

Exhibitor Guide/Rules

SETUP/TAKE DOWN:

Set Up Times: Thursday March 22, 2018 1:00 pm – 5:00 pm– Arena
Friday March 23, 2018 8:00 am – 3:30 pm – Atrium & Arena

Set up times will be sent out a week before the Expo.

Exhibitors are not to commence removing any part of their display prior to the close of the Show at 5:00 pm on Saturday, March 24, 2018. Exhibits must be removed & clean up of the booth area is the responsibility of the exhibitor.

BOOKING BOOTH SPACE: Existing or new members of the Portage la Prairie & District Chamber of Commerce have first opportunity to book booth space and also receive a discounted rate.

PAYMENT: A non-refundable deposit is required at the time of booth reservation. Space will not be reserved until the booth deposit is received. **Final payment is due March 9, 2018.**

CANCELLATIONS: A deposit is payable at the time of the booth reservation. **This deposit is non-refundable.** Cancellations made after March 16, 2018 will be required to pay 50% of their booth space cost.

BOOTHS: Each booth consists of an 8 foot high back curtain and two 2 foot high side curtains. Displays must remain within the boundaries of the booth. Table Displays will not have side curtains; your display must occupy the table – no floor displays.

EXHIBITOR LOUNGE: We will provide a break room for exhibitors, complimentary beverages and snacks will be provided. Exhibitors will be given wrist bands. Only a person with a wrist band will be permitted in Exhibitor Lounge.

FLOOR PLAN: Exhibitors will be assigned booth space closer to the Show date and a floor plan will be made available at that time. Requests for booth space location will be taken into consideration; however, the floor plan will be set by the Show Committee.

ADVERTISING: The Show Committee will conduct a substantial advertising campaign prior to the Show. We encourage exhibitors to conduct their own advertising in addition to our campaign to help make the show a success.

ELECTRICITY: Electrical outlets will be available if required. Please check the appropriate box on the Exhibitor Contract if you require electricity to your booth as not all booths will have access to power. ***Extension cords are the responsibility of the exhibitor.***

SHOW STAFFING: The Portage Chamber of Commerce will maintain a booth on the premises for the duration of the Show.

USE OF BOOTH SPACE: Subletting is prohibited. No exhibitor shall assign, sublet or apportion the whole or any parts of the space allotted, or have representatives, equipment or materials from other than its own firm in the said space without written consent by the Show Committee.

SALE & DISPLAY OF GOODS: The intent of this show is to provide a full display of goods and materials to the viewing public at all times. Small items may be sold and/or removed from the display. Large items may be sold but not removed, unless replaced immediately, or until the close of a display day and must be replaced with another item before the opening of the next display day.

CHARACTER OF THE EXHIBIT: The Show Committee reserves the right to decline or prohibit any exhibit or exhibitor not approved by the Show Committee. This regulation covers persons, things, conduct, printed matter, souvenirs, emblems and all things which affect the character of the exhibition.

AUDIO/VISUAL: The operation of microphones, loud speakers, televisions, or other amplifying equipment must be at a sound volume so as not to disrupt adjacent Exhibitors and is subject to the approval of the Show Committee.

INSURANCE: Exhibitors are required to carry their own public liability and property damage insurance and must insure their own goods. The Portage la Prairie & District Chamber of Commerce, City of Portage, the facility owner, nor their representatives will be responsible for any injury, loss or damage that may occur to the Exhibitor or to the Exhibitor's employees or property from any cause whatsoever, prior to, during, or subsequent to the period covered by the Exhibitor contract. The Exhibitor shall indemnify the Portage la Prairie & District Chamber of Commerce, City of Portage, their agents and employees for all liability resulting from the Exhibitor's acts or omissions.

LICENSES/PERMITS: Any licenses or permits required to display or sell the Exhibitor's products by any Federal, Provincial, Municipal, or other authority are the sole responsibility of the individual Exhibitor and shall be obtained at his or her expense and displayed, if necessary.

FOOD AND REFRESHMENTS: Any sale of food or refreshments requires approval of the Show Manager.

AMENDMENTS: The Show Committee shall have the full power to interpret these rules. Wherever these rules do not cover, the Show Committee reserves the right to make such rulings as may appear to be in the best interest of the Show, and the Exhibitor agrees to accept and abide by such rulings.

FAILURE TO ABIDE BY THE CONTRACT: Failure to abide by the Terms of the Contract or this set of Regulations may result in the removal of the Exhibitor and his or her exhibit. In the event of such removal, any money paid by the Exhibitor to the Portage & District Chamber of Commerce for the leased booth space(s) shall be retained by the Portage & District Chamber of Commerce as liquidated damages for such a breach. The Show Committee reserves the right to re-let such space(s) in the event of such a breach.

Exhibitor Contract

We, the undersigned, agree to participate in the Portage & District Home & Life Expo, to be held at the Stride Place on March 23 -24, 2018. **We further agree to adhere to all the Exhibitor Guide/Rules** as established by the management of this event (Portage la Prairie & District Chamber of Commerce) and the management of the facility (PRRA).

Business Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone #: _____ E-Mail: _____

Web-site: _____

Contact Person: _____ Position: _____

Are you a member of the Portage la Prairie & District Chamber of Commerce? **YES NO**

Featured Booths will be featured in our marketing campaign. There are a limited number of Featured Booths available.

_____ Table Display (**Non-Profit**)...\$100.00/ea (chamber member \$50) _____

_____ Table Display.....\$200.00/ea..... _____

_____ 10 x 10 Booth.....\$450.00/ea..... _____

_____ 10 x 15 Booth.....\$600.00/ea..... _____

_____ 10 x 20 Booth.....\$850.00/ea..... _____

_____ FEATURED 15 x 20 Booth.....\$1,000/ea..... _____

_____ FEATURED 15x30 Booth.....\$1,100/ea..... _____

_____ FEATURED 20 x 20 Booth.....\$1,200.00/ea..... _____

_____ FEATURED 20 x 40 Booth..... \$1,300.00/ea..... _____

_____ FEATURED 30 x 40 (end zone).....\$2000.00/ea..... _____

Chamber Members Discount -\$100 (excluding table display)..... _____

First time exhibitors 25% (excluding non-profit) _____

TOTAL _____

Payment:

Table Display: \$50.00 Non-refundable deposit required at time of booking.

10x10, 10x15 & 10x20 Booth: \$150.00 Non-refundable deposit required at time of booking.

Featured Booths: \$250.00 Non-refundable deposit required at time of booking.

Final Payment for all bookings is due March 9/18.

Electrical Power Needed: **YES NO**

8 Foot Table with table cloth: **YES NO**

of Chairs Required: _____

Exhibitor Signature

Date

Portage la Prairie & District Chamber of Commerce 204-857-7778 – info@portagechamber.com
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