



PONOKA TRADE FAIR – APRIL 27 + 28

Market Square Application

Ponoka and District Chamber of Commerce

Box 4188, Ponoka, AB T4J 1R6 Phone (403) 783-3888 Fax (403) 783-3886

E-mail: chamberp@telus.net

2017 TRADE SHOW REGISTRATION FORM & CONTRACT

COMPANY NAME _____

MAILING ADDRESS _____

CITY / TOWN _____ PROVINCE _____

POSTAL CODE _____

PHONE # _____

CONTACT PERSON _____

FAX# _____ EMAIL _____

Number of tables required: _____

		Total
Table(s)	\$80.00 each or 2 for \$150	_____
	GST	_____
	TOTAL	_____

Your area includes 1 – 8 foot plain table and 2 chairs located in the Small Hockey Arena. **No drape, backdrops, carpet or power is allowed in Market Square.** There will be NO refund on after March 14, 2018.

We reserve the right to rebook space without notice.

The Trade Fair Committee reserves the right to deny any registration at their discretion without explanation.

The Trade Fair Committee also reserves the right to cancel your registration if a similar branded vendor is registered for a Trade Fair Booth.

**Please make cheques payable to Ponoka and District Chamber of Commerce we also accept Debit, Visa, MasterCard, and cash.

Card Holder's Name: _____

Card # _____

Expiration date _____

Signature _____

Payment in full is required with the booking of your table.

Signature: _____ I have read, understand and agree to abide to rules of the show as outlined.

PARTICIPANT INFORMATION

The Ponoka and District Chamber of Commerce is hosting its annual Trade Fair this spring at the Ponoka Arena Complex (4410-54 St.) on April 27 and 28, 2018. The hours of the show will be Friday from 3 p.m. to 9 p.m. and Saturday from 10 a.m. to 4:30 p.m.

The rate for an 8' table is \$65.00 plus G.S.T. or 2 tables for \$120 plus GST. Payment in full is required. To book your table contact the Chamber of Commerce at 403-783-3888, fax 403-783-3886 or email at chamberp@telus.net. Your table will be reserved upon receipt of payment. Please fill out and submit the registration form.

Set-up starts Friday morning 9:00 a.m. Tables must be set up by 2:00 p.m. on Friday. There will be overnight security provided by the Chamber on Friday April 27th.

All table renters will be covered by a Chamber of Commerce Business license while at the show and in the arena complex.

What can the Trade Fair do for your Business?

The trade fair will give your business or organization an opportunity to have a high profile in this go-to central Alberta community. It will provide your business with a large number of good prospects for less than the cost of normal sales calls. It offers an important opportunity for the public to see your display and demonstrate your products and services and is an excellent way to make on-the-spot sales or contacts for future sales.

Trade Fair Advantages:

- You can see more people in less time than would ever be possible in the field.
- You can make quality contacts for future sales approaches.
- You can instill your image and branding in the minds of the public and the industry.
- You can stay abreast of what's new in the industry; innovations, opportunities, trends, even competition.
- You can use the preparation time as an opportunity to refresh your staff's product knowledge

If you have any questions, please feel free to contact the Chamber of Commerce Monday through Friday from 9:00 to 3:30 at 403-783-3888 or email at chamberp@telus.net

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Setup and Tear-Down – The Ponoka Arena will be open for set-up from 9:00am to 2:00pm on Friday, April 28th. Tear down is from 4:30pm to 6:30pm on Saturday, April 28th. **You must wait until after 4:30pm to pack up your exhibits.** We ask that all exhibitors please use the **west door** to exit and enter the building for loading in and out for the Trade Fair. The west door will be locked once the Trade Fair starts. We also ask that all exhibitors use the west parking area for vehicle parking.

Exhibitors Passes – Exhibitors will receive two passes upon registration. If more are required please let us know in advance. Exhibitors using the main entrance of the Trade Fair must be wearing an exhibitor's pass. Please make sure you are wearing your official nametag at all times. This allows our security and committee members the opportunity to know that you are a vendor and belong in that area before and after show times. Please note that this is a non-smoking building. You must step outside for your smoking requirements. Remember to take your nametag.

Displays - All table display materials must be retained within your rental area. We also ask that you respect your fellow vendors in regards to space, traffic and noise. If you have any issues that need to be addressed, please let us know at the Chamber Booth. The Chamber booth will be clearly marked with Chamber of Commerce signage. **No drape, backdrops, carpet, or power is allowed in Market Square.** Your Company branding is limited to be displayed on your table only.

Food handling information– **If you intend to serve or sell food at your booth, there are temporary food service applications that need to be submitted to the David Thompson Health Region. A copy needs to be faxed to the DTHR and the Chamber 403-783-3886 prior to the Trade Fair. Vendors without appropriate food permits will not be allowed to sell associated merchandise.**

Promotions – The Ponoka Chamber of Commerce promotes the Trade Fair with an extensive promotional campaign including:

- Flyers through area schools (3000)
- Posters
- Newspaper ads, articles and an event insert
- Radio ads – Sunny94, CFCW & Maskwacis Radio

Statement of Accounts - Statements will be given out upon request at the Trade Fair. We ask that you have **your account paid by March 30, 2018.**