



'tis the Season

show and shop

Sunday, November 5, 2017

11:00AM - 4:00PM

Valhalla Inn

SET-UP

Sunday 7:00AM to 10:30AM

All exhibits must be ready for show opening.

TAKE-DOWN

Sunday 4:15PM to 6:00PM

Please no exhibits dismantled before show closes and all the general public leaves.

GENERAL INFORMATION

AUDIO VISUAL

The use of audio equipment can be beneficial - provided it is not overpowering.

EXHIBIT SPACE

Curtains, tables, chairs, tablecloths, skirting, one electrical outlet and wireless are included.

Curtains are not included with a foyer booth.

Exhibitors must provide CSA approved 20ft. extension cord and a surge protector power bar.

EXHIBITOR PASSES

Each booth will be provided 2 passes. They will be your official identification for entrance to the show. ***If you require additional passes, they are available at \$5.00 each. Please email emily@tbchamber.ca or call 624-2629 by October 30th.***

FOOD & REFRESHMENTS

During Sunday morning setup, complimentary coffee will be available. Food can be ordered and menus will be provided. Dial 629 from the house phone in the foyer.

FOOD SAMPLING

Exhibitors are responsible for bringing their own equipment. Under no circumstances will the Valhalla's kitchen be available for use. Food samples **must** be bite sized.

INSURANCE

Each exhibitor is responsible for seeing that their various liability and other insurances are extended to cover their operations in the show. A minimum of \$2 million liability is required.

Short term insurance is available at

www.exhibitorinsurance.com or

Gillons Insurance 807-345-3611

INVENTORY

The Viking Room will be available for minimal inventory storage. Please identify on the registration whether or not you will require space.

LOADING & UNLOADING

To alleviate congestion at the entrance please unload or load your exhibit materials as quickly as possible, then **park your vehicle in the southwest corner of the Valhalla Inn lot. The area near the ballroom should be left available for show attendees.** Dollies will be available to help you move in.

POINT OF SALE

Exhibitors are responsible for bringing their own POS systems. Cash transactions are discouraged due to liability. Attendees will be encouraged to come prepared to make credit or debit purchases.

SOLICITING & SELLING

Soliciting of business or selling is encouraged only inside the exhibitor's leased space.

NO promotion whatsoever of other businesses is allowed in your booth.

SHOW OFFICE

Outside the Ballroom. See Emily or Madeline for assistance.