



# 20<sup>th</sup> Annual La Crete Spring Trade Show - 2019

Friday, April 26, 2019 - Show Hours: 5:00 PM to 10:00 PM  
Saturday, April 27, 2019 - Show Hours: 10:00 AM to 4:00 PM

## EXHIBIT SPACE PRE-APPLICATION

(Payment is only required when you CONFIRM beginning January 2019)

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](mailto:Admin@LaCreteChamber.com)**

**Website: [LaCreteChamber.com](http://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, 2019 to Confirm Attendance or booth will be sold to the next applicant on our waiting list.**

Invoice will be sent as we receive Application Forms in 2019 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, 2019 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 19, 2019 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 25 from 3:00 PM to 10:00 PM. All other exhibitors move in the same or Friday, April 26 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 26**

\*Penalty may apply to late comers or leaving early!

### Move Out Instructions

**Exhibits may not be dismantled before 4:00 PM, on Saturday, April 27, 2019.** Exhibits must be removed from the exhibition area immediately after the Trade Show ends unless authorized by Arena Manager!