



Sioux Lookout
**CHAMBER of
COMMERCE**



Sioux Lookout Chamber of Commerce 38th Annual Home, Craft, and Trade Show!

Thursday, August 5th | 1:00pm - 8:00pm
Friday, August 6th | 11:00am - 7:00pm
Sioux Lookout Memorial Arena

Register your booth now to ensure your spot at the show!

As part of the contractual rental, we would like to remind you of the following policies in effect at the Sioux Lookout Chamber of Commerce Home, Craft & Trade Show. Courtesy to fellow exhibitors will help to make this show successful for all parties involved. We thank you for your cooperation.

1. The Sioux Lookout Chamber of Commerce (herein after referred to as The Chamber) agrees to provide show exhibit space.

2. The Exhibitor agrees to abide by all guidelines adopted by The Chamber in the best interests of the show (INCLUDING COVID-19 GUIDELINES) and agrees that The Chamber shall have the final decision in adopting any guidelines deemed necessary - prior to, during, or after the show.

3. The Chamber reserves the right to reject or prohibit Exhibits which The Chamber considers objectionable. The Chamber may relocate exhibitors, when in The Chamber's opinion, such moves are necessary to maintain the character and/or good order of the show.

4. The Exhibitor agrees they shall only use the exhibit space allocated to them and will not block or take up any of the aisles between booths. The Exhibitor must conduct their exhibit in a professional and reputable manner and ensure it is adequately staffed.

5. The Exhibitor shall not sublet, trade, sell or allow others to occupy any space allocated to them and no other company/person shall occupy or share possession of the Trade Show space without the prior written consent of The Chamber. ****One business per booth**** Vendors who do not comply face termination from the show.

6. Undue noise or unseemly methods of demonstration made in the operation of exhibits will not be allowed. Sound levels of amplification equipment must not interfere with any other persons or exhibits. The Chamber may stop the use of any such equipment or methods. The final decision of what constitutes undue noise and unseemly methods shall rest with The Chamber.

7. Additional security will be provided from 8:00pm on Thursday, August 5th, until 8:00am on Friday, August 6th. While this security is provided to deter theft, The Chamber cannot accept responsibility for items lost or damaged during the Trade Show. Trade Show staff will be available and ready at the arena for 9:00am. The Exhibitor is responsible for obtaining liability and theft/damage coverage as The Chamber and its Trade Show organizers and volunteers will not be able to cover The Exhibitor, their staff, or their property. As a condition of participating in the Home, Craft & Trade Show, The Exhibitor shall make certain that they carry a 'Comprehensive General Liability Insurance Policy' and it shall be submitted to the Trade Show Coordinator before entry into the event.

8. Soliciting and/or the distribution of literature outside of The Exhibitor's allocated exhibit space will not be allowed. The Chamber's approval is required for all giveaways.

9. All exhibits must remain within the confines of their own space and no exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, block other exhibits (especially those in adjoining booths), cause injury or disadvantageously affect the display of other exhibitors. Exhibit backdrops may not exceed 10 feet in height, this includes signs and display units. No part of exhibits sidewalls shall be higher than 4 feet in the front half of the booth. The aisles, passageways and overhead spaces remain under control of the show. The Chamber reserves the right to control or prohibit any exhibit violating these guidelines. Special location requirements may be arranged to avoid any infractions. Contact the Chamber directly if you are worried of any infractions.

10. There will be no additional security in place on for Wednesday, August 4th, outside of the security procedures practiced by the Memorial Arena & Fitness Centre staff.

11. Exhibitors must not block any entrance to the arena, or any vehicular traffic routes around the arena when loading and unloading items. All exhibitors requiring electricity will need to provide extension cords to reach the electrical outlet. In some cases, up to 100 feet will be required depending on The Exhibitor's booth location. All electrical cords must be covered or taped down. All cords must run along designated cord crossings.

12. Exhibitors requiring a phone line or access to WI-FI are responsible for the cost and arrangements of the same.

**** WI-FI is not publicly available throughout the Trade Show. ****

Please note: Your booth must be on an outside wall if a phone line is required.

13. The Chamber cannot guarantee participation in events and promotions to exhibitors who are not registered or paid in full after July 5th, 2021. Events and promotions include but are not limited to: (1) Exhibitor advertisements (2) Announcements to be read during the Trade Show.

14. Two exhibitor passes are provided per registration. Exhibitors must wear their badge to gain entry to the Trade Show. One pass allows entry for one person for the entire show. Anyone not wearing an exhibitor pass will be charged admission, without exception. Additional passes are available for \$3.00 per pass. Please inform The Chamber at the time of booking if additional passes are required.

CANCELLATION POLICY

If The Exhibitor cancels 30 days or more prior to the Trade Show a 50% refund will be issued by The Chamber of Commerce. If The Exhibitor cancels 15 - 29 days prior to the Trade Show a 25% refund will be issued.

NO REFUNDS will be issued for CANCELLATIONS BETWEEN 1 AND 14 DAYS prior to the Trade Show.

**** ONLY ONE BUSINESS PER BOOTH WILL BE DISPLAYED **** Initials: _____

The Chamber aims to make this a fair and equal event for all participants and failure to comply may result in termination from the show and no refund will be provided.

A lunch order form will be provided with your booth confirmation package. Please make sure to submit this information no later than three days prior to the show. If lunch is not indicated and paid for in advance, we cannot guarantee there will be additional lunches available on site.

Exhibitor Requirements: Load-in and Setup Wednesday PM and Thursday AM (your move in time will be scheduled and provided to you in advance of the show). Booth must remain intact until 7pm on Friday, August 6th. All materials must be removed by 9pm on August 6th. You **MUST** provide your own CSA Extension Cords (up to 100ft may be required). Additionally, you must provide your own table covering and skirting. **ALL TABLES MUST BE COVERED.**

EXHIBITOR INFORMATION				
Contact Person				
Business Name				
Mailing Address				
City		Province		
Postal Code				
Phone		Fax		
Email		Website		
Description of Items Sold				
If you are an independent sale person of any of the following, please contact the chamber office to make us aware.	<input type="checkbox"/>	Scentsy	<input type="checkbox"/>	Tupperware
	<input type="checkbox"/>	Thirty-One Gifts	<input type="checkbox"/>	South Hill Designs
	<input type="checkbox"/>	Jeunesse Global	<input type="checkbox"/>	Watkins
	<input type="checkbox"/>	Young Living Essential Oils	<input type="checkbox"/>	Jamberry Nails
	<input type="checkbox"/>	Younique	<input type="checkbox"/>	Simply Aroma
	<input type="checkbox"/>	Arbonne	<input type="checkbox"/>	Avon
	<input type="checkbox"/>	Partylite	<input type="checkbox"/>	Other:
	<input type="checkbox"/>	It Works!		

PLEASE RETURN THIS FORM WITH YOUR PAYMENT AND BOOTH RENTAL FORM TO:

THE SIOUX LOOKOUT CHAMBER OF COMMERCE.
11 First Avenue S, PO Box 577 - Sioux Lookout, ON P8T 1A8
Ph: (807) 737 1937 | Fx: (807) 737 1778 | chamber@siouxlookout.com

Your booth registration fee includes a backdrop and divider curtains, access to one 15-amp circuit, two chairs, one table, access to the public address system, pre-show, and on-site media coverage, 24-hour security (Thursday night only), two exhibitor passes, and floor covering for power cables.

BOOTH RENTAL INFORMATION ** please indicate your first and second choice booths					
QTY	Item	Chamber Member	Non-Chamber Member	Cost	Booth Choice
	10' x 10' Booth	\$180.00	\$200.00		
	10' x 20' Booth	\$220.00	\$240.00		
	Large Corner Booth	\$240.00	\$260.00		
	Outside Space (Maximum 20 feet)	\$100.00	\$100.00		
	Additional Exhibitor Pass	\$3.00			
	Additional Table (1 included)	\$10.00			
	Electricity Outlets	No Charge			
	Additional Chairs (2 included)	No Charge			
TOTAL					

PLEASE NOTE: If you do not specify on THIS form that you will require Electricity, Additional Exhibitor Passes, or Extra Tables & Chairs, we cannot guarantee that we will be able to provide you with these requests. These additional requests must be submitted at the time of payment, or at the payment deadline as per the Rules and Regulations.

PAYMENT INFORMATION			
Payment Type	CASH/CHQ	M/C	VISA
Name on Card			
Card Number			
Expiry Date			
Authorization Signature			

Authorized By: _____

Date Signed: _____

Signature: _____

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