

2012 Trade Show

April 20 & 21

Goldcorp Recreation Centre



Planning is in progress for the Red Lake Chamber of Commerce 2012 Trade Show!

Lots of exciting things are being planned!

Interested in exhibiting?

Below is the Registration Package.

Registrations will be accepted beginning

January 23rd, 2012!

RED LAKE DISTRICT CHAMBER OF COMMERCE

PO Box 430
Red Lake, Ontario
P0V 2M0



Incorporating
Red Lake - Madsen - McKenzie Island
Balmertown - Cochenour

807-727-3722 phone

redlakechamber@shaw.ca

807-727-3285 fax

THE RED LAKE DISTRICT CHAMBER OF COMMERCE 2012 TRADE SHOW

The Red Lake District Chamber of Commerce is pleased to invite you to the 2012 Trade Show. The show will be held at the **Goldcorp Recreation Centre's Curling Rink in Balmertown**, on April 20th & 21st, 2012. Each year the Chamber hopes to include something for everyone and this year is no different.

Once again there will be an "*Exhibitors Reception*" on Friday, April 20th, 2012 from 9:00pm until 10:00 p.m. It's a great time to "meet and greet" other exhibitors. Complimentary snacks will be provided!

This year Registrations will not be accepted until Monday January 23rd. You may submit in person, or mail your registration complete with payment but not before Monday January 23rd.

Early Bird pricing is in effect until Wednesday February 29th, 2012 only. Any applications and payment received after this date will be subject to regular pricing. Please don't delay, first come ...first served....get your registration in **NOW**!!!! Please take note that the registration form is two pages, and payment must be received with your registration.

For more details, please refer to the Exhibitors Guide & Information included in this package. If you have any other questions or concerns, please call the Chamber office @ (807) 727-3722.

Sincerely,

Crystal Johnston, for
The Red Lake District Chamber of Commerce Trade Show Committee

EXHIBITION INFORMATION

The Red Lake District Chamber of Commerce Trade Show is one of the most effective advertising opportunities of the year. This year's show will be held once again at the Goldcorp Curling Rink on April 20th & 21st, 2012.

Booth Sizes and Rates

10 X 10 Booth:

Chamber of Commerce Member **Early Bird** = \$265.00
Plus \$75.00 take down deposit (separate cheque) = \$340.00

Chamber of Commerce Member after Feb 29, 2012 = \$290.00
Plus \$75.00 take down deposit (separate cheque) = \$365.00

Non-Chamber of Commerce Members **Early Bird** = \$315.00
Plus \$75.00 take down deposit (separate cheque) = \$390.00

Non-Chamber of Commerce Members after Feb 29, 2012 = \$340.00
Plus \$75.00 take down deposit (separate cheque) = \$415.00

20 X 20 Booth:

Chamber of Commerce Member **Early Bird** = \$375.00
Plus \$75.00 take down deposit (separate cheque) = \$450.00

Chamber of Commerce Member after Feb 29, 2012 = \$390.00
Plus \$75.00 take down deposit (separate cheque) = \$465.00

Non-Chamber of Commerce Members **Early Bird** = \$400.00
Plus \$75.00 take down deposit (separate cheque) = \$475.00

Non-Chamber of Commerce Members after Feb 29, 2012 = \$415.00
Plus \$75.00 take down deposit (separate cheque) = \$490.00

20 X 36 Booth:

Chamber of Commerce Member **Early Bird** = \$475.00
Plus \$75.00 take down deposit (separate cheque) = \$550.00

Chamber of Commerce Member after Feb 29, 2012 = \$500.00
Plus \$75.00 take down deposit (separate cheque) = \$575.00

Non-Chamber of Commerce Members **Early Bird** = \$500.00
Plus \$75.00 take down deposit (separate cheque) = \$575.00

Non-Chamber of Commerce Members after Feb 29, 2012 = \$525.00
Plus \$75.00 take down deposit (separate cheque) = \$600.00

Red Lake District Chamber of Commerce Members will receive first choice on booth spaces beginning January 23rd, 2012 up to and including February 29th, 2012.

ELECTRICITY is included in the cost of the booth but not available in the four 20X20 centre booths. Extension cords are the responsibility of the exhibitor.

The centre booths are reserved for vehicles, boats and motors and light industrial. There is no electricity available for the centre booths.

Payment in full must accompany registration. Refunds for cancellation of registration will be as follows:

Registration fees will be returned when request for refund is received in writing by the Trade Show Committee prior to March 20th, 2012 (one month prior to the show). No refunds will be issued after March 20th, 2011.

It is **mandatory** that every booth have one prize to be drawn at the end of the Trade Show. Each exhibitor is asked to make the draw at their own booth on/or about 3 pm on Saturday bringing the prize and winner's name to the front for posting on the chart. Only one prize can be posted and announced at 3:30 pm. If the exhibitor chooses to have additional prizes, this will be the sole responsibility of the exhibitor.

Each registrant will be provided with 5 passes for the weekend. Passes will get participants into the show free of charge, but names will not be entered in to the prize draws. Names of these participants must be submitted by April 2nd, 2012. If names are not registered before April 2nd, participants will be required to pay the admission fee to the show.

We will again have pre-event and on sight radio and newspaper advertising. This cost is included in the price of your exhibit space.

Show times:	Friday	April 20, 2012	-	4:00pm - 9:00pm
	Saturday	April 21, 2012	-	10:00am - 4:00pm
Set-up time:	Friday	April 20, 2012	-	9:00am - 3:30pm
	<i>(Set-up must be completed with - in the time frame)</i>			
Tear Down:	Saturday	April 21, 2012	-	4:00pm - onward
<i>It is important to note that draws and/or announcements for prizes will begin on or about 3:30 pm. During this time it is imperative that everyone present can hear the prize awards. Exhibitors MUST be patient and MUST refrain from packing up exhibits to avoid unnecessary noise and distractions!!! (Tearing down before 4:00 pm on this date is prohibited and will result in the loss of the Take Down Deposit) Each exhibitor will be given a <u>move-out</u> time in the Exhibitor Package received at the other exhibitors have moved out.</i>				

Pets are NOT permitted in the premises of the curling rink or lounge at any time.

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2012 CHAMBER OF COMMERCE TRADE SHOW

REGISTRATION FORM

Your Company Name: _____

Mailing Address: _____

Phone: _____ Contact Person: _____

Email Address: _____

Red Lake District Chamber of Commerce Member: YES NO

Member of your local Chamber of Commerce? If yes, please indicate name of Chamber and Phone number _____

Chamber of Commerce Members

Early Bird	10X10 booth	= \$265.00	\$ _____
After Feb 29, 2012	10X10 booth	= \$290.00	\$ _____
Early Bird	20X20 booth	= \$375.00	\$ _____
After Feb 29, 2012	20X20 booth	= \$390.00	\$ _____
Early Bird	20X36 booth	= \$475.00	\$ _____
After Feb 29, 2012	20X36 booth	= \$500.00	\$ _____

Non-Chamber of Commerce Members

Early Bird	10X10 booth	= \$315.00	\$ _____
After Feb 29, 2012	10X10 booth	= \$340.00	\$ _____
Early Bird	20X20 booth	= \$400.00	\$ _____
After Feb 29, 2012	20X20 booth	= \$415.00	\$ _____
Early Bird	20X36 booth	= \$500.00	\$ _____
After Feb 29, 2012	20X36 booth	= \$525.00	\$ _____

Mandatory \$75 Take Down Deposit (separate cheque please as this will be returned to you at the end of the show) \$ 75.00 separate chq

TOTAL PAYABLE \$ _____

Please make cheques payable to:
Note: VISA NOT ACCEPTED

The Red Lake District Chamber of Commerce
PO Box 430
Red Lake, ON P0V 2M0

Booth Preference:

First _____ **Second** _____ **Third** _____

Advertising Slogan

To be used in Trade Show flyers, newspaper advertising and/or radio advertising:

Furnishings:

1 table and 2 chairs available/exhibit, free of charge **Required** **Yes** **No**
Each 10x10 booth will be sectioned by curtains

Table skirting can be rented by contacting Perth's in Kenora at 807-468-6409

Electricity:

Electricity is included in price but not available in centre booths. Please consult the booth map provided in this package.

Internet:

Wireless internet is provided FREE OF CHARGE by Shaw.

Exhibitors Booth Passes

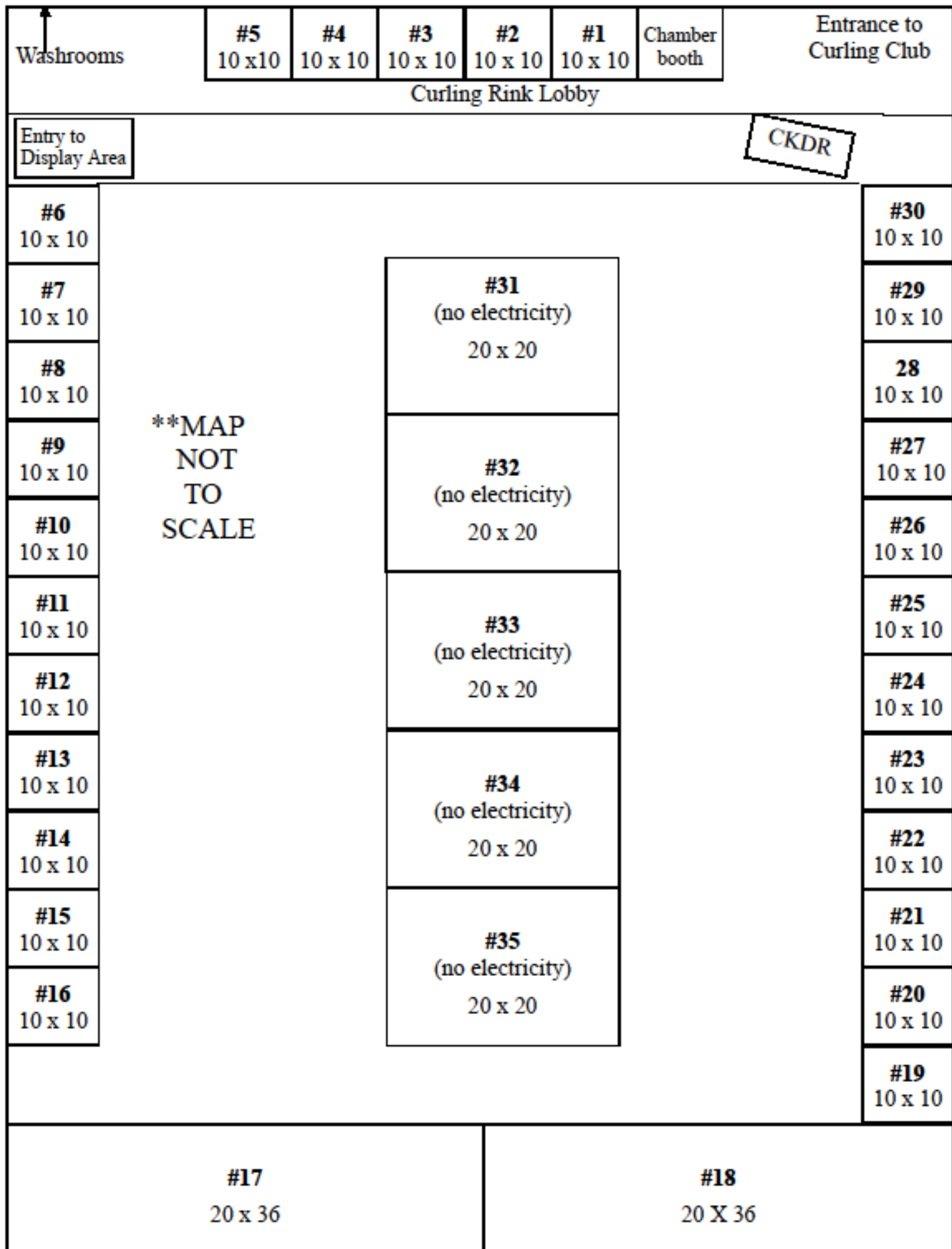
*** Please provide names for booth passes (maximum of 5 per booth) by April 2nd, 2012
Booth passes are only available until April 2nd, 2012 after which the full admission must be paid at the door.

1) _____ 4) _____

2) _____ 5) _____

3) _____

Your booth passes will get you in and out of the show free of charge. To enter your name for the door prizes you must pay the admission fee at the door.



Exhibitors Information & Rules

The Exhibitor will be required to show a display or exhibit suitable to the Trade Show Organizing Committee. Failure to do so, the Lessor may, at anytime after the opening hour, allot the leased space to such other applicant's as determined by the Lessor. The Lessor reserves the right to decline or prohibit any exhibit or exhibitor, or such proposed, up to and during showtime. This reservation covers persons, products, things conduct, printed matter, souvenirs, emblems, signage, all things which affect the character and/or integrity of the exhibition. The Lessor reserves the right to move booths as they see fit.

The Red Lake District Chamber of Commerce does not provide paper, lumber, materials or backdrop systems for the Trade Show. We provide curtains as dividers between the booths. Please ensure you are prepared to set up a complete display for your exhibition of products and services. It is the sole responsibility of the Exhibitor to provide a backdrop display system for their booth space. All sides of the backdrop must be completed.

The use of microphones, speakers or other amplifying public-address devices is entirely at the discretion of the Lessor and approval must be obtained by each exhibitor. Audio-visual displays must be conducted in such a manner as not to obstruct or create annoyance to pedestrian traffic.

All necessary labour for installing and removing all exhibit material is provided at the Exhibitors expense. All special electrical requirements are the sole responsibility of the Exhibitor. **No tape on the floor will be permitted!**

All displays, interviews, conferences, distribution of literature, lectures and cash sales *shall be conducted inside the specified leased space of the Lessee.* All such conduct as noted above must pertain to the business or individual whose name appears on the exhibit.

Alcoholic beverages are not allowed. *No food or beverage is allowed to be distributed to the public by any Exhibitor during the show. (Sampling only)*

The kitchen will be open in the upstairs lounge.

Exhibitors are required to carry public liability and property damage insurance. The Lessor will not assume any responsibility for the safety of exhibits against robbery, fire, liability or any cause whatsoever. The Chamber carry's liability insurance to cover the events. Exhibitors must insure their own goods. It is the responsibility of the Exhibitor to provide insurance on their own property.

The Exhibitor agrees to comply with all Municipal and Provincial by-laws, regulations and ordinances affecting the leased space and occupation thereof by the Exhibitor. Licenses or permits required to display or sell the Exhibitors products by any Federal, Provincial, Municipal, or other authority shall be obtained by the Exhibitor at their own expense and displayed in the exhibit area during the term of the exhibition.

The Exhibitor will hold the Lessor and the Committee of the Lessor harmless from any damage, expense or liability arising from any injury or damage to the Exhibitor, his/her agents, servants, employees, or any other person or property.

In the event that the Exhibitor is in default under the terms and conditions of the information provided herein, the Exhibitor shall forthwith, on demand of the Lessor, remove their exhibit from the leased space at their own expense. Failure to remove exhibit at the request of the Lessor will result in the exhibit being removed at the Exhibitors expense.

The Recreation Centre has a built-in alarm system which will be activated when everyone has cleared the arena each night. No staff or Exhibitors will be allowed on the site after the Recreation Centre is closed. Each exhibiting company will receive a maximum of five (5) badges to identify their staff only. For security reasons, the badges must be worn to gain free admission to the events. Please enter the Recreation Centre through the main entrances once the show times commence. To use other points of entry, please contact the Trade Show Booth and they will assist with proper security.

Please park in the upper parking lot for the duration of the show and refrain from parking in the lower area (by the ball field). You may park at the back of the curling rink for purposes of loading and unloading ONLY. After unloading you must move your vehicle from the back door area to the upper parking lot. A large door is located at the back of the curling rink which will be available during set-up and tear down. At no time is a vehicle to be parked against the building!

Please conduct your business within the confines of your own booth and do not interfere with your competitors operation. Make the best of your marketing opportunity by creating an attractive display, offering bargains, following up your client lists, and handing out business cards.

Definitions:

Lessor: A person who grants a lease

Lessee: A person whom a grant is leased

The Trade Show staff will be identified at the set-up as well as during the Show by wearing Chamber of Commerce matching blue or red fleece vests.

You must not begin to tear down your booth or begin to pack up until 4 pm on Saturday (after the show closes). Failure to comply with this will result in the Take Down Deposit not being returned. Your assigned move out time will be in your exhibitors package that you receive at the show.

No pets (animals) are permitted in the premises of the curling rink or lounge at any time.

Thank you for entering our Trade Show this year. With out your support our Show would not be a success!!



Trade Show Accommodations

Accommodations in Balmertown

Balmer Motor Hotel
Box 278
Balmertown, ON P0V 1C0
Phone: (807) 735-2076
Fax: (807) 735-2530

Nature's Inn
Box 370
Balmertown, ON P0V 1C0
Phone: (807) 735-2626
Fax: (807) 735-3417
Web: www.naturesinn.net
Email: mail@naturesinn.net



Accommodations in Red Lake

Atlasmi Bed & Breakfast
28 Paisck Crescent
Red Lake, ON P0V 2M0
Phone: 1-888-782-7360

Norseman Inn
Box 844
Red Lake, ON P0V 2M0
Phone: (807) 727-2858
Fax: (807) 735-1907

Howey Bay Motel
Box 405
Red Lake, ON P0V 2M0
Phone: 1-800-263-4693 (Toll Free)
Fax: (807) 727-3968

2012 Trade Show
Friday, April 20 - 4-9pm
Saturday, April 21 - 10am-4pm

