



Okotoks & District Chamber of Commerce Trade & Lifestyle Show Application/Contract

April 20th & 21st, 2012
Okotoks Recreation Centre, 99 Okotoks Drive, Okotoks AB

Exhibitor Name: _____
 Contact Name: _____
 Type of Business: _____ If multi-level marketing please advise Yes or No
 List Products/Services to be displayed: _____ Are you serving food in your booth? Yes or No
 Address: _____
 Telephone: _____ Fax: _____
 Email: _____ Website: _____

REGISTRATION FOR TABLES WILL BE ON A FIRST COME FIRST SERVE BASIS. TABLE ASSIGNMENT WILL BE AT THE DISCRETION OF THE OKOTOKS & DISTRICT CHAMBER OF COMMERCE. Every reasonable effort will be made to separate exhibitors of like product and services but guarantee cannot be given to such separation.

PLEASE NOTE ELECTRICAL FOR TABLES IS NOT AVAILABLE

Discounts are provided to Okotoks & District Chamber of Commerce Members

TABLE - CHAMBER MEMBERS - see page 2 for specifications

Regular Table	quantity _____ x	\$125.00 =	_____
Corner Table	quantity _____ x	\$150.00 =	_____
(Member) Table Cost =			\$ _____

Do you require the 2 chairs included in booth price? Yes or No

TABLE - NON CHAMBER MEMBER

Regular Table	quantity _____ x	\$150.00 =	_____
Corner Table	quantity _____ x	\$175.00 =	_____
(Non Member) Table Cost =			\$ _____

Do you require the 2 chairs included in booth price? Yes or No

EXTRAS (in addition to table specifications)

Additional 4' Long skirted table - quantity _____ x	\$45.00 =	_____
Additional 8' Long skirted table - quantity _____ x	\$45.00 =	_____
10 x 10 carpet - quantity _____ x	\$125.00 =	_____
Extras Subtotal =		\$ _____

BONUS ADVERTISING OPPORTUNITIES

Business Card ad in the Flyer and Western Wheel deadline March 30, 2012 (subject to space)	\$40.00 =	_____
On location interview with the Eagle 100.9 FM [we can provide a professional voice if requested]	\$70.00 =	_____
Advertising Subtotal =		\$ _____

TOTAL COST

Return registration form with payment to:	Total Table cost = _____
Okotoks & District Chamber of Commerce	Table extras = _____
Box 1053, 14 McRae Street, Okotoks, AB T1S 1B1	Advertising Costs = _____
Phone (403) 938-2848, Fax to (403) 938-6649	Subtotal Costs = _____
	Add GST # 107793754 - 5% = _____

GRAND TOTAL: _____ = \$ _____

PAYMENT: EXHIBIT SPACE WILL NOT BE CONFIRMED WITHOUT FULL PAYMENT AT TIME OF REGISTRATION
 CHEQUES PAYABLE TO OKOTOKS & DISTRICT CHAMBER OF COMMERCE

Mode of Payment	<input type="checkbox"/> Cash	<input type="checkbox"/> Debit	<input type="checkbox"/> Cheque	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard
Credit Card #			Exp. Date:		

Signature: _____ **Date:** _____

Cancellation Policy:

All cancellations must be delivered in writing to the Chamber office. If cancellation is received on or before April 5, 2012, then the grand total, less a \$50 cancellation fee, will be refunded to the registrant. There will be no refunds for any cancellations received after April 5, 2012. The Okotoks & District Chamber of Commerce will endeavour to accommodate table location requests, but reserves the right to make changes at any time. Priority and preference will be given to Chamber members and 2010 exhibitors.

EXHIBITOR INFORMATION

SHOW DATES & HOURS:

Friday, April 20 - 5 pm - 9pm
Saturday, April 21 - 9 am - 4:30 pm

SHOW LOCATION: Okotoks Recreation Centre

99 Okotoks Drive, Okotoks, AB

MOVE-IN:

Friday, April 20 - 8 am - 2pm

MOVE-OUT:

Saturday, April 21 - 4:30 - 5:30 pm

EXHIBITOR SOCIAL:

Friday, April 20 - 9 pm to 11 pm - Community Room in Okotoks Recreation Centre

TABLE SPECIFICATIONS:

Size 10' x 10' space (no back wall space)
1 - 8' black skirted table
2 - folding chairs

TABLE EXTRAS:

Size 10 x 10 carpet for table can be ordered if required at additional cost. All aisles carpeted.
Additional 4' or 8' skirted table can be ordered if required at additional cost.

EXHIBITOR PACKAGES:

Exhibitor packages will be available at the venue upon check-in

SECURITY: Security will be provided from Thursday evening to closing Saturday.

INSURANCE: The Exhibitor is responsible for obtaining any/all insurance related to his/her participation and requirements of his/her exhibit in the show. Neither the Okotoks Chamber of Commerce nor the Okotoks Recreation Centre will be held responsible or liable for any manner of damage or loss that may occur to property or persons during times of move in, show and/or move out. Exhibitors who desire insurance on their exhibits must obtain it at their own expense. Attention is particularly called to the necessity for insurance covering all risks (liability, fire, theft, damage, etc.) on exhibits from place of shipment to the Arena and return, including the period during which the goods remain in the Arena.

MOVE-IN MOVE-OUT: Exhibitors will be required to access and exit the show in a considerate and timely fashion. Your vehicles must be removed from the back doors as soon as you have unloaded as this is a patrolled fire lane. Move-out will be done in an orderly and organized fashion.

DOOR PRIZES: Any donations for our exhibitor social on Friday night would be appreciated.