



2024 Annual Trade Show

May 9, 10 & 11th, 2024

Roy H. Johnson Arena, 523 Smith Avenue, The Pas, Manitoba

Theme:

Unleashing Creativity: *Where Art Meets Innovation*

Host & Entertainer: Greg Personius

A multi-talented individual known as a musician and comedic genius. Despite being a dialysis patient, Greg embraces life to the fullest. As an MC, performer, and comedian, he spreads joy one laugh at a time.

Follow our socials for more entertainment announcements!

Early Bird Deadline: April 15th, 2024

Deadline to Register: April 30th, 2024

Connect with Us

Phone: 204-623-7256

Email: contact@thepasocnchamber.ca

E-Transfer: pay@thepasocnchamber.ca

(please include business and name in memo)

Mail: P.O. Box 996, The Pas, Manitoba R9A 1L1

We hope to see you there!



April 4, 2024

Dear Sir/Madam,

The Pas OCN Chamber of Commerce wishes to invite you to participate in our 2024 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 2024 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 15th, 2024**, you are entitled to a \$100.00 discount per booth (\$100.00 + \$5.00 GST), excluding tables.
2. PREVIOUS YEAR EXHIBITOR – Same spot must be booked by: **April 15, 2024**, to ensure your preferred location.
3. PREVIOUS YEAR EXHIBITOR & NEW EXHIBITOR – Must book by: April 30, 2024 (or by April 15th to get 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 **\$105.00 plus 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 Chris Marsh at 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 8th, Opasquia Times**. If you wish to have a business card ad in the paper, they are available for **\$40.00, deadline: May 3rd**. If you would like more information on placing ads in The Pas local paper Opasquia Times contact Jennifer Cook at 204-623-3435 or email optimes@mymts.net.

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 “neighbour” to watch the booth, and/or a sign “BACK IN MINUTES” is displayed. Also, 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 endeavored 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 in 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:

Mail: The Pas OCN Chamber of Commerce, Box 996, The Pas, Manitoba R9A 1L1

Email: contact@thepasocnchamber.ca

E-Transfer: pay@thepasocnchamber.ca (include your business name in memo)

If you require a space to park a camper, sites at the R.V. Park at the Ag Grounds will be made available at no cost. To book your space, please call: 204-623-3930 (Berscheid Meats) and tell them it's for the Trade Show.



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Exhibitor Information

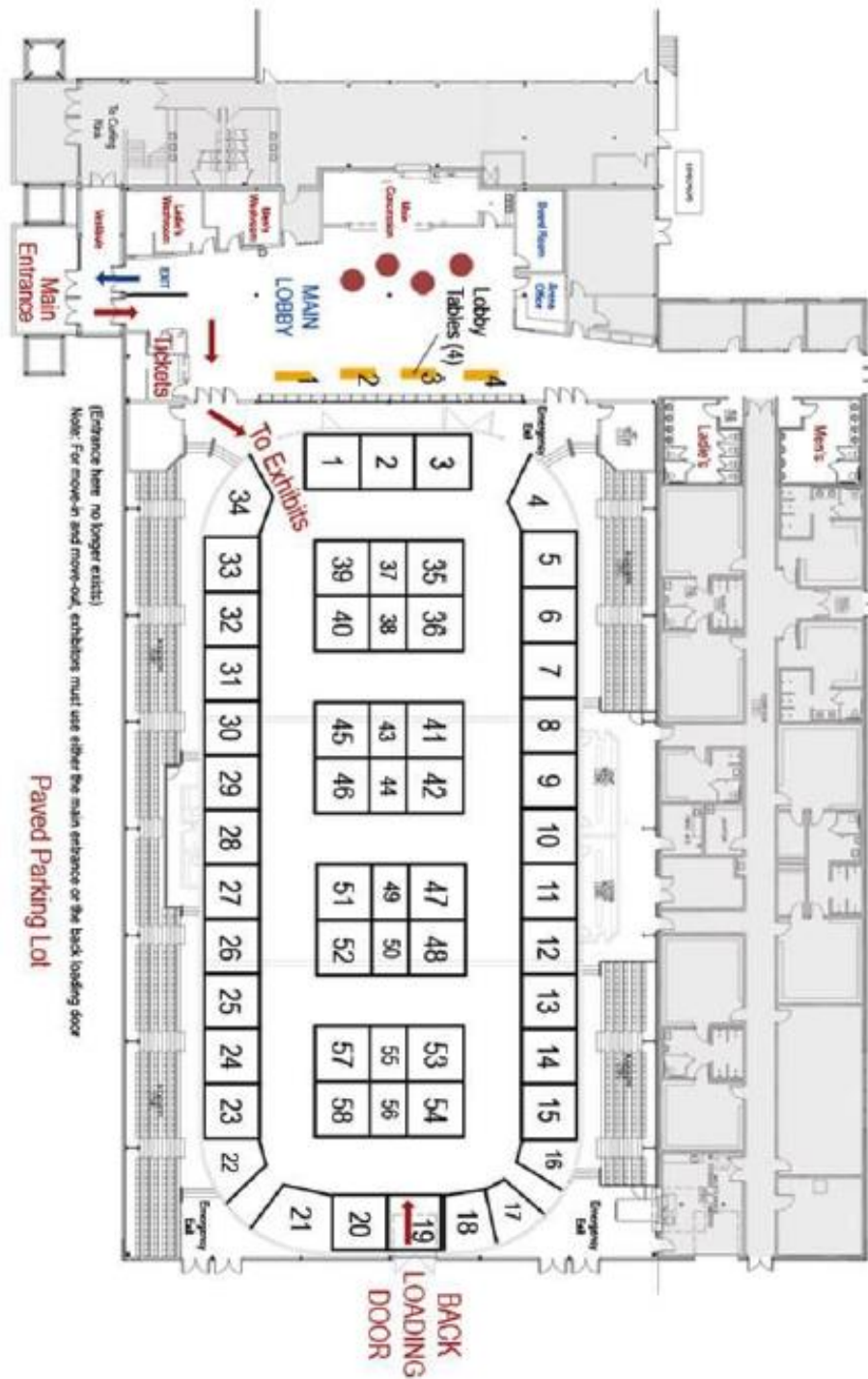
Move in:	Wedn.	May 8	12:00 pm to 8:00 pm
	Thursday	May 9	12:00 pm to 4:00 pm
Hours:	Thursday	May 9	5:00 pm to 8:00 pm (8-9pm exhibitors meet & greet)
	Friday	May 10	12:00 pm to 9:00 pm
	Saturday	May 11	10:00 am to 4:00 pm
Move out:	Saturday	May 11	4:00 pm to 8:00 pm
Regular Booth Size:	12'x12'	(144 sq.ft.)	40 available
Smaller Booth Size:	8'x12'	(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'x12'	\$394 + GST \$19.70 = \$413.70
Smaller Booth 8'x12'	\$336 + GST \$16.80 = \$352.80
Table	\$105 + GST \$5.25 = \$110.25
Early Bird Discount*:	\$100 + GST \$5.00 = \$105.00

*Payment must be received by **April 15th, 2024** and apply to each booth you rent.



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



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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 9, 10, 11, 2024 for a total fee of: _____.

Hours which the Trade Show & Sale is open to the public are:

Thursday 5:00 pm – 8:00 pm, Friday 12:00 pm – 9:00 pm, Saturday 10:00 am – 4:00 pm

The LESSEE agrees that their booth will be ATTRACTIVELY displayed by 5:00 pm on opening night Thursday, May 9 and will remain intact until closing at 4:00 pm, May 11.

Displays must be removed from the building by the LESSEE from: 4:00 pm and 8:00 pm on Saturday, May 11, 2024.

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 2024 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 _____, 2024

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 #: _____ EMAIL: _____

WEBSITE: _____ SOCIALS: _____

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. For example: electrical needs, internet are services.

Please indicate the number of tables you will require: _____

Please indicate the number of chairs you will require: _____

TOTAL BOOTH RENTAL

12 X 12 Booth \$394.00 x _____ booth(s) \$ _____

8 X 12 Booth \$336.00 x _____ booth(s) \$ _____

Table \$105.00 x _____ table(s) \$ _____

MINUS \$105.00 x _____ booth(s) \$ _____

(for early bird payments only)!

SUBTOTAL \$ _____

ADD 5 % GST \$ _____

(GST#122470685 RT0001)

TOTAL amount \$ _____ paid via _____

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

OR

E-transfer to pay@thepasocnchamber.ca (please include business and name in memo).

Applicant's Signature: _____