

**TOWN OF SPIRIT RIVER
INVITES YOU TO A
TRADE SHOW**

SATURDAY JUNE 1, 2024

MACLEAN ARENA



Dear Sponsor and Exhibitor,

We are excited to invite you to participate in the Town Spirit River Trade Show! This one day event will take place on Saturday, June 1, 2024 at the MacLean Arena, in The Town of Spirit River, Alberta, from 10:00 a.m.-6:00 p.m. Set up times are available Friday May 31st and starting at 8:00 a.m. Saturday June 1st.

As a sponsor of the Trade Show your organization will receive recognition in the marketing materials, including all social media channels, and promotional materials. Additionally, you will have the opportunity to showcase your products/services at the event and engage directly with the attendees. Whether your business is big or small participation in the trade show will enhance your brand visibility within our community and surrounding areas.

Please review the exhibitor options and sponsorship information outlined in the enclosed package.

On behalf of The Town of Spirit River we look forward to seeing you in June!

Regards:

Town of Spirit River Staff

All inquiries please contact us:

Traci O'Connell

780-864-2020

recmanager@townofspiritriver.ca

Steve Jack

780-864-3998 ex: 103

sjack@townofspiritriver.ca

Rachelle Piscopo

780-864-3998 ex: 101

rpiscopo@townofspiritriver.ca

Sponsorship Opportunities

	Platinum	Gold	Silver	Bronze
Recognition	\$2500 & up	\$1000-\$2,499	\$500-\$999	\$100-\$499
Trade Show Events Handout	Yes-Logo	Yes-Logo	Yes-Logo	Yes-Logo
Sponsorship Board	Yes-Logo	Yes-Logo	Yes-Logo	Yes-Logo
Logo and ads prior to the tradeshow and on all our social medias	Yes-Logo	Yes-Logo		

All monetary contributions are greatly appreciated and help to make this event a success.

Thank you to all sponsors!

Exhibitor Information

Booth Setup:

The following items are included for each exhibitor booth:

- ⇒ 2 Chairs
- ⇒ Table
- ⇒ Table Covering and Skirting
- ⇒ GST Included
- ⇒ Limited Additional Tables for \$25.00 each
- ⇒ Optional Electrical Outlet (110V) for \$25.00
- ⇒ Indoor booths include back wall and side wall draping

Draping colors are Blue & Silver

Indoor Machinery Booths:

400 square ft.
(approximately)

**Space is available outside for
equipment at no additional
charge.**

Payment information

Payment for the Trade Show registration shall be made to:

The Town of Spirit River
Box 130
Spirit River ,Alberta
T0h 3G0

**Register before April 15th , 2024. We do not accept credit
card payments by phone or email.**

Cancellation

Booth cancellations received after
May17th will be refunded up to 50%
of the booth registration.

Insurance Requirements

Exhibitors are informed that injury or damage occurring to the public or employees in their leased booths may be covered by Commercial General Liability Policy. It is the responsibility of each and every exhibitor to arrange their own insurance coverage and maybe asked to provide a Certificate of Insurance or proof of General Liability with liability of no less than \$2,000,000.00, The Town of Spirit River assumes no responsibility for loss or damages to exhibitors displays, materials, supplies or other items at any time.

For short term exhibitor insurance may be PAL Insurance Brokers Canada Ltd. Applications can be made online at palcanada.com for exhibitor/vendor booth & Kiosk Liability Policy.

Insurance requirements must be met to finalize booth registration.

Registration Form

June 1, 2024 MacLean Arena. Spirit River, Alberta

Company/Organizations: _____

Contact Name: _____

Address: _____ Postal Code: _____

Telephone No. _____ Cell: _____ Fax: _____

Email: _____

Sponsorship

Sponsor Amount: \$ _____

Exhibitors

Booth	Price	Quantity	Power (\$25)	Total
Standard Booth	\$100.00			
Indoor Machinery Booth (20x20ft)	\$100.00			
Options: Additional Table	\$25.00			
Sponsorship \$1000.00	\$1000.00			
Sponsorship Other:				
			Total:	

Outdoor Equipment Yes or No

List of products or services you will be advertising/selling: _____

Check List

- Registration Form
- Exhibitor Agreement
- Payment
- Certificate of Insurance

Please mail cheque to:
The Town of Spirit River
Box 130
Spirit River, Alberta
T0H 3G0

Exhibitor Agrees to the following Terms & Conditions

1. The Town of Spirit River, reserves the right to assign, decline, and/or change booth locations without notice.
2. The Town of Spirit River, reserves the right to accept or reject any request to exhibit or participate in the show.
3. The Town of Spirit River, reserves the right to reject, move or prohibit any exhibit in whole or in part or its representative if in the opinion of the exhibit or the activities the exhibitor or its representative violates the Agreement.
4. The Town of Spirit River, prohibits any abusive conduct and inappropriate behaviour toward attendees, guests or any affiliated representative of the show.
5. The Town of Spirit River, does not assume responsibility for any loss, damages and/or theft of exhibitor's displays, materials, supplies, etc.
6. Exhibitor's will hold the Town of Spirit River harmless for any damage, expense, or liability arising from any injury or damage to said exhibitor, its agents, servants or employees, resulting from any acts or omissions of the exhibitor, its agents, employees or representatives, for which the exhibitor is legally responsible for.
7. Exhibitors are entirely responsible for leased space and agree to reimburse for any damage to property, facilities, furnishings, or equipment occurring on the premises of the event, providing such damage is due to negligence of the exhibitor, its servants, agents or others for whom the exhibitor is, by law, responsible for.
8. Exhibitors are required to have a valid Certificate of Insurance for the event and booth rental.
9. Exhibitors materials, supplies, equipment, displays, etc. must not be extended beyond the exhibitor's designated booth space unless prior arrangements are made.
10. The exhibitor agrees to remove the exhibit, equipment, displays, materials, supplies, etc. from the show building by 8:00 p.m. on the day of the show, and not before 4:00 p.m.
11. The Town of Spirit River has the authority to establish and interpret rules and regulations necessary for the orderly conduct of exhibitors and/or agents for the mutual benefit of all parties.

I, _____ (please print) have read, understand and agree to the terms and conditions stated above.

Position/Title: _____

Company/Organization: _____

Signature: _____ Date: _____