



2023 ANNUAL TRADE SHOW & SALE
MAY 11, 12 & 13
ROY H. JOHNSTON ARENA - The Pas, MB

March 2023

Dear Sir/Madam,

The Pas OCN Chamber of Commerce wishes to invite you to participate in our

2023 ANNUAL TRADE SHOW & SALE

Trade Shows represent a *powerful opportunity* to enhance brand and product visibility, promote new and existing products, generate leads and drive sales.

In addition, show participation enables you to learn about industry trends, gain competitor insights, make key industry contacts, and further solidify relationships with current customers.

The 2023 show is open to any business.

TRADE SHOW & SALE applications will be processed as follows:

1. "Early Bird" REDUCED BOOTH PRICE If payment is received by April 30th, 2023, you are entitled to a discount of \$100.00 per booth (\$100.00 + \$5.00 GST).(excluding tables)
2. PREVIOUS YEAR EXHIBITOR – Same spot must be booked by: **April 10, 2023**, to ensure your preferred location.
3. PREVIOUS YEAR EXHIBITOR & NEW EXHIBITOR – Must book by: **April 30, 2023. (Or by April 30th, to receive discount)**
4. Tables 8 foot tables are available for smaller business, home businesses and crafts people and must be booked by April 30, 2023. Fee is \$100.00 plus \$5.00 GST
5. IF SOLD OUT – Refund will be given if no booths are available.
6. ALL DECISIONS by current Chamber Executive are FINAL
Submit your documentation and remittance as soon as possible to increase your chance of securing your desired booth location. Please indicate your first, second and third choice locations on your application, as well as any special services you may require (e.g., access to electrical outlets, etc.).

PLEASE NOTE: WE DO NOT SUPPLY EXTENSION CORDS, ONLY ACCESS TO ELECTRICITY.

Your fee includes one 90 second live remote during the show or option of three 30 second commercials with additional advertising available at drastically reduced rates
Please contact cmarsh@arcticradio.ca or 204 623 5307.

Your fee also includes a name mention in the two page spread that promotes the Trade Show in the Wednesday May 10th, Opasquia Times. If you wish to have a business card ad in this two page spread they are available for \$31.50. Please contact Ashley at The Pas & OCN Chamber of Commerce office for more information. If you would like more information on placing ads in The Pas local paper Opasquia Times contact Jennifer Cook at 204-623-3435.

In order to further improve public attendance and increase public enthusiasm, we strongly encourage you to offer a varied special (or specials), each day that the Show is open to the public. Ensure these specials are advertised through the vehicles offered.

Please ensure that your booth is staffed throughout the show. Booths that *have been* or *appear to have been* "abandoned" for excessive lengths of time diminish the quality of the show. If the booth attendee is working alone and requires a break, we suggest asking a "neighbor" to watch the booth, and/or a sign "BACK IN MINUTES" is displayed. As well, you can speak to the organizer about the possibility of arranging for someone to watch your booth while the staff member is gone.

We have always endeavoured to have a wide variety of products at our show. *Exhibitors may be limited to specific products to avoid excessive product duplication at the show.* This will be determined on a first come first served basis. When submitting your application, please provide a sufficiently detailed description of your product line.

At this time we are requesting an item for our Silent Auction. Silent Auction items will be on display in the main lobby, attached will be a donation card with your company name and booth number. This will aid the public to a preview of your product, and you will gain exposure as a vendor.

Any donation to our silent auction table will be greatly appreciated.

Please forward all applications to The Pas OCN Chamber of Commerce,

Mailing Address: Box 996
The Pas, MB
R9A 1L1

Email: contact@thepasocnchamber.ca

If you require further information, please contact the undersigned. We look forward to seeing you at this year's Show!

Yours truly,

Ashley Moore
Tradeshaw Lead (2023)
THE PAS OCN CHAMBER OF COMMERCE
Email: contact@thepasocnchamber.ca
Phone: 204-679-7253

The Pas OCN Chamber of Commerce

Annual TRADE SHOW & SALE - May 11, 12 & 13, 2023

Roy H. Johnston Arena

EXHIBITOR INFORMATION

MOVE IN:

(Booth Set-Up) Thursday May 11 9:00 A.M. – 4:00 P.M.

SHOW TIMES:

Thursday May 11 5:00 P.M. – 9:00 P.M.

Friday May 12 12:00 P.M. – 9:00 P.M.

Saturday May 13 10:00 A.M. – 4:00 P.M.

MOVE OUT:

(Dismantle) Saturday May 13 4:00 P.M. – 8:00 P.M.

REGULAR BOOTH SIZE: 12' x 12' (144 Sq. Ft.) 40 Available

REDUCED BOOTH SIZE: 8' x 12' (96 Sq. Ft.) 10 Available

Booth Includes: Tables & chairs available at the arena – (you must make your own arrangements to get them to your booth)

BOOTH RENTAL (Costs):

Regular Booth 12' X 12' \$ 375.00 + GST \$18.75 = \$393.75

Smaller Booth 8' X 12' \$ 320.00 + GST \$16.00 = \$336.00

Table \$100.00 + GST \$5.00 = \$105.00



“EARLY BIRD” PAYMENT PLAN:

Payment must be received by: Monday April 30th, 2023

Remember to discount each booth by \$100.00!

**The Pas OCN Chamber of Commerce
2023 ANNUAL TRADE SHOW & SALE
MAY 11, 12 and 13, 2013**

EXHIBITOR CONTRACT & APPLICATION

THIS AGREEMENT MADE BETWEEN THE PAS OCN CHAMBER OF COMMERCE
TRADE SHOW & SALE (herein after called the lessor)

and: _____
(Herein after called the lessee)

The above-mentioned parties hereto agree to the following:

PLEASE READ THIS CONTRACT CAREFULLY.

The LESSOR will rent to the LESSEE Booth Number(s) _____
for the days of the Trade Show, May 11, 12, 13, 2023 for a total fee of: _____ .

Hours which the Trade Show & Sale is open to the public are:
Thursday 5:00 P.M. – 9:00 P.M. ■ Friday 12:00 P.M. – 9:00 P.M. ■ Saturday 10:00 A.M. – 4:00 P.M.

The LESSEE agrees that their booth will be ATTRACTIVELY displayed by 5:00 P.M. on opening night
Thursday, May 11 and will remain intact until closing at 4:00 P.M., May 13.

Displays must be removed from the building by the LESSEE from:
4:00 P.M. and 8:00 P.M. on Saturday, May 13, 2013.

THE LESSOR IS NOT RESPONSIBLE FOR UNSUPERVISED BOOTHS DURING PUBLIC HOURS.

The LESSEE agrees to make good to the LESSOR any costs for damage caused or incurred by the
LESSEE on the Roy H. Johnson Arena property during the period of this agreement.

The LESSOR will provide electrical outlets as indicated on its application for booth rental.

**IF THE LESSEE HAS NOT INDICATED ELECTRICAL NEEDS,
NO ELECTRICITY WILL BE PROVIDED TO HIS/HER BOOTH.**

One (1) electrical outlet is capable of carrying 15 amps to 110 volts. No power bars or overloading. Make
sure you have enough outlets to meet your electrical needs.

The rental fee is due and payable on the signing of this lease. No refunds are issued unless we overbook
the amount of tables available.

To ensure your spot in 2023 Trade Show & Sale, return your contract and payment immediately.

BOOTHS CANNOT BE RESERVED IN ADVANCE OF PAYMENT. I also agree that I have read the cover letter
received with this application. Specifically, I understand that the order of preference given to the assignment of
tables. I also understand that a table is not guaranteed by the submission of the application and the applicable fee.

Signed this _____ day of _____, 2023

LESSOR: The Pas OCN Chamber of Commerce

LESSEE: _____
(Necessary only if different than contact person and/or company name)

CONTACT PERSON: _____

COMPANY NAME: _____

ADDRESS: _____

TOWN/CITY: _____ POSTAL CODE: _____

PHONE #: _____ FAX: # _____

E-MAIL: _____ WEBSITE: _____

BOOTH # CHOICES: 1st # _____ 2nd # _____ 3rd # _____

General Description of Product/s

SERVICES REQUIRED: _____

(Tables and Chairs will be available at the arena; however, you will have to arrange to get them to your booth.)
(Electricity needs are part of services required)

Please indicate the number of tables you will require: _____
Please indicate the number of chairs you will require: _____

Would you like to receive a copy of the **Chamber Chatter** newsletter monthly via email?

Check box for Yes

TOTAL BOOTH RENTAL

8 X 12 Booth \$320.00 X _____ booths \$ _____
12 X 12 Booth \$ 375.00 X _____ booths \$ _____
Table \$100.00 X _____ tables \$ _____

Minus \$ 100.00 _____

If paying by April 30th, 2023 discount on **each** booth rented.
(Only on regular booths, not tables)

SUBTOTAL _____

Add 5 % GST GST#122470685 RT0001 _____

TOTAL amount _____

PLEASE MAKE CHEQUE PAYABLE TO: **The Pas OCN Chamber of Commerce**

Or

E-transfer to pay@thepasocnchamber.ca, please include business and name in the comments.

Applicant's Signature: _____

'The map is a guide for booth area selection only and the final layout, though similar, could change based on bookings'

