



The Drumheller and District Chamber of Commerce  
welcomes you to participate in our upcoming Trade Show,  
the 5th Annual



In Drumheller, Alberta

Friday, April 26: 2:00 pm – 8:00 pm  
Saturday, April 27: 10:00 am - 6:00 pm

**We are revamping the Spring Expo trade show with some exciting changes in 2019!**

***\*\*New Location: Badlands Community Facility***

***\*\*Power now included with all 8' x 8' & 10' x 10' booths***

***\*\*2 Day Show: Friday and Saturday only***

**CHECKLIST:**

*Have you submitted:*

- Page 1 – Contact Information
- Page 2 – Booth Requirements and Exhibit Information
- Page 3- Payment Information
- Page 6- Agreement of Terms and Conditions
- Copy of Insurance Policy **OR** Completed Insurance Form (Page 6)
- Vendors supplying food and/or beverages must also submit the Alberta Health Services *Environmental Public Health Temporary Food Establishment (Vendor) Notification* form, which can be found in the “Spring Expo” tab at [www.drumhellerchamber.com](http://www.drumhellerchamber.com).

**EXHIBITOR APPLICATION FORM**

Please fill out and submit all required pages to the Drumheller and District Chamber of Commerce (DDCC) **no later than March 8, 2019**. Forms can be submitted via mail, e-mail, fax, or in person at the Chamber office. Payment options can be found on page 2.

**CONTACT INFORMATION**

Name of Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Company name you wish to be printed on badges and all printed material: \_\_\_\_\_

\*Show staff will be at the venue during Exhibitor Move-In, Thursday, April 25: 3:00 pm - 6:30 pm, and Friday, April 26: 8:00 am - 12:00 pm. **Please check in at the venue entrance when you arrive to receive your Exhibitor Package.** Your Exhibitor badges will be found inside. All booths include 2 Exhibitor badges; additional badges may be ordered on Page 2.

**\*\*IMPORTANT:** Please note that with the change in venue, there are some limitations to the size of items that will fit through the venue doorways. One entry is approximately 64 inches wide and 80 inches high, the other is approximately 44 inches wide and 87 inches high. *Please ensure your items can fit through at least one of these doorways; the DDCC will not be held liable for items that do not fit inside the venue.*

Also note that forklifts are not allowed inside the venue. If you wish to exhibit OUTSIDE the venue (Badlands Community Facility parking lot) please contact the DDCC to discuss further.

**TRADE SHOW DETAILS**

- **Show Dates & Times:** Friday, April 26 from 2:00-8:00pm and Saturday, April 27 from 10:00am – 6:00pm
- **Exhibitor Move-in:** Thursday, April 25 from 3:00-6:30pm and Friday, April 26 from 8:00am - 12:00pm.
- **Exhibitor Move-out:** Saturday, April 27 from 6:05 pm – 9:00pm.
- **Location:** Badlands Community Facility, 80 Veterans Way, Drumheller, Alberta.

**BOOTH OPTIONS, PRICES AND ADD-ONS**

- ★ For registrations received by **December 31, 2018**, a 50% deposit is required to hold your booth space, with the remaining balance due by March 8, 2019. Payment **in full** will be required for all registrations submitted after January 1, 2019.
- ★ All booths include an 8' high black backwall drape, 3' high black sidewall drape, 2 Exhibitor badges, and 2 folding chairs.
- ★ 8 x 8 booths will also have a 6' skirted table and 10 x 10 booths will also have a 8' skirted table.
- ★ Non-profit organizations may rent a skirted table for a reduced rate. Up to 6 non-profit organizations will be permitted.
- ★ Extra Exhibitor badges can be ordered on Page 2, if required.
- ★ **Basic electrical is included with all 8'x8' and 10'x10' booths. Additional equipment rental and services, such as carpet, displays, and additional power must be ordered from Goodkey Show Services. Please let us know if you require an order form.**

Item	# of	Chamber Member Cost*	Non-member cost	Total
8 x 8 Booth		\$300	\$350	
10 x 10 Booth		\$350	\$400	
Non-profit table		<b>\$100</b>		
Extra Exhibitor Badges		\$5	\$7	

**For spaces larger than 8x16 or 10x20, or OUTDOOR SPACE, please contact the DDCC for pricing.**

\*Chamber membership is intended to be ongoing and will not be considered for non-local businesses for trade show purposes only.  
**\*\*If paying after December 31, 2018, payment must be made in full.**  
 All vendors taking part in the 2019 Spring Expo will have first right of refusal for booths in the 2020 Spring Expo.  
**Requested booth numbers, in order of preference:**  
 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_  
*The DDCC will attempt to place vendors in requested booths whenever possible; however vendors are not guaranteed to be placed in any of the booths requested.*

Sub-total	
5% GST	
Total Due:	
Amt Paying Now:	

**EXHIBIT INFORMATION**

QUESTIONS:	PLEASE CHECK ONE		PLEASE DESCRIBE
	YES	NO	
Will you be sampling any products? Ex. Food, alcoholic or non-alcoholic beverages.			
Will you be retailing any food or beverages?			
Will you be conducting a draw/ giving away any prizes from your booth?			
Will you be offering any services?			
Will you be doing any demonstrations in your booth? Ex. product demonstrations			

Products and/or services to be exhibited: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please note that only items described as above and approved by the DDCC will be permitted to be displayed at the Show.

**PAYMENT INFORMATION**

Please select your method of payment (check one):     Cheque     Cash     Credit Card

**Please make cheques payable to *The Drumheller and District Chamber of Commerce*.**

**Credit Card Payment:** We accept VISA and MasterCard. Credit card payment is subject to completing all required information below. By signing in the Authorized Cardholder Signature box, this verifies that you hereby authorize the Drumheller and District Chamber of Commerce to process the indicated amount on your credit card. This is legal and binding.

<b>Cardholder Name (please print)</b>			
<b>Credit Card Number</b>		<b>Expiry Date (MM/YY)</b>	
<b>Card Type</b>		<b>Pmt. Amount</b>	
<b>Authorized Cardholder Signature</b>			

**Full payment** must be received by the Drumheller and District Chamber of Commerce **no later than March 8, 2019**, to keep your booth space. Booths that are not paid for in full by March 8, 2019 will be put back up for sale.

**ACCOMMODATIONS:*****Hotels and Motels:***

- ❖ Badlands Motel & WHIFS Flapjack House: 403-823-5155
- ❖ Canalta Hotels Jurassic Inn: 403-823-8887
- ❖ Econo Lodge: 403-823-3322
- ❖ Quality Hotel: 403-856-4445
- ❖ Ramada Inn: 403-823-2028
- ❖ Rosedeer Hotel (Wayne): 403-823-9189
- ❖ Super 8: 403-823-8887
- ❖ Travelodge: 403-823-5302

***Inns and Bed & Breakfasts:***

- ❖ Del's B & B: 403-823-9767
- ❖ Dwyn-Anne's Country Inn: 403-334-0565
- ❖ McDougall Lane B & B: 403-823-5379
- ❖ Newcastle Country Inn: 403-823-8356
- ❖ The Inn at Heartwood: 403-823-6495
- ❖ The Palm Oasis Guest House: 403-436-0130
- ❖ Taste the Past Bed & Breakfast: 403-823-5889

If you would like information on campgrounds please call our Visitor Information Centre at 1-866-823-8100.

## **TERMS AND CONDITIONS**

From herein, the Drumheller and District Chamber of Commerce will be referred to as the **DDCC**, and the event will be referred to as the **Show**.

1. The DDCC agrees to provide the Exhibitor with the booth size(s) and equipment as indicated on pages 1 and 2, unless otherwise agreed to, once the DDCC has received full payment from the Exhibitor. This excludes electrical (except basic), lighting, and any other materials, such as signage, hanging signage, handling, uncrating, assembly or spotting, or any other materials or services which are ordered directly from the Show Services Company.
2. The DDCC reserves the right to alter the exhibition floor plan or relocate Exhibitors should the management deem it necessary.
3. **Deadline to Apply:** Completed applications and full payment must be received by the DDCC no later than **March 8, 2019**. Please be advised that booth space is not confirmed until payment is received.
4. **Cancellation Policy:** Upon cancellation of the contract by the Exhibitor, regardless of whether or not the booth space is resold, Exhibitors will be liable to the DDCC for:
  - a. 50% of total space cost after February 8, 2019
  - b. 100% of total space cost after March 8, 2019.
5. **Method of payment:** Cash, Cheque, Visa and Mastercard will be accepted. Booths will not be held for Exhibitors until payment has been received by the DDCC. No Exhibitor will be permitted to set up their booth until full payment has been received by the DDCC.
6. The DDCC does not guarantee exclusiveness of product line or product type.
7. **Subletting:** The Exhibitor shall not sublicense, transfer or apportion any of its allotted space except as specially approved by the DDCC. The Exhibitor shall not exhibit nor permit to be exhibited in its space any merchandise not a part of its own regular products, and shall not exhibit any advertising material not directly pertaining to the products exhibited.
8. **Insurance:** The Exhibitor is responsible for the placement and cost of **insurance, licenses, and/ or permits** required by his/her participation in the show. The Exhibitor shall assume all responsibility for loss or damage to his/her property due to fire, theft, flood, lightning, natural disaster, explosion or any cause whatsoever.
  - a. The Exhibitor shall obtain and maintain at its own expense during the period commencing on the first move-in date and terminating on the last move-out date, a policy of insurance acceptable to Show Management. **The policy of insurance shall name the Drumheller and District Chamber of Commerce as additional insured with 30 days written notice of cancellation.** The policy shall provide coverage of at least **\$2,000,000** commercial general liability for each separate occurrence, and contain a **waiver of subrogation** in favor of the Drumheller and District Chamber of Commerce. The Exhibitor's insurance policy must be a minimum of **"All Risks / Broad Form"** property wording to cover damage to their own property, and to insure them against all claims of any kind arising from or in any way connected with the Exhibitor's presence or operations of the Show. If the Exhibitor decides not to carry its own property/contents coverage, and such property/contents are damaged while taking part in the Show, the DDCC assumes no responsibility for said damages. The Exhibitor must provide the DDCC with a copy of the policy. Alternatively, applicants can fill out the form on page 6.
9. **Liability:** The DDCC will not be held liable for any loss, expense or damage occurring to or suffered by said Exhibitor or his/her employees, agents, or servants, or to the property of the aforementioned if said loss, expense or damage arose from or were in any way connected to the Show.
  - a. In the event the exhibit building should be destroyed by fire or otherwise, or if any circumstances whatsoever should occur which might make it impossible for the DDCC to permit Exhibitors to occupy the premises or if the show is cancelled, the Exhibitor shall pay for space only for the period the space was or could have been occupied by such Exhibitor, and the DDCC will be in no way responsible for any claim or damage, which might arise in consequence thereof. A refund of all monies received from the Exhibitor will be made by the DDCC in the event of this show not being held as proposed, and the DDCC shall be released from any claims for damages (direct and consequential).

- b. The Exhibitor is liable for any damage caused to the building floors, walls, or to booth equipment, or to other Exhibitor's property.
10. All rules, regulations, and codes pertaining to public buildings, liquor, food, health, fire, town ordinances, safety and electrical, both provincial and municipal, must be adhered to.
  11. The Exhibitor agrees to observe all union contracts and labour relations in force, agreements between the DDCC, official contractors serving companies and the building in which the Show will take place, and according to the labor laws of the jurisdiction in which the building is located.
  12. The DDCC shall have full power in the interpretation and enforcement of all Rules and Regulations and the power to make such amendments and additional rules and regulations as considered necessary for the proper conduct of the Show, including booth placement.
  13. The Exhibitor may not apply paint, lacquer, adhesive or other coating to building columns, floors or walls.
  14. During show hours, all electrical panels must be accessible to the DDCC, and other contractor's staff. These areas must be clear at all times. All boxes, storage bins, jackets, etc. must be stored in your booth area away from the electrical panels/outlets.
  15. Use of audiovisual equipment will be permitted only where appropriate to the display, provided sound does not exceed "conversation" level. The DDCC reserves the right to supervise the installation and use of all loud speakers or other noise making equipment used by the Exhibitor.
  16. All combustible exhibit and display materials must be flame proofed. Explosive materials are not allowed on the premises.
  17. **Demonstration and Sampling:** Exhibitor demonstrations, sampling, and the distribution of information must be done within the confines of the Exhibitor's booth area and must not block the flow of traffic or interfere with nearby booths. If samplers or demonstrations interfere with neighboring Exhibitors, the DDCC has the right to withdraw or limit the ability of the Exhibitor to do so.
  18. **Boothmanship:**
    - a. The Exhibitor agrees to occupy the exhibit space during the entire run of the show and that no display may be dismantled or goods removed until the closing hour of the last day of the show, and to exhibit or sell only those products described on page 2 of the Exhibitor Application Form. The Exhibitor also agrees to remove his/her exhibit, equipment and all other property from the exhibit building by the final move out time, or in the event of failure to do so the Exhibitor agrees to pay for such additional costs as may be incurred.
    - b. The Exhibitor shall ensure their booth is staffed by qualified personnel during all show hours. The Exhibitor shall be responsible for the conduct of their personnel and any associated guests (including family members) and ensure they are familiar with the Terms and Conditions of the Show.
    - c. Racks and display shelves must not exceed 8 ft in height and 3 ft on sides. Racks and displays must be free standing and must not be affixed to any piping or draping, with the exception of banners. Exhibitors must take care to ensure that displays and demonstrations do not obstruct visibility of other displays or block foot traffic in the aisles. All displays are subject to inspection by Show Management.
  19. The Exhibitor agrees to abide by all the regulations and rules adopted by the DDCC and agrees that the DDCC shall have the final decision adopting any rule or regulation deemed necessary prior to, during and after the show and without limiting the generality of the foregoing, the Exhibitor agrees to keep his/her exhibit in a neat and clean condition and to do nothing to deter from the good character of the show.
  20. The DDCC reserves the right to cancel this contract and withhold possession of exhibit space if the Exhibitor fails to perform any material condition of his/her contract or refuses to abide by the Show rules and regulations, in which case the Exhibitor shall forfeit as liquidation damages all space rental payments made by him and any further occupancy of such space.
  21. The DDCC has permission to use your name and website for the purpose of promoting the Show.
  22. The DDCC reserves the right to photograph and/or videotape the events and images of the Show and reproduce these images for future promotional purposes.

23. **Arbitration:** The parties agree that any dispute between them which is in relation to this agreement will be settled by a single arbitrator pursuant to the Arbitration Act of Alberta. The arbitration will be conducted in accordance with the Arbitration Rules of the Alberta Arbitration and Mediation Society.

We (company) \_\_\_\_\_ hereby contract to exhibit in the Drumheller and District Chamber of Commerce 2019 Spring Expo taking place at the Badlands Community Facility on April 26 & 27, 2019. I/we have read, understand, and agree to these terms and conditions.

EXHIBITOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**INSURANCE INFORMATION**

To be completed by the Insurer or their Authorized Representative. Complete this section **ONLY** if you do not currently have a Certificate of Insurance to submit with this application.

	Name	Phone #	Address- Street, City, Province
<b>Insured</b>			
<b>Agent</b>			
<b>Broker</b>			

**DESCRIPTION TO THE NAMED BUSINESS OPERATIONS TO WHICH COVERAGE APPLIES:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

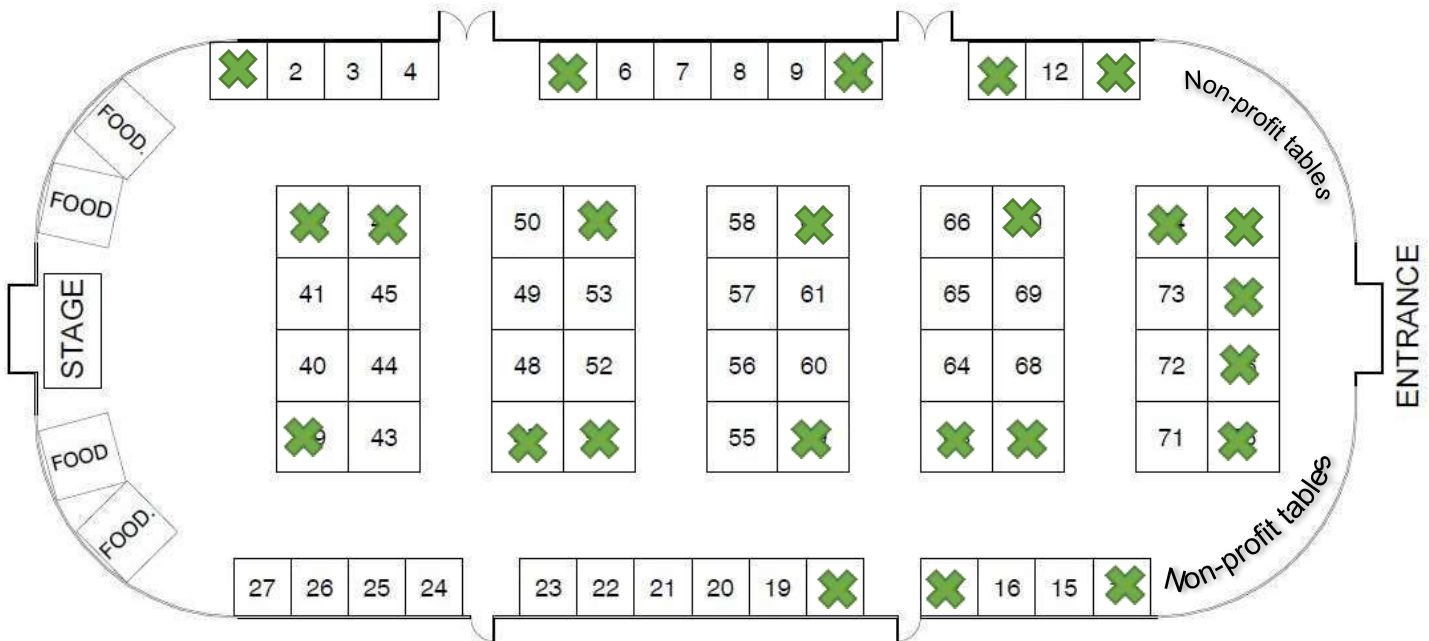
Policy Type	Policy Number	Effective Dates	Expiry Date	Limit of Liability, Bodily Harm & Property Damage- MINIMUM \$ 2,000,000
<b>General Liability</b>				
<b>Excess Liability (If Applicable)</b>				

This Liability Insurance is extended to include Personal Injury, Contractual Liability, Non-Owned Automobile Liability, Products, Completed Operations, Cross Liability Clause and Severability of Interest Clause. This is to certify that the Policies of Insurance as described above have been issued by the undersigned to the name insured named above and are in force at this time.

If cancelled or changed in any manner, that would affect the Drumheller and District Chamber of Commerce Spring Expo, as outlined in coverage specified herein for any reason, so as to affect this certificate, thirty (30) days prior written notice by registered mail will be given by the Insurers to:

*The Drumheller & District Chamber Of Commerce*  
 60 1<sup>st</sup> Ave W, P.O. Box 999  
 Drumheller, Alberta T0J 0Y0  
 Fax (403) 823-4469 E-mail: [chamberinfo@drumhellerchamber.com](mailto:chamberinfo@drumhellerchamber.com)

## 2019 Spring Expo Floor Plan



Booths 1-27 are 8x8's.

Booths 39-78 are 10x10's.

FOOD booths are reserved for Taste of Drumheller vendors.

**\*\*Reminder: There are some limitations to the size of items that will fit through the venue doorways. One entry is approximately 64 inches wide and 80 inches high, the other is approximately 44 inches wide and 87 inches high. Please ensure your items can fit through at least one of these doorways; the DDCC will not be held liable for items that do not fit inside the venue.**

