collecting trade show attendees contact information for personal use in business database and will notify the winners of any draws or contests.

### **EXHIBITOR CANCELLATION:**

Cancellation of booth must be in writing and received by the Show Committee no later than Friday March 25<sup>th</sup>, 2022. In the event of a cancellation the full registration fee, less an administration fee of \$50 will be refunded to the exhibitor. Cancellation after March 25<sup>th</sup> 2022 will lead the Exhibitor to forfeit 100% of the contracted booth costs.

***Thank you for your participation!***

### **Notes:**

1. *Space will be guaranteed upon receipt of payment. Payment accepted by cheque or credit card. Please make all cheques payable to the **Lacombe and District Chamber of Commerce**.*
2. The Trade Show is booked on a first come, first serve basis.
3. Priority will be given to Chamber Members, Lacombe & Lacombe County businesses, and returning exhibitors. The Lacombe and District Chamber of Commerce reserves the right to rebook space without notice.
4. The Trade Show committee reserves the right to deny any registration at their discretion without explanation.
5. Contact information will be distributed to advertising outlets for Trade Show promotion only.

<p><b>Please Note: Under current Alberta Health regulations wearing masks is mandatory within the building, and event organizers will be monitoring the number of attendees throughout the event.</b></p>
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***For information on bookings please contact Helen Peck, Trade Show Salesperson at (403) 785-6888***

***Bulk space is also available if needed.***