



Houston & District Chamber of Commerce
 PO Box 396
 Houston BC V0J 1Z0
 info@houstonchamber.ca
 www.houstonchamber.ca

2024 Trade Show Application & Agreement

Section One: Contact information. Please print neatly and complete all spaces.

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

POSTAL CODE: _____ EMAIL ADDRESS: _____

PHONE: _____ CELL: _____

WEBSITE: _____ FACEBOOK ADDRESS: _____

IMPORTANT: PLEASE READ THE TRADE SHOW TERMS AND CONDITIONS AND SIGN WHERE INDICATED

Section Two: Booth Selection

Booth Number Requested: _____ 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Booth space will only be allocated once your signed Application and Agreement, Terms and Conditions and payment have been received. Home-based booths are letter booths ONLY and are located near the food and rest areas.

<p><i>The following items will be included with your 10x10 booth:</i></p> <ul style="list-style-type: none"> • One 1200-watt duplex electrical outlet • One 8' draped table and 2 chairs • 8' high back wall drapery • 4' sidewall drapery between booths 	<p><i>The following items will be included with your home-based booth.</i></p> <ul style="list-style-type: none"> • One 1200-watt duplex electrical outlet • One 6' draped table and 2 chairs • 8' high back wall drapery • Home-based Businesses cannot change the table size
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Should you require additional power, different-sized tables, carpet in your booth area, or additional items, please contact Central Display at 250-561-7477 to order.

Section Three: Booth Details

Chamber Member Pricing:

Booth	Price	GST	Total
1 st 10' X 10' Booth	\$ 395.00	\$ 19.75	\$ 414.75
2 nd 10' X 10' Booth	\$ 318.76	\$ 15.94	\$334.70
3 rd 10' X 10' Booth	\$ 304.48	\$ 15.22	\$ 319.70
4 th 10' X 10' Booth	FREE	FREE	FREE
Non-Profit	\$ 275.00	\$ 13.75	\$ 288.75
Home-based Business Booth (limit one per business/owner)	\$ 245.00	\$ 12.25	\$ 257.25
Outside Display Space	\$ 315.00	\$15.75	\$ 330.75

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Non-Chamber Member Pricing:

Booth	Price	GST	Total
1 st 10' X 10' Booth	\$ 425.00	\$ 21.25	\$ 446.25
2 nd 10' X 10' Booth	\$ 350.00	\$ 17.50	\$ 367.50
3 rd 10' X 10' Booth	\$ 335.00	\$ 16.75	\$ 351.75
4 th 10' X 10' Booth	FREE	FREE	FREE
Non-Profit	\$ 305.00	\$ 15.25	\$ 320.25
Home-based Business Booth (limit one per business/owner)	\$ 275.00	\$ 13.75	\$ 288.75
Outside Display Space	\$350.00	\$ 17.50	\$ 367.50

- **Early Bird Discount: \$50.00 off the first booth if paid in full by March 1, 2024. (Does not apply to Home-Based and Non-Profit)**
- **Exhibitors must pay in full at the time of booking**
- **In the event of cancellation by the Exhibitor, there is a 100% refund up to 8 weeks before the show.**
- **There are no refunds 7 weeks or less prior to the show.**

Section Four: Description of Product or Service

Please provide a complete description of your product or service here:

Section Five: Silent Auction and Door Prizes

Would you like to contribute to the silent auction table or door prizes for the Trade Show? _____ Yes _____ No

Item Description: _____

Value of Item: _____

For other sponsorship opportunities available for the trade show, please contact the Houston & District Chamber of Commerce if you are interested at 250-845-7640 or info@houstonchamber.ca. Limited Opportunities Available.

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Section Six: Exhibitor's Liability Insurance

Exhibitors are solely responsible for their exhibits' safety, covering accidents, theft, burglary, and fire. They must maintain a comprehensive general liability insurance policy, naming the Houston & District Chamber of Commerce and the District of Houston as additional insured for at least \$2,000,000 from April 18-21, 2024.

Houston & District Chamber of Commerce
3289 Highway 16, PO Box 396
Houston BC V0J 1Z0

District of Houston
3367 12 Steet, PO Box 370
Houston BC V0J 1Z0

A certificate of insurance MUST be submitted to the Chamber by April 5, 2024

Section Seven: Payment information

The Exhibitor authorizes the Houston & District Chamber of Commerce to process credit card payments:

_____ Yes _____ No

_____ Visa _____ Mastercard _____ Cheque: _____ Cash: _____ Etransfer

Credit Card Number: _____ Expiry: _____ Verification #: _____

Name on Card: _____

Signature for approval of card processing: _____

The cheque is in the mail; please circle: Yes (The cheque must be received by April 5, 2024)

My signature below indicates that I have read and understand the Terms and Conditions for the 2024 Houston Trade Show.

Signature: _____ Print Name: _____

For Office Use Only:

Date: _____

Company Name: _____

Booth Assigned: _____

Amount Paid: _____

Method of Payment: _____

2024 Trade Show Terms and Conditions

"Show Management" refers to the Houston & District Chamber of Commerce and its employees and volunteers.

SHOW SCHEDULE, INCLUDING SET UP AND DISMANTLE:

Check-in at the Chamber Booth before setting up. Set up will be on Thursday, April 18, 2024, from 7:00 pm – 9:00 pm and Friday, April 19, 2024, from 9:00 am – 1:00 pm. All exhibits must be in place no later than 1:00 pm on Friday. The show opens to the Seniors from 2:00 pm to 3:00 pm and then to the general public from 3:00 pm to 9:00 pm. Show Hours for Saturday, April 20, 2024, will be from 10:00 am – 4:00 pm. No displays may be removed from the show building prior to 4:00 pm on Saturday, April 20, 2024. The Show Management will not be responsible for goods left unattended in the building during the move-out period.

ALLOTMENT OF SPACE:

The allotment of space shall be at the discretion of show management. In all cases, show management reserves the right to refuse or accept conditional applications at any time. The Show Manager may cancel space allotments if exhibitors fail to occupy the space allotted to them with the exhibit specified on their application before noon on the show's first day. This will mean forfeiture and non-refund of rent paid.

SUBLETTING OF SPACE:

Exhibitors will **NOT** be permitted to sublet the space allotted to them or any portion thereof. Also, the Exhibitors will not use space for any purpose other than that shown on the application. Any breach of this clause will mean forfeiture of space allotted and non-refund of rent paid. Should an exhibitor wish to share the space with another exhibitor, there will be a \$50 extra charge, and Show Management **MUST** approve it.

EXHIBITOR BADGES:

Two badges will be issued to the Home-based Business booth exhibitors and four to each regular booth and outside display space. It is the responsibility of the Exhibitor, when changing personnel, to exchange passes. If you need more badges, there will be a charge per badge of \$5 each.

SPACE RESTRICTION:

Exhibitors must confine all exhibit structures and activities to within the limits of the allotted space. Salespeople and demonstrators are prohibited from operating in the aisles and from extending their activities into the aisles in such a way as to be a nuisance or interference to the public or other exhibitors. No display can exceed the contracted area. The height restriction for the back wall and sidewalls for the standard draped booth areas also applies to the Exhibitor's display. There is no limitation on the height of equipment on display in the outside space areas, provided such equipment is self-supporting and free-standing. Equipment on display platforms may be subject to display height regulations.

NOISE:

Undue noise made in the operation of exhibits or noisy or unseemly methods employed in sales or demonstration activities will not be tolerated. All exhibitors must have an equal opportunity to conduct their demonstrations without interference from their neighbours. The decision of what constitutes undue noise or any unseemly method shall rest with the Show Manager, whose decision shall be final.

SIGNS:

The Show Manager shall have the right to ask and remove signs that are deemed to be offensive.

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DAMAGE AND LIABILITY:

The exhibitor is responsible for all damages caused by them to the exhibit facility, show property, or display equipment.

DAMAGE TO SHOW PROPERTY:

The exhibitor is responsible for all damages caused by them to the exhibit facility, show property, or display equipment.

SHOW LIABILITY AND SECURITY:

The Show Management will provide Security during the event. Security will be on-site for the duration of the event hours. Show Management is not responsible for the persons, property or materials of the exhibitors or owners of their agents, servants or employees. The exhibitors shall assume the risks of exhibiting their property and materials, and should any exhibit or portion thereof or any property in connection therewith be injured, stolen or suffered damage from any cause whatsoever, the Show Management and Display Company will not be liable, therefore in any manner whatsoever. Small and invaluable exhibit materials should be packed away each night.

SECURITY

Doors to the Trade Show are locked in the evening until they open in the morning.

STAFFING OF EXHIBITS

Exhibitors are required to maintain staff in their exhibits at all times during the hours of the show.

BOOTH CLEANING

Sweep your booth at closing and deposit garbage in the aisle for the night sweepers to remove.

FOOD & ALCOHOLIC BEVERAGES

Food or beverage exhibitors **MUST** contact the local Health Inspector at least two weeks prior to the show and make sure they have proper permits and licensing. The use of liquor (spirits, wine and beer) by exhibitors in their exhibit area is contrary to regulations set out by the Liquor Branch.

ENTRY TO THE SHOW

Show Management reserves the right to refuse admission to the show building to any visitor, exhibitor or exhibitor's employee who, in the opinion of the management, is unfit, intoxicated, or in any way creating a disruption of the show.

SHOW MANAGEMENT ON-SITE

Show Management (Houston & District Chamber of Commerce and organizing partners, employees and agents) will be available at the Chamber of Commerce Booth throughout the entire show period. Supervisory personnel will be available to service exhibitors during move-in and move-out periods.

CONTRACTS

Confirmation of your Registration implies your acceptance of the described Terms and Conditions. If payment is not received within the prescribed time limit, the contract will be considered void, and the space will be allotted to another exhibitor.

CANCELLATION

Any exhibits cancelled eight weeks prior to the event will receive a 100% refund. Any exhibits cancelling with less than seven weeks' notice will not receive any refund.

Important Reminders

WIFI

It is available to the arena if you require a wifi connection but will not handle streaming. It tends to be spotty if overused.

FORKLIFT

We may supply a forklift for loading and unloading (CONTINGENT ON AVAILABILITY). You MUST book times for Friday & Saturday with Trade Show management. If this service is needed, please contact the Chamber office at 250-845-7640 by April 5, 2024, to pre-arrange this.

FLOORS

The floors in the arena are cement; if you want carpeting to stand on, please supply your own. (Tip: Foam Padding is a lifesaver)

TABLE AND CHAIRS

If you need more than one table and two chairs (included), bring your own or make arrangements with Central Display. (If you need a particular size, please bring your own.)

PARKING

During set up and take down, exhibitors are requested to park only long enough to unload and load their vehicles and remove them from the entrance. During the show, parking is available behind the Curling Club. There is also some parking between the pool and the creek, but please do not park in the pool parking lot. If possible, park in the mall overflow area; this leaves closer parking for the public visiting the Trade Show. The parking lot of the apartment building is for TENANTS ONLY! We have already blocked their access from the street, so this parking is required for the tenants of the building. There has also been a problem in the past of parking in the back alley, blocking emergency vehicle access. If you park in any unauthorized area, your vehicle will be towed. This will be patrolled. We thank you in advance for your co-operation with this.

EXHIBITOR SOCIAL – FRIDAY 9:00 pm

After a long day on the Trade Show floor, take a break to relax and network with other participants. TWO complimentary tickets will be included with registration. Additional tickets (\$5) may be purchased at registration or at the Chamber booth. Those without a ticket and exhibitor badge cannot attend the Exhibitor Social.

Pre-arrangements for special requests are required!

Houston Accommodations

BOOK EARLY TO AVOID DISAPPOINTMENT AND GUARANTEE ROOM AVAILABILITY!

Sunshine Inn

3451 11th Street

Reservations: 250-845-7867

No pets allowed. It is close to the downtown area.

Reservations should be made in advance.

The Pleasant Valley Motor Inn

3030 Highway 16 Reservations: 250-845-2246

Pets on special request. Next door to Pleasant Valley Restaurant.

Reservations should be made in advance.

Houston Motor Inn

2940 Highway 16

Reservations: 250-845-7112

Pets on special request.

Reservations should be made in advance.

Bearspaw Suites

1977 Gould Road Reservations: 250-845-4635

Includes wireless internet, satellite TV, Full suites with kitchen

Reservations should be made in advance.