

2009 Fort Frances

Home & Leisure Show

Celebrating 100 Years of Business

May 1 & 2, 2009

Exhibitor Guide

SHOW TIMES: Friday, May 1 4:00 pm - 9:00 pm
Saturday, May 2 9:00 am - 4:00 pm

LOCATION: Fort Frances Memorial Sports Centre

SET-UP: Thursday, April 30 10:00 am - 10:00 pm
Friday, May 1 9:00 am - 3:00 pm
All exhibits must be set up by 3:00 pm Friday, May 1

TAKE DOWN: Saturday, May 2 After 4:00 pm
All displays must be removed by Saturday, May 2

DEPOSITS:

A \$150 booth deposit AND \$75 take-down deposit are payable at the time of booth reservation. Space will not be reserved until the booth and take-down deposit are received. Cash, cheque, money order, VISA, MasterCard or Interac are gladly accepted.

Exhibitors are not to commence removing any part of their display prior to the close of the Show at 4:00 pm on Saturday, May 2, 2009. The \$75 take-down deposit will be forfeited if take-down occurs prior to this time.

EARLY BIRD DRAW:

Pay in full before March 1, 2009 and be entered to **WIN A FREE BOOTH** in the 2010 Show. Maximum value \$450.

NON-PROFIT RATE:

Charitable clubs, groups or organizations, not funded by the Government, are eligible for 50% OFF one booth rental. The non-profit rate is available on one booth only, subsequent booths will be charged full price. Non-profit organizations funded by the Government are not eligible for this discount.

ARTS, CRAFTS & HOME-BASED BUSINESS OFFER:

To accommodate artists, crafters and home-based businesses, a limited number of 6' skirted tables will be available on a first come, first served basis. Exhibitors will have full use of space on top of the table ONLY to display products and services. Space behind, around, or in front of the table is prohibited. This is an introductory offer, available for two consecutive years only. Limited to one table per exhibitor.

EQUIPMENT:

Your first 10 x 10 booth will include one 8' skirted table and two chairs. Extra tables, chairs and carpeting are available at an additional cost. If you require extra equipment, please check the appropriate box on the Booth & Equipment Rental Form.

FLOOR PLAN:

Exhibitors will be assigned booth space closer to the Show date and a floor plan will be made available at that time.

ELECTRICITY:

Electrical outlets will be **available if required**. Please check the appropriate box on the Booth & Equipment Rental Form if you require electricity to your booth as not all booths will have access to power. Extension cords are the responsibility of the exhibitor.

TELEPHONE SERVICE:

Telephone service is not provided to your booth. If you require telephone service, contact Bell at 310-2355. A courtesy phone and pay phones are available in the lobby.

SPECIAL REQUIREMENTS & SERVICES:

If you require additional electrical circuits, special security, kiosks, smaller space, or outdoor space, contact the Chamber office for a quotation on additional costs.

AMBASSADOR SERVICE:

To give you a well-deserved break periodically throughout the Show, ambassadors will be available to all exhibitors for 15-minute time blocks.

EXHIBITOR BADGES:

Two exhibitor identification badges will be provided during set-up. These will serve as your official identification for entrance to the Show. If you require additional badges, please contact the Chamber office.

EXHIBITOR MIX & MINGLE:

All exhibitors are invited to attend the Exhibitor Mix & Mingle on Friday evening starting at 9:00 pm. Delicious FREE food, cash bar and prizes will be available. Great opportunity to network with other exhibitors or just relax and unwind.

BEST EXHIBIT AWARDS:

1st, 2nd, and 3rd place awards will be presented by the Show Committee for "Best Overall Exhibit" during the Exhibitor Mix & Mingle. Judging is based on design, decoration, originality, general appearance, use of space, visual impact, and degree of participation (sales demos, door prizes, interactive display, etc).

FOOD COURT:

Carol's Canteen, located in the main lobby of the Fort Frances Memorial Sports Centre, will be open to serve you with a great menu throughout the Show.