



TRADE SHOW REGISTRATION FORM

TRADE SHOW REGISTRATION IS GUARANTEED FOR SPONSORS UNTIL FRIDAY, FEBRUARY 15, 2019

***After February 15, 2019** Trade Show booths will also be available to non-sponsors on a first-come, first-serve basis. All Trade Show booth purchases close on March 15, 2019.*

<input type="checkbox"/>	Our organization is purchasing a Trade Show booth only (\$500.00)	\$
<input type="checkbox"/>	I am a Platinum, Diamond or Gold Sponsor (no charge for booth)	\$ 0.00
<input type="checkbox"/>	Our organization is a Bronze or Silver sponsor and has purchased our booth on our Sponsorship agreement form.	\$ 0.00
	TOTAL PAYABLE	\$

INFORMATION

Organization Name:	
Key Contact:	
Representative(s) working booth:	
Contact Email:	
Contact Phone:	
Mailing Address:	

Payment: Being mailed – payable to AKBLG Please invoice us
 AKBLG Mailing Address: 4979 Falcon Drive, Fairmont Hot Springs, BC V0B 1L1

BOOTH DETAILS

- All booths will have one 8 foot rectangular table & 2 chairs.
- **Exhibitors are responsible for their own table coverings, table skirts & lighting and electrical cords.**
- Electrical outlets along the sides of the buildings are 120 volt (*limited*) long electrical cords would be required.)
- Booth sizes could vary due to very limited space.

I have read and agree to guidelines outlined in the attached trade show information document.

<input type="checkbox"/>	We need ____ additional chairs	<input type="checkbox"/>	We will have sound or audio operating at our trade show booth
<input type="checkbox"/>	We need ____ additional 8 foot tables	<input type="checkbox"/>	We have our own trade show booth display system.
<input type="checkbox"/>	We require ____ electrical outlets.		
<p>Describe what your booth will look like. This will help us find the best possible location for your booth. (<i>Provide separate sheet if necessary</i>)</p>			

Signature: _____

Date: _____

Please ensure this document is filled out completely and signed.
 Email completed document to conventioncoord@akblg.ca

AKBLG 2019 TRADE SHOW INFORMATION

The AKBLG 2019 Trade Show will be located in the Castlegar and District Recreation Centre. Space will be limited however the exhibitors will be an integral part of the convention. Delegates and exhibitors will share the same space during the course of the days, giving exhibitors maximum exposure.

Registering for the Trade Show

- Trade Show booths are guaranteed to Sponsors until Friday, February 15, 2019.
- After Friday, February 15, Trade Show booths will also be available to non-sponsors on a first-come, first-serve basis. All Trade Show booth purchases close on Friday, March 15, 2019.

Trade Show Hours of Operation

Friday, April 26th | 10:00 – 5:00pm Saturday, April 27th | 10:00 – 5:00pm

*****No Trade Show on Sunday*****

Set up and Load in | Friday, April 26th from 7:30 – 10:00am.

- Exhibitors should be ready for Convention Opening at 10:00am on Friday, April 26th.
- Exhibitors will be able to load in through the patio doors of the Castlegar Recreation Centre. Please check in at the AKBLG Convention Registration table in the Castlegar Recreation Centre when you arrive. The Table will be set up outside the Monashee Room.
- Main access to the Castlegar Recreation Centre will be through the side doors marked **Meeting Room**.
- Exhibitors are responsible for their own load in and tear down as well their own table coverings & skirts plus lighting and electrical cords.

Tear Down and Load Out – Saturday, April 27th from 5:00 – 6:00pm

All trade show booths **must be removed by 6:30pm** on Saturday, April 27th.

Storage of Trade Show Displays & Equipment

- No storage for trade show displays or equipment will be provided before or after the Convention.

Parking

The Castlegar Recreation Centre is located at 2101 6th Avenue, in Castlegar, BC. It does have a large parking lot, however, parking will be very limited, as the Castlegar Chamber of Commerce spring trade show will be taking place at the Castlegar Recreation Centre at the same time as the AKBLG Convention.

Security

- The Convention **will not provide private security** in the trade show area. Doors will be locked following the conclusion of the event that day then reopened early the next morning.
- The Convention is not responsible for any losses or damage to trade show displays. Do not leave anything valuable at your booth. Consider covering your booth and display overnight.

Trade Show Exhibitor Passes

- Two (2) trade show exhibitor passes will be issued per booth. Extra passes are available through the Convention Coordinator.
- **Exhibitors are welcome to enjoy refreshments provided. Exhibitors are responsible for their own meals.**

Tradeshow Rules and Regulations

- All rules and regulations relative to public buildings as prescribed by the Fire Regulations for the City of Castlegar will be adhered to. All codes pertaining to liquor, health, municipal ordinances, safety and electrical, both provincial and municipal, must be adhered to.

Waiver of Liability and Indemnity

- The AKBLG shall assume no responsibility for loss and/or damage to the property of the exhibitors placed in exhibit area or adjacent premises and is discharged from all responsibilities.
- Exhibitors shall be liable for any and all damages which he/she may cause.
- It is understood and agreed by the exhibitor that the AKBLG may cancel said tradeshow and may cancel this contract if, in the opinion of the AKBLG, such show would be impractical and/or inadvisable to continue due to unforeseen circumstances.

Insurance

It is the responsibility of each exhibitor to supply and purchase their own insurance coverage.

More Info?

Contact:

Amanda Murray

Convention Coordinator

conventioncoord@akblg.ca

Cellular: 403-678-7044