



Cochrane & District
Chamber of Commerce

EXHIBITOR MANUAL

**2019 COCHRANE
TRADE SHOW**

WELCOME

Dear Exhibitors,

Welcome to the 2019 Cochrane Trade Show.

The Cochrane & District Chamber of Commerce is looking forward to another outstanding Trade show for 2019. We are continuing to develop and improve and grow the show based on prior suggestions and comments.

Once again, last year, we were over-capacity. A sell-out! Our little trade show is not so little anymore! This year, we will once again be using Totem 1 Hockey Arena 1 and the Curling Rink.

In keeping with tradition and highly recommended by past trade show exhibitors, the Cochrane Trade Show will be held on the first weekend of May – Saturday May 4 and Sunday May 5, 2019. We fully expect to have another outstanding show with great community support!

GES, our show management supplier, always does a suburb job with making our trade show look amazing! Booths are fully draped with a skirted table, 2 chairs, wastebasket and 750 watt power drop. Registrants have access to an Exhibitors Lounge and, of course, high speed connection for debit/credit machines.

We will have increased signage and advertising in Cochrane and surrounding areas to increase attendee volume. We are already working on placing activities – i.e. Kids Zone.

We are happy to have our sponsors proudly supporting our show! They are: *Air 91.5 FM, Chamber Plan Group Insurance, The Cochrane Eagle, The Cochrane Times, and Cochrane Toyota.* A very special "Thank you" to our sponsors!

This package includes valuable information about your booth at the 2019 Trade Show. We would encourage you to read it entirely, but of course if you have any questions, please do not hesitate to ask!

We look forward to seeing you at the show!

Sincerely,

Bill Popplewell,
President
Cochrane & District Chamber of Commerce

SHOW INFORMATION

Move in: Friday May 3, 2019 from 9:00 am until 5:00 pm

Show Times: Sat. May 4 from 10:00 am until 5:00 pm
Sun. May 5 from 10:00 am until 4:00 pm

Move out: Sun. May 5 from 4:30 pm until 10:00 pm

Exhibitor Reception: We would like a chance to meet you all. Please join us for a reception on Saturday morning May 4th prior to show-time (8:45 a.m. to 9:45 a.m.). So join us for a light breakfast and a chance to visit all your fellow exhibitors!

BOOTH INFORMATION

CDCC Member Businesses Except Home Based and Not-For-Profit:

	Oct 17 - Jan 20 Members Only Early Bird Pricing	Jan 21 - Mar 31 Members Only Pricing	Apr 1 to Show Members Only Pricing
10x10 Standard	\$580	\$650	\$720
10x10 Corner	\$730	\$800	\$870
10x15 Standard	\$730	\$800	\$870
10x15 Corner	\$855	\$925	\$1000
10x20 Standard	\$930	\$1000	\$1075
10x20 Corner	\$1105	\$1175	\$1250
20x20 Standard	\$1230	\$1300	\$1375
20x20 Corner	\$1455	\$1535	\$1585

- Must be a current Cochrane and District Chamber of Commerce member.
- A Chamber membership can be purchased starting at \$140+gst to qualify for member rates - to be paid prior to registration.
- Standard Booth height is 8 ft backwall and 3 ft sidewall.
- The aforementioned booths come with 750-watt power drop.
- All booths include drape, skirted 6 ft table, 2 chairs, and a wastebasket.
- All booths are non-refundable **after March 15th**.
- Booth fee to be paid prior to booth location confirmation.
- Payment to be made at time of registration.
- Rates include **Saturday morning reception**, access to Exhibitors Lounge, high speed connection for debit/credit machine.

Non-Member Businesses Except Home Based and Not-For-Profit:

	Dec 17 - Mar 17 Non-Member Early Bird	Mar 18 to Show Non-Member
10x10 Standard	\$720	\$825
10x10 Corner	\$870	\$930
10x15 Standard	\$930	\$995
10x15 Corner	\$995	\$1095
10x20 Standard	\$1080	\$1190
10x20 Corner	\$1260	\$1365
20x20 Standard	\$1365	\$1490
20x20 Cornered	\$1590	\$1695

- The aforementioned booths come with 750-watt power drop.
- All booths include drape, skirted 6ft table, 2 chairs, and a wastebasket.
- Standard Booth height is 8 ft backwall and 3 ft sidewall.
- All booths are non-refundable **after March 15th**.
- Booth fee to be paid prior to booth location confirmation.
- Payment to be made at time of registration.
- Rates include **Saturday morning reception**, access to Exhibitors Lounge, high speed connection for debit/credit machine.

Home Based Business (non-cornered booths only):

	Nov 1 - Jan 20 Members Only	Jan 21 to Show Open To All
10x10 Without Power Standard booth	\$365	\$410
10x10 With Power Standard booth	\$465	\$495

- Must be a current Cochrane and District Chamber of Commerce member to receive member rate.
- A Chamber membership can be purchased at \$140+gst to qualify for member rates - to be paid prior to registration.
- Home Based Booths do not include corner booths
- Power requested on site will be charged to the Home Based Business at a rate of **\$105**.
- Booths without power may be placed in the lobby.
- All booths include drape, skirted table, 2 chairs, and a wastebasket.
- Payment to be made at time of registration.
- Booth fee to be paid prior to booth location confirmation
- All booths non-refundable **after March 15th**.
- Rates include **Saturday morning reception**, access to the Exhibitors Lounge, and high speed connection for debit/credit machine.

Non-Profit (non-cornered booths only)

	<i>Jan 21 to Show</i>
10x10 Without Power Standard booth	\$150
10x10 With Power Standard booth	\$230

- Non Profit Booths do not include corner booths
- Power requested on site will be charged to the Non-Profit at a rate of **\$105**.
- Booths without power may be placed in the lobby.
- All booths include drape, skirted table, 2 chairs, and a wastebasket.
- Booth fee to be paid prior to booth location confirmation
- All booths non-refundable **after March 15th**.
- Rates include **Saturday morning reception**, access to the Exhibitors Lounge, and high speed connection for debit/credit machine.

All booths include drape, 6 ft skirted table, 2 chairs. 750-watt power drop in most instances (see above pricing chart details). Booth heights are typically 8 ft backwall and 3 ft sidewall.

Any additional needs can be ordered through GES. Their Exhibitor package is available for downloading from our website.

Carpet can be ordered through GES or can be supplied by the Exhibitor, but please note it must fit inside the booth you have ordered.

The Cochrane & District Chamber of Commerce and their Show Management partners reserve the right to adjust items that are not inside the booth.

Please note that **pricing** increases the closer we approach the show date! Also, the sooner you register, the better your odds at getting your preferred booth.

A Draft Floorplan is available to view on the website. It is first come first serve for booth preference. We do try our very best to accommodate requests.

REGISTRATION INFORMATION

Registration is online. It is quick and easy. There is a section to input your booth preference and a section to complete the appropriate business name you wish to showcase at the Trade Show. Should you require assistance, please contact the Chamber at 403-932-0320 and ask for Lisa McPherson.

Payment can be made online at the time of registration or you can mail a cheque to:

Cochrane & District Chamber of Commerce
PO Box 996
Cochrane, AB
T4B 1B1

NOTE: All cheques should be made out to “Cochrane & District Chamber of Commerce”.

IMPORTANT: No booths will be confirmed or assigned until payment is processed.

Cancellation Policy:

Cancellation by Exhibitor: All monies received will be fully refunded if written notification is received by the Cochrane & District Chamber of Commerce by March 15, 2019. For cancellations occurring after March 15, 2019 all monies received from the registrant will be forfeited (whether the space is resold or not).

Cancellation by the Cochrane & District Chamber of Commerce: In the event that the trade show is cancelled for any reason, the Cochrane & District Chamber of Commerce will not be liable to the exhibitor except to refund monies paid to date for exhibit space.

ADDITIONAL INFORMATION

Space Usage and Allocation:

The space applied for is to be used solely for the exhibitor(s) whose name(s) appear on the application. Booth numbers will be sent out April 1 with a list of all exhibitors. If problems arise, we will do our best to accommodate. Show management will reserve the right to make necessary changes and will notify you prior to when necessary. The Cochrane & District Chamber of Commerce will decide the final decision on booth placements.

You must order the booth that will suit your needs. Any product outside of the paid for space is at the discretion of the Chamber, and its Show Management to remove without warning. Aisles must be left clear.

Liability:

Responsibility of the Cochrane & District Chamber of Commerce and the Facility: It is understood that all exhibit material will be delivered, maintained and removed at the Exhibitors sole risk of loss and damage whatsoever, and that neither GES, the Cochrane & District Chamber of Commerce, Courtney Smith or Spray Lakes Family Sports Recreation Centre shall be liable or responsible for any loss or damage, death or injury whatsoever; and that all claims for loss, damage, death or injury are expressly waived by the exhibitor and the exhibitor shall forever indemnify, save harmless and defend GES, the Cochrane & District Chamber of Commerce, its officers, director, employees or agents, Spray Lakes Family Sports Recreation Centre and Courtney Smith from and against any and all claims, demands, suits, judgments, liabilities, losses, damages and expenses resulting from, or incident to, any and all loss, damage, death or injury to persons or property arising out of, or in connection, with the exhibit or occupancy of the space allotted under the agreement.

Exhibitor Warranties: The Exhibitor assumes entire responsibility and liability for losses, damages and claims arising or of injury or damage to exhibitors displays, equipment and other property brought upon the premises of Spray Lakes Sawmills Family Sports Centre, and shall indemnify and hold harmless the facility, it's agents, servants and employees from any and all losses, damages and claims.

CONTACTS

Have a question, concern or comment? We're here to help and want to ensure you are satisfied. Please don't hesitate to contact us!

Show Organizer:

Courtney Smith, Independent Event Consultant
403-919-4929
tradeshow@cochranechamber.ca
Contact for any questions!

Registration, Floorplan & Payments:

Lisa McPherson
Cochrane and District Chamber of Commerce
Tel: (403) 932-0320
Fax: (403) 541-0915
E: c.business@cochranechamber.ca

Show Management Company:

GES
Exhibitor Services Department 403-243-2212
Contact for question about orders, transport, shipping and handling and booth related questions.