



Annual Trade Fair

May 23 & 24, 2026

Rules & Regulations

FULL PAYMENT IS DUE BY WEDNESDAY, APRIL 1, 2026. No exceptions. Vendors who join after April 1st, payment is due upon receipt.

SHOW HOURS OF OPERATION:

Saturday, May 23 10am-5pm.

Sunday, May 24 10am-4pm

SET UP: Exhibitors may move in and set up their booths on **Friday, May 22nd from 12:00pm-9:00 pm and Saturday, May 23rd from 8:00am-9:30am (carry in only, no dollies).** Exhibitors **MUST** be set up by 10am on Saturday morning.

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. A \$150 fee will be charged to all those who don't comply.**

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 (this also applies to Elite and Platinum Members that use their event credit).

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 EMPLOYEES: Please provide a list of names of employees that will be working in your booth over the weekend.

KIDS: Kids are not permitted unless they are working at the booth.

SERVICE COORDINATOR: Our Service Coordinator will make available to individual exhibitors, at additional cost, extra tables 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 the registration form and will be billed accordingly.**

Please note: Any last-minute additions or changes requested **within two weeks of the event** will be subject to a **service charge** in addition to the standard rental fees.

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 to, 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 Chamber staff. 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 exhibitor's merchandise and property. The exhibitors themselves must assume the liability for their display and merchandise. **Security will be provided in the buildings from 8:00 pm on Friday until 5:00 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.

BOOTHS:

Each booth includes:

- 8' Backwall Drape
- 3' Sidewall Drape
- 1- 600-Watt Outlet
- 1- 6' Skirted Table
- 2- Folding Chairs

**Flooring is not included in the booths. Please bring your own 10x10 carpet, it is not required, however, the floor is quite cold.*

****Additional tables and chairs can be purchased at an extra cost. These must be ordered at least two weeks prior to the Trade Fair.***

**Lighting is not included.*

FOOD TRUCKS: Food Truck Vendors are responsible for obtaining all Alberta Health Permits and Liability Insurance. Power not provided. Refunds will not be issued due to inclement weather. Event Rules and Regulations apply. Invoice will be issued once space availability is confirmed. **All vehicles must have a 20 lb. fire extinguisher present.**