



35th Annual TRADE SHOW EXHIBITION

Kindersley West Central Events Centre

500 2nd Street East

June 12 & 13, 2024

Exhibitor Application

The Kindersley & District Chamber of Commerce invites you to a 2-day opportunity to show the world what you do, how you do it, or just promote it! Patrons of the Trade Show are treated to a variety of products and/or services for new clients and customers.

The Kindersley & District Chamber of Commerce Annual Trade Show & Exhibition is built to motivate businesses to promote their products and services.

Exhibitor General Information

Please maintain this page for reference purposes.

TRADE SHOW DATES & TIMES

Wednesday, June 12 1:00pm - 9:00pm

Thursday, June 13 11:00am -7:00pm

EXHIBITOR SETUP TIMES

Tuesday, June 11 3:00pm – 9:00pm

Wednesday, June 12 9:00am – 12:00pm

DISPLAYS - Booth Display Setup By: Town of Kindersley

ALL Booths are 8' x 10'

1 – 8' table complete with skirting

2 – stacking chairs

1 – electrical outlet – 110v 15amp outlet

If additional electrical service is required, it can be provided at an **extra charge**. Please provide details of your electrical requirements and check the box on the application if you wish to purchase extra electrical service.

PLEASE INDICATE ON THE APPLICATION:

- If you require extra electrical outlets
- The number of tables and chairs you need for your booth if other than what is included

PLEASE READ: IMPORTANT INFORMATION FOR ALL VENDORS

- All applications must be filled out completely and signed and dated.
- **All payments must be received in full, included with application. Payments will not be accepted at the Trade Show.**
- Subletting and/or sharing of booth space must be pre-approved by event management in writing.
- All vendors must park their vehicles and/or trailers in designated areas during Trade Show hours of operation.
 - Please do not block doorways and exits.
- Trade Show organizers and/or facility management reserve the right to reject, limit or prohibit products, demonstrations or exhibits considered unsafe or inappropriate to an all-ages show.
- Trade Show organizers and/or facility management reserve the right to relocate exhibits and/or exhibitors to maintain the character and/or good order of the show.
- Exhibitors are not allowed to take down displays until closing time Thursday at 7:00pm

INSURANCE AND LIABILITY: All exhibitors must carry liability insurance coverage. A copy of the insurance policy must accompany and privilege contract and/or application for exhibiting.

RACKS & DISPLAY SHELVES: All racks and display shelves must not exceed 8ft in height and 3ft on the sides. The exhibitor is required to exercise care so that the displays do not unduly obstruct visibility of adjacent booths, as per the good neighbour policy.

SECURITY: Security will be provided after show hours. However, it is suggested that exhibitors use their own discretion in packing away valuables.

The venue is a SMOKE-FREE facility.

CONFIRMATION OF BOOKING WILL BE EMAILED UPON RECEIPT OF APPLICATION AND PAYMENT.

CANCELLATION POLICY: Cancellations must be made in writing and mailed or emailed to the Chamber of Commerce no later than May 01, 2024. Exhibit space rental will be refunded (less \$50.00 administration fee) provided cancellation notice is received as indicated. No refunds will be paid after May 1st, 2024, or on vendors who do not attend on the show dates.

RECEIPTS WILL BE DISTRIBUTED AT THE TRADE SHOW.

For further information or questions please contact:

Phone: 306-463-2320

Email: office@kindersleychamber.com

Please complete and return the next 2 pages:
 (PRINT clearly, sign all applicable areas)

1. Mail: Kindersley & District Chamber of Commerce
 Box 1537, Kindersley, SK, S0L 1S0
2. Email: office@kindersleychamber.com

Exit	21	20	19	18	17	Exit
22	88	87		58	57	16
23	89	86		59	56	15
24	90	85		60	55	14
25	91	84		61	54	13
26	92	83		62	53	12
27	93	82		63	52	11
28	94	81		64	51	10
29						9
30	95	80		65	50	8
31	96	79		66	49	7
32	97	78		67	48	6
33	98	77		68	47	5
34	99	76		69	46	4
35	100	75		70	45	3
36	101	74		71	44	2
37	102	73		72	43	1
Exit	38	39	40	41	42	Exit

Please read this form carefully and print or type all information.

Booth Size: _____ (8x10, 8x20, 8x30, 8x40)

Corner Booth: Yes/No ****Extra \$50 charge****

Power: Yes/No ****110v 15amp outlet****

**Please indicate if you require extra outlets and how many in total.
 _____ total outlets required.*

1st Booth Choice: # _____

2nd Booth Choice: # _____

3rd Booth Choice: # _____

Please check here if you do not have a preference _____

How many chairs do you require? _____ (more than 2 – charge of \$10/chair)

How many tables do you require? _____ (more than 1 – charge of \$20/table)

Company Name -

Contact Name -

Street/Box # -

City/Town -

Postal Code -

Contact Phone # -

Email -

Website -

****Exhibit information (please be SPECIFIC).** Only products listed may be sold or displayed at your exhibit. If this space is not filled out, your application will remain incomplete. To prevent vendor duplication please provide a **detailed** product list (including brand names if applicable). If approved by the committee, these will be the only items permitted in your booth. List on a separate sheet if needed.

Type of product(s) displayed: _____

Please Check Appropriate Box	Early Bird Booth Pricing Paid In Full Prior to April 15, 2024	Booth Prices
<input type="checkbox"/> Kindersley Chamber Member	280.00	325.00
<input type="checkbox"/> Non-Member	380.00	425.00
<input type="checkbox"/> Non-Profit Organization*	230.00	255.00
<input type="checkbox"/> Home-Based Business	255.00	280.00
Premium Booth* Pricing	Please see below for Premium Booth Restrictions	
<input type="checkbox"/> Kindersley Chamber Member	330.00	375.00
<input type="checkbox"/> Non-Member	430.00	475.00
Extras		
<input type="checkbox"/> Additional Booths	225.00	No Early Bird Pricing
<input type="checkbox"/> Extra Electrical Service Required	30.00	

*Premium Booth Restrictions: Premium booths are not available to Non-Profit organizations or Home-Based businesses. (Premium booths are not eligible for additional booth pricing and will face outward towards the ends of the aisles)

Exhibit Space 8ft x _____ ft	= _____
____ Corner/Premium Booth @ \$50.00	= _____
____ Additional Booth @ \$225.00	= _____
____ Additional Electrical Service @ \$30.00	= _____ (one included)
____ Additional Tables @ \$20.00	= _____ (one included)
____ Additional Chairs @ \$10.00	= _____ (two included)
Subtotal	= _____
*GST @ 5%	= _____
Total	= _____

Method of Payment

Please check and fill the applicable section.

Mastercard / **Visa:**

Credit Card Number: _____
 Expiry Date: _____ / _____ (MM/YYYY)
 Cardholder Name (please print): _____

E-transfer:

E-transfers can be sent to **office@kindersleychamber.com** (auto-deposited)
 Email Adress and Name of sender: _____

Cheque:

Make Cheques Payable to: Kindersley & District Chamber of Commerce
GST# 107569279
 Cheque #: _____

Amount Enclosed: _____

PIPEDA (Please Print)

I, _____ give the Kindersley & District Chamber of Commerce permission to refer to and/or list my business information as I entered it above for advertising purposes.

Signature: _____ **Date:** _____

All applications must be signed and dated.

Signature: _____ **Date:** _____

Office Use Only Payment Information	Booth Assignment
Extras: _____ Amount Paid: _____ Method of Payment Invoice #: _____	