



## 2021 Annual Trade Fair June 11<sup>th</sup> – 13<sup>th</sup>

### Rules & Regulations

**FULL PAYMENT** of booth or outdoor space is due before booking will be confirmed. Specific booth requests will be honored once payment is received on a first come, first served basis. Payment is due by May 14<sup>th</sup>, 2021.

#### **HOURS OF OPERATION:**

##### Show Hours:

Friday, June 11 <sup>th</sup>	4:00pm to 9:00pm - Open to Public 9:00pm to 11:00pm - Private Exhibitors "Meet & Greet" Hospitality Night
Saturday, June 12 <sup>th</sup>	10:00am to 5:00pm - Open to Public
Sunday, June 13 <sup>th</sup>	11:00am to 4:00pm - Open to Public

**SET UP:** Exhibitors may move in and set up their booths on **Thursday, June 10<sup>th</sup> from 5:00pm to 9:00pm** and **Friday, June 11<sup>th</sup> from 9:00am –12:00pm**. Exhibitors **MUST** be set up and will not be allowed back into area until 4:00 pm on Friday, June 11<sup>th</sup>.

**ABSOLUTELY NO EXCEPTIONS. A \$150 fee will be charged to all those who don't comply.**

**Take Down:** The Trade Fair is open to the public during the hours listed above. **DO NOT MOVE any of your display prior to 4:00 pm on Sunday**. All displays must be left intact until 4:00 pm and we would ask that the exhibitors remain in their booth until the public has been cleared from the buildings. This will help ensure the security of your property. All exhibitors are responsible for their own garbage and recycling. ***You must take all garbage with you, to avoid additional charges.***

**REFUNDS:** Full refunds of booth will be provided up to 60 days in advance of the event **ONLY** with written notice, after this time there will be a \$150 administration fee and there will be no refunds within 30 business days of the event.

**UNDER NO CIRCUMSTANCE WILL BOOTH STAFF BE PERMITTED TO ENTER WALKWAYS OR COMMON AREAS TO ATTRACT SALES.** If a violation is noted or a complaint is made, the Chamber will issue a verbal warning. Event management may at any time in its discretion, require the Exhibitor to remove himself/herself, his/her employees, and his/her property from the trade show for any violation of this agreement.

**EXHIBITOR TAGS:** Each exhibitor will be allocated and supplied with Exhibitor Tags. These tags must be worn at all times for entry into the buildings.

**SERVICE COORDINATOR:** Our Service Coordinator will make available to individual exhibitors, at additional cost, extra tables of varying sizes and chairs. If you require any additional materials they should be ordered at least TWO WEEKS in advance. **For Special electrical requirements, it must be included on registration form and will be billed accordingly.**

**RECYCLING:** Recycle bins are available **outside**, please use them. Fines will be issued to anyone not complying. Pop/Water bottles can be put in indoor recycling containers.

**DRAWS AND GIVE-AWAYS:** All exhibitors are encouraged to provide hand-outs to visitors and to organize their own draws. **Each exhibitor is solely responsible for their draw box and prize, and must ensure the prize is forwarded to the winner.**

**FLAMMABLE LIQUIDS AND GASES:** Any booths containing equipment with flammable liquid fuel tanks shall either be drained completely or contain more than half of the maximum approved fuel tank capacity. There shall be no compressed fuels, either liquid or gas, in your booth. Helium is not a compressed fuel. **You must have a fire extinguisher with you.**

**INTERPRETATION:** The Trade Fair Manager shall have the discretion to alter, amend, add too, or cancel any of these rules and regulations and to make any ruling on any matter or question not expressly provided for herein. Exhibitors shall be bound by such alteration, amendment, addition, cancellation or ruling as if it had been made prior to their application for exhibit space and included in these rules and regulations as of the date of the application for space.

**FOOD AND BEVERAGES:** Exhibitors who wish to sell, sample or give away food must specifically pre-arrange with the Chamber Executive Director. The Health Board must approve your booth or sales. Health Board Forms must be provided. **PLEASE CONTACT THE CHAMBER OFFICE IN THIS REGARD AS SOON AS POSSIBLE.**

**SECURITY:** The Chamber of Commerce will take reasonable precautions to ensure the safety of the property and materials brought to the Show and Sale Site, however, neither the Chamber, the Coordinators, nor any of the officials will be responsible or accountable for any losses of or damage to any of the exhibitors merchandise and property. The exhibitors themselves must assume the liability for their display and merchandise. Security will be provided in the buildings from 6:00 pm on Thursday until 4:00 pm on Sunday, including patrolling of the interior of the buildings as well as any exterior displays during these days.

**DURING THE SHOW AND SALE:** Access to the buildings during the fair will be allowed to exhibitors without charge, provided the exhibitors' tags are worn. Access will be allowed one half hour before, and one half hour after closing (except for set up times). Each building will have a single entrance. Once the Trade Fair is set up, this will be the only means of access for both exhibitors and the public, unless other arrangements are made. It is also expected that exhibitors will be staffing their booths prior to the actual opening of the Trade Fair each day. For security purposes, no other access will be allowed to the buildings outside of these hours.