



19th Annual La Crete Spring Trade Show - 2018

Friday, April 27, 2018 - Show Hours: 5:00 PM to 10:00 PM
Saturday, April 28, 2018 - Show Hours: 10:00 AM to 4:00 PM

EXHIBIT SPACE PRE-APPLICATION

(Payment is only required when you CONFIRM January 2018)

Name of Organization: _____

Address: _____

City: _____ Province: _____

Postal Code: _____ Phone: _____

Email or Fax: _____

Business Description: _____

Booth # Preference: _____

Total Booth Cost: _____

We agree to abide by the rules and regulations of the La Crete & Area Chamber of Commerce as set forth on this application form.

Contact: _____

Signature: _____

Date: _____

Come Out and Enjoy the Show!

Office Use Only:

Total Due: _____ Paid by: _____

Invoice #: _____ Booth #: _____

Exhibit Passes: _____

Cancellation Received Date: _____

Amount Refunded: _____

La Crete & Area Chamber of Commerce

Box 1088 La Crete, AB T0H 2H0

Office: 780-928-2278

iPhone: 780-285-4409

Fax: 780-928-2234

E-mail: Admin@LaCreteChamber.com

Website: LaCreteChamber.com

Trade Show Rules and Regulations

General Rules

The exhibitor agrees to abide by all regulations and rules adopted by the La Crete & Area Chamber of Commerce in the best interest of the Trade Show and agrees that the La Crete & Area Chamber of Commerce shall have final decision in adopting any rule or regulation deemed necessary prior to, during, and after the show.

Pre-booking/Terms of Payment

Returning booths have first priority of their present booth or next available choice.

Payment Options: Cash, cheque, money order, Credit Card or ATB-EFT (Call for details) **Payment is required by March 31, 2018 to Confirm Attendance or booth will be sold to the next applicant on our waiting list.**

Invoice will be sent in January 2018 for those who have pre-booked their booths.

Make cheque payable to:

La Crete & Area Chamber of Commerce
Box 1088 La Crete, AB T0H 2H0

Booking Space

All bookings first come, first serve basis. It is therefore necessary to book your booth as soon as possible.

Cancellation

Cancellations must be made up to March 31, 2018 in order to receive a full refund **less \$25.00 administration fees.** After this an **additional \$25.00** will be charged as a late cancellation fee. Cancellation must be in writing and delivered by Mail, Fax, E-mail or Text and received on or prior to the deadline. **Cancellations after April 21, 2018 will receive no refund.**

Waiver of Liability

The La Crete & Area Chamber of Commerce shall make every effort to ensure the protection of property of the exhibitor. However, the La Crete & Area Chamber of Commerce shall take no responsibility for lost, stolen, or damaged goods. All insurance/liability required is the responsibility of the exhibitor to secure.

Exhibitor Passes

You may call or email the La Crete & Area Chamber of Commerce and let them know how many passes are needed. Passes must be worn at all times.

Boothmanship

All exhibits must remain intact throughout the Trade Shows designated hours. The exhibitor shall maintain a responsible individual in the leased space at all times.

Move in Instructions

Center exhibitors **MUST** move in Thursday, April 26 from 3:00 PM to 10:00 PM. All other exhibitors move in the same or Friday, April 27 from 9:00 AM to 4:00 PM.

Back loading door will be locked at 3:00 PM.

ALL EXHIBITS MUST BE READY NO LATER THAN 4:00 PM FRIDAY, APRIL 27

*Penalty may apply to late comers or leaving early!

Move Out Instructions

Exhibits may not be dismantled before 4:00 PM, on Saturday, April 28, 2018. Exhibits must be removed from the exhibition area immediately after the Trade Show ends unless authorized by Arena Manager!