



TRADE SHOW REGISTRATION FORM

(TRADE SHOW REGISTRATION DEADLINE IS FRIDAY FEBRUARY 23, 2018)

Trade Show booths are available ONLY to Sponsors until Friday, February 23rd, 2018.

After Friday, February 23rd Trade Show booths will be available to non-sponsors on a first-come, first-serve basis. Trade Show booth purchases close on Friday, March 23rd at 4:00pm

<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
	GST at 5%	\$
	TOTAL PAYABLE	\$

INFORMATION

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

Payment is enclosed or Being mailed – payable to the **City of Fernie**. Please invoice us.

BOOTH DETAILS

- All booths will have one 7.5 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 15amp (*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 7.5 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 mszral@telus.net.

AKBLG 2018 TRADE SHOW INFORMATION

The AKBLG 2018 Trade Show will be located in the Fernie Community 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

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Trade Show Hours of Operation

Wednesday April 18th | 10:00 – 5:00pm

Thursday April 19th | 10:00 – 5:00pm

*****No Trade Show on Friday*****

Set up and Load in | Wednesday April 18th from 7:00 – 10:00am.

- Exhibitors should be ready for Convention Opening at 10:00am on Wednesday, April 18th.
- Exhibitors will be able to load in through the side doors of the Fernie Community Centre. Please check in at the Registration desk in the Fernie Community Centre when you arrive.
- 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 – Thursday, April 19th from 5:00 – 6:00pm

All trade show booths **must be removed by 6:30pm** on Thursday, April 19th.

Storage of Trade Show Displays & Equipment

- The City of Fernie is unable to provide storage for trade show displays or equipment before or after the Convention.
- Limited storage will be available for boxes and booth cases during the trade show.

Parking

The Fernie Community Centre is located on Hwy #3, it shares a large parking lot with the Fernie Curling Club and Fernie Memorial Arena. There is also free parking along the side of the Community Centre on 9th Street as well behind the building on 6th Avenue.

Security

- The Convention **will not provide private security** in the trade show area from the 5:00pm close of the trade show on Wednesday, April 18th until 7:00am Thursday, April 19th. 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 but exhibitors are responsible for their own meals.**
- Exhibitor passes will be available at the Convention Registration Desk at the Fernie Community Centre.

Tradeshow Rules and Regulations

- All rules and regulations relative to public buildings as prescribed by the Fire Regulations for the City of Fernie will be adhered to. All codes pertaining to liquor, health, municipal ordinances, safety and electrical, both provincial and municipal, must be adhered to.
- The exhibitor agrees to abide by all regulations and rules adopted by the City of Fernie and agrees that the City of Fernie shall have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the show.

Waiver of Liability and Indemnity

- The City of Fernie will exercise reasonable precaution for the protection of property of exhibitors, but 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 City of Fernie may cancel said tradeshow and may cancel this contract if, in the opinion of the City of Fernie, such show would be impractical and/or inadvisable to continue.

Insurance

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

More Info?

Contact Sheryl Zral, Convention Coordinator at sjgzral@gmail.com or mszral@telus.net.