



Terrace & District Chamber of Commerce

3224 Kalum Street, Terrace BC V8G 2N1
Phone: (250) 635-2063 Fax: (250) 635-4152

23rd Annual Terrace Business Expo April 22 & 23, 2016

The Exhibitors and Volunteers are the stars of this and every show put on by the **Terrace & District Chamber of Commerce**. A sincere thank you goes out to you, for without your positive energy and dedication, the Business Expo would not be such a great success year after year. Thank you!

- Site Location:** Terrace Sportsplex, Paul Clark Drive
Leisure Services Dept 250-615-3000
- Open to Public:** Friday, April 22nd, 3:00 pm - 8:00 pm
Saturday, April 23rd, 10:00 am - 6:00 pm
- Trade Show Enquiries:** Chamber Office, 635-2063 (up until Wednesday, April 20th.
During Show: enquiries can be made at the Chamber
Booth at the entrance to the Show – Main Arena
- Exhibitors' Schedule:** **Wednesday, April 20, 2016**
Central Display & Hidber Arena setup

Thursday, April 21, 2016

Exhibitors **must** bring in their larger displays from 9:00am up until 7:00 pm)

After Hours Security starts after 8:00 pm. (Please note that there will be **NO SECURITY** during Set Up, Business Expo Hours and Take Down)

Friday, April 22, 2016; 9:00 am to 11:00am

Exhibitors **must** have the “bulk” of their display within the booth perimeters **BEFORE 11:00am** so that aisle carpets can be laid down. **NO MACHINERY** (forklift, dollies, etc) allowed on Friday.

Booth must be ready for opening by 3:00 pm

Exhibitors' Schedule: Friday, April 22, 2016 (continued)

You may stay within your booth to complete your display after 12:00 noon but you cannot leave the booth and disrupt the carpet cleaning.

After Hours Security available from 8:00 pm until morning
REMEMBER - there is no security during show hours, you will be responsible for your own booth contents

Saturday, April 23, 2016

**DO NOT START DISMANTLING YOUR
BOOTH BEFORE 6:00 pm**

You must be prepared to start dismantling and removing your display shortly after 6:00 pm (please have adequate manpower to assist you if necessary) as the Show Company only has until 9:00 pm to clear the building

Should you require storage of heavy items at the arena, please contact the Chamber office ahead of time so that arrangements can be made with the Arena Staff.

Display Contractor: **Central Display & Tents – Sheldon**
150 Ottawa Street, Prince George, B.C.
Phone: (250) 561-7477
Fax: (250) 561-7406
Email: centraldisplay@shaw.ca
Web: www.centraldisplayandtents.com

Color theme: Black & Silver drapery & aisle carpeting
Your standard display booth includes the following:
8' back drapes, 4' side wing drapes
One duplex electrical outlet
Two 75 watt floodlights
One 8' decorated table (skirted and covered)
Two folding chairs – bringing cushions is recommended
Booth carpeting

If you have additional display requirements, please contact **Central Display & Tents** directly.

TERRACE CHAMBER BUSINESS EXPO REGULATIONS and PROCEDURES

Booth Operations:

1. Exhibitors **MUST** ensure a fully-staffed booth during show hours.
2. Amplified sound loud speakers or public address systems are prohibited for use by Exhibitors. Projectors, sound equipment, etc., must be kept within the confines of the booth space, and it is the responsibility of the Exhibitor to ensure the sound level does NOT disturb fellow Exhibitors.
3. All exhibits must be wholly contained within the contracted space. Indoor displays must not exceed eight (8) feet in height unless written permission is granted.
4. No soliciting outside of the contracted space is permitted without the express written consent of the Chamber of Commerce.

Liability:

Exhibitors must assume all responsibility for the safety of their exhibits against accidents of all kinds including theft, burglary and fire, for any injuries to the Exhibitor, its employees, agents, customers or guests, arising from any cause whatsoever.

Exhibitors further agree to protect, indemnify and hold harmless the Terrace & District Chamber of Commerce, its agents and employees from all costs, losses, damages and expenses including court costs, legal fees and other expenses of litigation arising from any accident or occurrence in connection with the use or occupation by the Exhibitor of its exhibition space or general arena area, causing injury to any person or property whomsoever, even though occasioned, caused or contributed to be the negligence of the Exhibitor or Chamber of Commerce or their agents or employees.

Exhibitor's Insurance:

The Exhibitor **MUST** carry a comprehensive general liability insurance policy; the policy will be endorsed to show both the Terrace & District Chamber of Commerce *and* City of Terrace as Additional name insured for a minimum of \$3,000,000 for the period of April 21, 2016 through April 23, 2016 inclusive.

*****A certificate of insurance MUST be submitted to the Chamber by March 31, 2016.*****

Exhibitor's Insurance FAQ's:

- **Why do I need to provide a certificate of insurance with the Chamber and City of Terrace as Additionally Insured?** This is your organization taking responsibility for their booth—if an accident were to happen within your area, it ensures *all* parties (the exhibitor—you, the event organizer—the Chamber, and the venue—the City of Terrace) are protected.
- **Will my Business already have something in place to accommodate this?** Often your business insurance covers an event such as this; your insurance provider should be able to tell you.
- **Is this a common request for events like this?** Yes, this is *very* standard practice for events.
- **Will there be a cost?** Maybe, it depends on what your insurance plan currently covers.
- **Is this certificate required for being in the Expo?** YES. We will require this certificate in order to keep all parties involved in the Expo protected from all costs, losses, damages and expenses including court costs, legal fees and other expenses of litigation arising from any accident or occurrence in connection with the use or occupation by the Exhibitor of its exhibition space or general arena area.
- **I have more questions—who can I ask?** Feel free to contact Erika Magnuson-Ford at the Terrace Chamber of Commerce, executivedirector@terracechamber.com or Lori Seller, Commercial Account Manager, Westland Insurance—lseller@westland-insurance.com

PLEASE NOTE: You are entitled to one 8' table. Should you wish to make changes at the time of the show, there will be an additional service charge (on behalf of Central Display & Tents) therefore, it is advisable to make the changes beforehand with Central Display & Tents package information.

IMPORTANT: Wear very comfortable shoes throughout the weekend. Although there is carpeting in your booth, it is carpeting on concrete without underlay. Arena temperatures will also change depending on the number of people in the building; please bring an extra sweater if needed.

Outside Booths: You will be supplied with an electrical outlet if you require one - please inform the Chamber office of your requirements.

After Hours Security will not be as controlled as inside the building. Please ensure that your display is "locked up" and secure before leaving for the night. Security will be patrolling the outside areas.

Exhibitors' Social: **Friday, April 22 at 8:15 pm** OR as soon as the general public has left the building. Therefore, it is in your best interests to ensure that you assist in encouraging the general public to leave in a timely manner. We cannot serve "refreshments" until they have left. NOTE: The Social will take place in the Banquet Room upstairs.

Please ensure that you inform the Chamber office before April 8, 2016 if you should require more than the allotted Social Tickets provided to you. We need to know numbers so that an adequate supply of food & refreshments can be made available. Please RSVP for additional social tickets on the form to be sent back to the Chamber Office or call us at 250-635-2063.

There is a charge of \$15.00ea for each extra ticket beyond the 2 complimentary.

This is a great time to meet with your fellow Exhibitors, have a chance to relax and allow the Chamber of Commerce to offer you an appreciative thank-you for making the Business Expo such a wonderful success.

It is also the time that the awards are presented to the Best Booths of the show as determined by a panel of judges.

Best Booth Awards: Judging for the best booth in several categories will take place on Friday, some time before and/or during the public hours. Exhibitors should be fully set-up and ready to go before 5:00 pm. The winners and honorable mentions for each category will be announced Saturday evening at the Exhibitors' Social.

Categories for judging are best booth in:

| | |
|------------------------------|----------------------------------|
| Retail | Industrial |
| Commercial | Service |
| Community/Government Service | Best Overall (or Judges' Choice) |

BUSINESS EXPO CONTACTS

Trade Show Manager: Erika Magnuson-Ford
250-635-2063 or executivedirector@terracechamber.com

After Hours Security: Securiguard

Parks & Rec. Dept.: City of Terrace - Leisure services – Carmen Didier
Phone: 615-3000 Email: cddidier@terrace.ca

Fire Dept.: Fire Chief – John Klie
Phone: 638-4734

Fire Regulations:

All materials used in the construction of exhibits and display must comply with the City of Terrace Fire Department Regulations.

- No open flames are permitted. No deep frying.
- Designated areas and access to doors MUST be kept clear at ALL TIMES.
- All fire lanes must be kept clear. Vehicles will be towed away if illegally parked.
- Propane bottles are prohibited inside the arena.
- See the separate sheet on further Fire Dept. Trade Show Restrictions.

Fire Warden - Fire Safety Plan:

It is required that we post a floor plan in case of fire. These will be posted throughout the Show Floor and each exhibitor will be given a copy.

Chamber Directors and staff manning the Chamber Booth at the front entrance will be the “acting” Fire Wardens and both exhibitors and the general public must follow their instructions should a fire alarm sound.

Health Dept. Restrictions:

All exhibitors handling food MUST have a Food Safe Certificate, a permit to serve food and follow the enclosed separate Business Expo Restrictions.

Security:

The Terrace & District Chamber of Commerce will provide sufficient after public hours security. It is also the Exhibitor's responsibility to SECURE AND INSURE his/her own display material, merchandise and equipment.

Exhibitors are encouraged to remove or conceal any small valuable objects included in their display while the exhibit is unmanned during the show or overnight. The Terrace & District Chamber of Commerce will not accept responsibility for any loss, damage or injury to property. However, Exhibitors are requested to report any theft or vandalism immediately to the Chamber booth so that a report can be made to security personnel.

It is expected that during show hours, the Exhibitors themselves will be responsible for the security of their own booths.

Electrical Information

Show management supplies one 1000-watt duplex electrical outlet and two 150-watt floodlights to each indoor exhibit at no additional charge. All special wiring and power connections for heavy equipment or machinery, or special lighting, shall be installed at the expense of the Exhibitor. This additional power MUST be arranged through **Central Display & Tents** phone (250) 561-7477, fax (250) 561-7406.

All equipment, regardless of source of power, MUST comply with all safety codes. It is the responsibility of the Exhibitor to ensure that all electrical equipment associated with his/her booth, including electrical merchandise, comply with these regulations.

Floor of the Arena:

In accordance with restrictions imposed by the arena, and in the interest of preserving the floor surface, the following have been prohibited:

- drilling holes
- attachment to or painting of the floor
- any other defacement

Exhibitors wishing to lay any floor covering (other than the carpeting supplied), should notify the Chamber office prior to the setting up. Protective material MUST be laid on the carpeting or the carpeting will not be put into the booth(s). No materials may be nailed, glued or fastened to the walls or floor. However, use of masking tape is permitted.

Exhibitions such as automobiles, recreational vehicles, heavy landscaping materials, etc., should be advised that carpeting will NOT be laid down in these booths. If you require carpeting for such displays, remember that any damage done to the carpet (water or otherwise), will be at the cost of the exhibitor.

Display Signs:

All signs (professionally done please) must be kept within the confines of the booth unless previously agreed upon with the Chamber office.

NOTE: proper S-hooks or masking tape can be used to attach signs to the railings and back drapery provided the drapery is NOT DAMAGED in any way. Provision of the hooks or masking tape is not the responsibility of either the Terrace & District Chamber of Commerce or Central Display & Tents.

Alcoholic Beverages:

In conformation with BC Liquor Regulations, no alcoholic beverages shall be brought into or consumed in any space leased by the Exhibitor.

Storage:

You may store your shipping crates, boxes, etc., in the seating area above the arena floor. You CANNOT block the fire exits or store containers at the east end of the building.

Exhibitor Parking:

“No Parking” signs need to be obeyed and adhered to illegally parked vehicles will be towed away.

The parking lot between the arena and swimming pool is NOT for exhibitor parking - Please do not park in this parking lot .

REMEMBER! Trade Shows are the best form of networking, introducing new product(s), promoting career opportunities and getting to talk to a large number of potential clients/customers in a short period of time. **We look forward to this year's Trade Show and appreciate your participation and co-operation.**

Erika Magnuson-Ford,
Executive Director
Terrace & District Chamber of Commerce
Phone: (250) 635-2063
Fax: (250) 635-4152
Email: executivedirector@terracechamber.com