“Working Together in the Heart of It All”

Vanderhoof Trade Show
Vanderhoof Arena
345 Columbia Street, Vanderhoof

May 10-11, 2013

Hosted by
Vanderhoof Chamber of Commerce
Box 126, Vanderhoof, BC   V0J 3A0
Phone: (250) 567-2124    Fax: (250) 567-3316
Toll free 1-800-752-4094
E-mail: admin@vanderhoofchamber.com
www.vanderhoofchamber.com

EARLY REGISTRATION
DISCOUNT
To February 28, 2013

DISCOUNT
for Chamber Members

DRAW for Discounted Booth Rate
“Working Together in the Heart of It All”
Vanderhoof Trade Show 2013
Friday, May 10 & Saturday, May 11, 2013

<table>
<thead>
<tr>
<th>Trade Show Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, May 10</td>
</tr>
<tr>
<td>Saturday, May 11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Move-In Times</th>
<th>Move-Out Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, May 9</td>
<td>1:00 pm - 8:00 pm</td>
</tr>
<tr>
<td>Friday, May 10</td>
<td>8:00 am - 12 noon</td>
</tr>
<tr>
<td></td>
<td>Saturday, May 11</td>
</tr>
<tr>
<td></td>
<td>7:05 pm - 11:00 pm</td>
</tr>
</tbody>
</table>

**NOTE:** All exhibits MUST be set up by **12 noon**, Friday May 10 and **MUST REMAIN INTACT until close of show, 7:00 pm**, Saturday, May 11.

**Why Should You Be an Exhibitor?**
- Sales
- Create image
- Market research
- Maintain image
- Qualify prospects
- Create customer list
- Relate to competition
- Reach unknown buyers
- Meet buyers face-to-face
- Shorten buying process
- Introduce a **NEW** product
- Recruit new personnel
- Improve market share
- Distribute product samples
- Demonstrate products in action
- Contact with present customers
- Contact potential **NEW** customers
- Demonstrate non-portable equipment
- Discuss technical issues with customers
- Identify new applications for existing products
- Change buyers’ perception of your company

**Booth Features:**

**Standard Booths** measure 10’ x 10’, with wall drapes 8’ high at the back and 4’ high at each side, with one duplex outlet, two 75-watt floodlights & hooks available for hanging light-weight signs. Wireless Internet available on site.

**Home-Based Booths** measure 6’ x 6’, with wall drapes 4’ high on 3 sides, with one duplex outlet, one 75-watt floodlight & hooks for hanging light-weight signs. Wireless Internet available on site.

*Please contact the display company for rental of extras such as: a table or counter, skirting, stanchion & rope, chair or stool, peg or pin boards, carpet, plants, coat rack, etc.*

**Here’s how to Reserve Your Spot!!**

Fill out the Exhibit Space Reservation form attached, and return all 3 pages to the Vanderhoof Chamber of Commerce with your payment.
ARENA - 345 Columbia Trade Show Venue
Visitor Centre on Burrard Ave
Turn on Recreation Drive at traffic lights (Hillstop Car Wash)
Downtown Vanderhoof, BC
1. **Exhibitor Information:** (Advertising material will be printed exactly as listed).
   
   Company Name: ____________________________________________________________
   
   Contact Name: ____________________________________________________________
   
   Mailing Address: __________________________________________________________
   
   City/Province: ________________________________ Postal Code: ________________
   
   Phone: (______) ____________________________ Fax: ____________________________
   
   E-mail address: ____________________________________________________________
   
   Full Description of Service/Products you wish to exhibit: __________________________
   
   __________________________________________________________

2. **Exhibit Space Request:**

   We request the following booth number(s) in order of preference (*see Arena Floor Plan*).
   Space is allocated on a first come, first served basis.

<table>
<thead>
<tr>
<th>1st Choice(s)</th>
<th>2nd Choice(s)</th>
<th>3rd Choice(s)</th>
<th>4th Choice(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth #’s</td>
<td>Booth #’s</td>
<td>Booth #’s</td>
<td>Booth #’s</td>
</tr>
</tbody>
</table>

   Show Management will contact you before confirming your space. If your choices are not available, every effort will be made to assign a satisfactory alternate location.

   Signature: ________________________________ Date: ____________________________

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*(for Chamber use only)*

   Rental Fee: ________________ Booth #’s ________________
   HST (12 %): ________________ Date paid in full: ________________
   Total Owing: ________________ Accepted by: ________________

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Please read Rules carefully and keep a copy for your reference.
Please return pages 1, 2 & 3 of this application form.
3. Booth Rates:

<table>
<thead>
<tr>
<th>Home-Based Business Court</th>
<th>6’ x 6’ Booth</th>
<th>HST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Limited Space Available</strong></td>
<td>$175.00</td>
<td>$21.00</td>
<td>$196.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Standard Booths (measuring 10’ x 10’)</th>
<th>Vanderhoof Chamber Members (in good standing as of Jan 31/13)</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>EARLY BIRD (to Feb 28)</td>
<td>HST</td>
<td>Total</td>
</tr>
<tr>
<td>Indoor Booth</td>
<td>300.00</td>
<td>36.00</td>
</tr>
<tr>
<td>Second Indoor</td>
<td>275.00</td>
<td>33.00</td>
</tr>
<tr>
<td>Outside Space</td>
<td>215.00</td>
<td>25.80</td>
</tr>
</tbody>
</table>

*Early Bird fee is due and payable in full by February 28, 2013.*

<table>
<thead>
<tr>
<th>REGULAR RATE (due April 8, 2013)</th>
<th>HST</th>
<th>Total</th>
<th>Fee</th>
<th>HST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoor Booth</td>
<td>350.00</td>
<td>42.00</td>
<td>392.00</td>
<td>425.00</td>
<td>51.00</td>
</tr>
<tr>
<td>Second Indoor</td>
<td>325.00</td>
<td>39.00</td>
<td>364.00</td>
<td>400.00</td>
<td>48.00</td>
</tr>
<tr>
<td>Outside Space</td>
<td>250.00</td>
<td>30.00</td>
<td>280.00</td>
<td>290.00</td>
<td>34.80</td>
</tr>
</tbody>
</table>

4. Fee Calculation:

<table>
<thead>
<tr>
<th>Booth Fee for:</th>
<th>Owing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1\text{st} Booth</td>
<td>$</td>
</tr>
<tr>
<td>2\text{nd} Booth</td>
<td>$</td>
</tr>
<tr>
<td>Additional Booths</td>
<td>$</td>
</tr>
<tr>
<td>Total Booth Fee</td>
<td>$</td>
</tr>
<tr>
<td>HST (12%)</td>
<td>$</td>
</tr>
<tr>
<td>TOTAL DUE</td>
<td>$</td>
</tr>
</tbody>
</table>

Fees payable either by:
- ✓ Cheque (payable to the Vanderhoof Chamber of Commerce) or
- ✓ Debit, Visa, or MasterCard or
- ✓ Cash.

Return with all 3 pages of the completed application form with payment to:
- Box 126, Vanderhoof, BC V0J 3A0
- or drop it off at the Chamber office:
  - 2353 Burrard Avenue

Please read Rules carefully and keep a copy for your reference.
Please return pages 1, 2 & 3 of this application form.
Exhibit Rules & Regulations

1. “Show Management” – Refers to the Vanderhoof Chamber of Commerce and its employees and agents.

2. Contracts for Space Rental – This request for space, the notice of acceptance, and space assignment by the Vanderhoof Chamber of Commerce shall form a valid contract when authorized agents of both the exhibiting firm and Show Management have affixed their signatures. If payments are not received within the prescribed time limit, the contract is considered void and the space will be reassigned to another applicant. No refund will be made for any space that is not used during any portion of the show hours. Should space remain unoccupied for 4 hours before the opening of the show, Show Management may rent it or use it for other purposes without obligation or refund.

3. Allotment of Space – The allotment of space shall be at the discretion of Show Management. In all cases the Management reserves the right to reject or accept conditional applications at any time.

4. Use of Space – The space contracted is to be used solely for the exhibitor whose name appears on this application and only for those products listed in the Exhibit Space Application. The Exhibitor agrees the allotted space shall not be assigned, shared, subleased in whole or in part except by approval of Show management.

5. Payment Schedule & Space Cancellation – The rental fee is due and payable by April 8, 2013 or booth space will be forfeited with no refund of deposit. Upon acceptance of this application by the Show Management it shall be a legal binding contract between the exhibitor and the Show Management, providing that either party may cancel this contract on condition the written notice of such cancellation is received by the remaining party on or before the schedule herein outlined:

<table>
<thead>
<tr>
<th>Cancellation on or before March 14</th>
<th>Full Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between March 15 and April 8</td>
<td>50% Refund</td>
</tr>
<tr>
<td>After April 8</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

6. Staffing of Exhibits – Exhibits will be manned by agents of the exhibitor during all times when the show is officially open. Frequent violations of this regulation may result in the Exhibitor being barred from participation in future shows.

7. Damage and Liability – The exhibitor is responsible for all damage caused by them to the exhibit facility, show property, or display equipment. Exhibitors are responsible for all damage caused and shall become financially responsible to the Exhibit Facility, Show Management, or Display Company. Show management will employ security personnel and will take reasonable precautions to safeguard Exhibitors’ property; however, Show Management assumes no liability for loss or damage through any cause of goods, exhibits or other materials owned, rented or leased by the exhibitor. The exhibitor shall indemnify the Facility Management, Show Management, or Display Company against, and hold them harmless from any complaints, suits, or liabilities.

8. Restrictions – Show Management reserves the right to restrict exhibitors, because of noise, method of operation, creation of safety hazards, or any other reason, which detract from the character of the show as a whole. Booths must be maintained in a neat and orderly manner throughout the show. Preparation and / or serving of food or beverages of any kind without permission of Show Management is prohibited. Serving of alcoholic beverages on the exhibit floor is in violation of the Liquor Control Act. Show Management may forbid any installation or activity, which if continued, departs substantially from the purpose and character of the Show. In the event that it becomes necessary to restrict any installation or activity, or to evict an offending Exhibitor, Show Management is not liable for any refund of exhibit space rental or any other expenses incurred by the Exhibitor.

9. Interpretation and Enforcement – Show management rests with the Vanderhoof Chamber of Commerce. These conditions of contract, display rules, and regulations become part of the contract between the Exhibitor and the Show Management. Show Management has full power of interpretation and enforcement of these rules and may amend them at any time. All matters in question not covered by these regulations are subject to the decision of Show Management, and all decisions so made shall be binding on all parties affected by them as by the original regulations. It is the responsibility of the exhibitor or his designated representative to familiarize himself with all the rules and regulations since ignorance of these rules is not an acceptable reason for failure to comply. Exhibitors and/or representatives who fail to observe these conditions of contract or who, in the opinion of Show Management, conduct themselves unethically may be dismissed from the exhibit without refund or other appeal.

My signature indicates that I have read and understand the Exhibitor Rules and Regulations for the 2013 Trade Show.

Signature: ___________________________ Date: ___________________________

Print Name: ___________________________ Business Name: ___________________________

Please read Rules carefully and keep a copy for your reference.
Please return pages 1, 2 & 3 of this application form.