

THE CHAMBER OF COMMERCE PRESENTS

NORTH FRASER BUSINESS EXPO

SUCCEEDING IN THE NEW ECONOMY

October 18, 2017

EXHIBITOR INFORMATION & REGISTRATION PACKAGE

In partnership with:



Venues:

NORTH FRASER BUSINESS EXPO

WEDNESDAY, OCTOBER 18, 2017

2:00 - 8:00PM

THE ACT ARTS CENTRE & GREG MOORE YOUTH CENTRE



The **North Fraser Business Expo - Succeeding in the New Economy**, will bring together industry leaders small business owners, local educators and government agencies under one roof! Our focus is to continue knowledge development and increase awareness of regional opportunities, strengthen business relationships and promote 'Shop Local'. Inspiring entrepreneurs, businesses and young adults through exhibitor booth engagement, captivating seminars and exciting activities for your business success today and beyond.

The only business tradeshow of its kind in Maple Ridge and Pitt Meadows; provides you with the annual opportunities to showcase your business to the local community.

We know you're busy! As business owners, it can be very difficult to pull yourself away from your office or worksite for more than a few minutes, let alone a few hours. However, the North Fraser Business Expo is a diverse tradeshow, that is spread over only six hours. With over 50 exhibitor booths, there is ample opportunity to network with various vendors, connect with like-minded individuals, while building important relationships that are vital to the growth of your business.

With many prizes to be won, a cash bar, advertising through social media and local media channels, don't miss the opportunity to showcase your business or services in this one-of-a-kind event.

Please read the following information package carefully. Complete and submit your exhibitor registration to events@ridgemeadowschamber.com.

EARLY BIRD DISCOUNT DEADLINE: AUGUST 18 2017!



GENERAL INFORMATION

- Set-up time is Wednesday October 18 | 9:00am–12:30pm
- All exhibitors must be set-up by 12:00pm.
- Exhibitors must bring their own extension cords and powerbars.
- **No exhibitor shall dismantle or remove any part of their exhibit before show closing at 8:00pm. Should you start to dismantle prior to 8:00pm you will not be invited back in future years.**
- Only products/services provided by member exhibitor shall be displayed.
- Any special needs must be made known to the Chamber at the time of registration and are available on a first-come first-served basis.
- Exhibitors may indicate location preference, however booth location will be at the discretion of the Chamber.

BOOTHS (1-42)

- Booth size is as per information on registration form.
- Power must be pre-ordered at a cost of \$20 per booth.
- If a table is requested, it will have a white tablecloth and skirting.
- If chairs are requested, two will be provided.
- Pipe & drape will be provided, sizes vary for booth sizes.

TABLE-TOP DISPLAYS (A-R)

- All table-top exhibitor spaces are 6ft in length and include 2 chairs.
- Tables will have a white tablecloth and skirting.
- **No floor displays or pull-up banners allowed at table-top displays. Chamber management reserves the right to remove any material that does not comply. No exceptions.**
- Table-top exhibitors are allowed to hang signs on their table (max 6ft in length).

FOOD & BEVERAGE EXHIBITORS

- Food & Beverage exhibitors are allowed to provide samples so long as they follow all Interior Health standards for temporary food service (guidelines available online).
- Beer & Wine vendors are allowed to provide samples/tasting from their exhibitor booth so long as they follow all serving it right standards.

DOOR PRIZE INFORMATION

- We encourage all exhibitors to bring a door prize valued at \$25 or more.
- Your prize will be displayed at your booth and attendees will enter to win your item by depositing a business card/ballot at your booth. Please bring your own bowl/container/basket/ballot box.
- Exhibitors are responsible for contacting their individual prize winners for collection/drop-off of the prize.
- The Grand Prize Draw will be held on October 19th at the Chamber office and the prize winner contacted by staff.
- **“Spin the Wheel”** We like to invite you to donate a prize, for our spin the wheel game. If an attendee spins and lands on your prize, they will be sent to your booth to claim their prize during the Tradeshow.

CANCELLATION POLICY

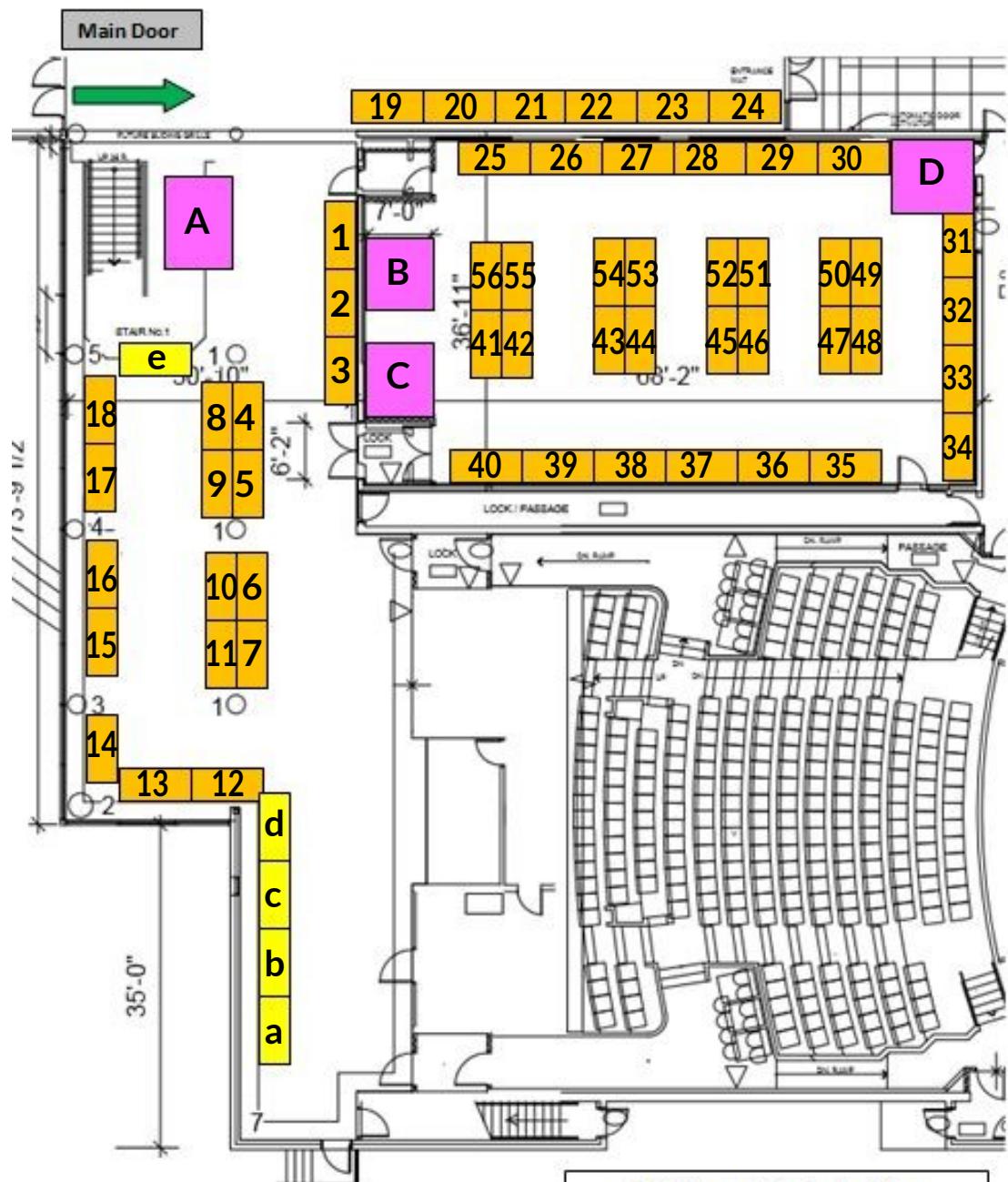
- Booth cancellations made prior to **October 2, 2017** will be refunded in full if we are able to fill the space with another company. If we cannot fill the space with another company, 50% of your booth will be refunded.
- **If you cancel your booth after October 2, 2017 you will be required to pay for your booth in full.**
- If the exhibitor fails to occupy booth space without notice, 0% of booth payments will be refunded and exhibitor will be liable for any unpaid balance of the contract.

ADDITIONAL TERMS & CONDITIONS

- All tradeshow booths and services are subject to 5% GST.
- Full payment is required with the exhibitor registration. Upon acceptance of registration by the Chamber, it shall be a legally binding contract between the exhibitor and the Chamber.

ROOM LAYOUT

THE ACT ARTS CENTRE | LOWER LOBBY & STUDIO



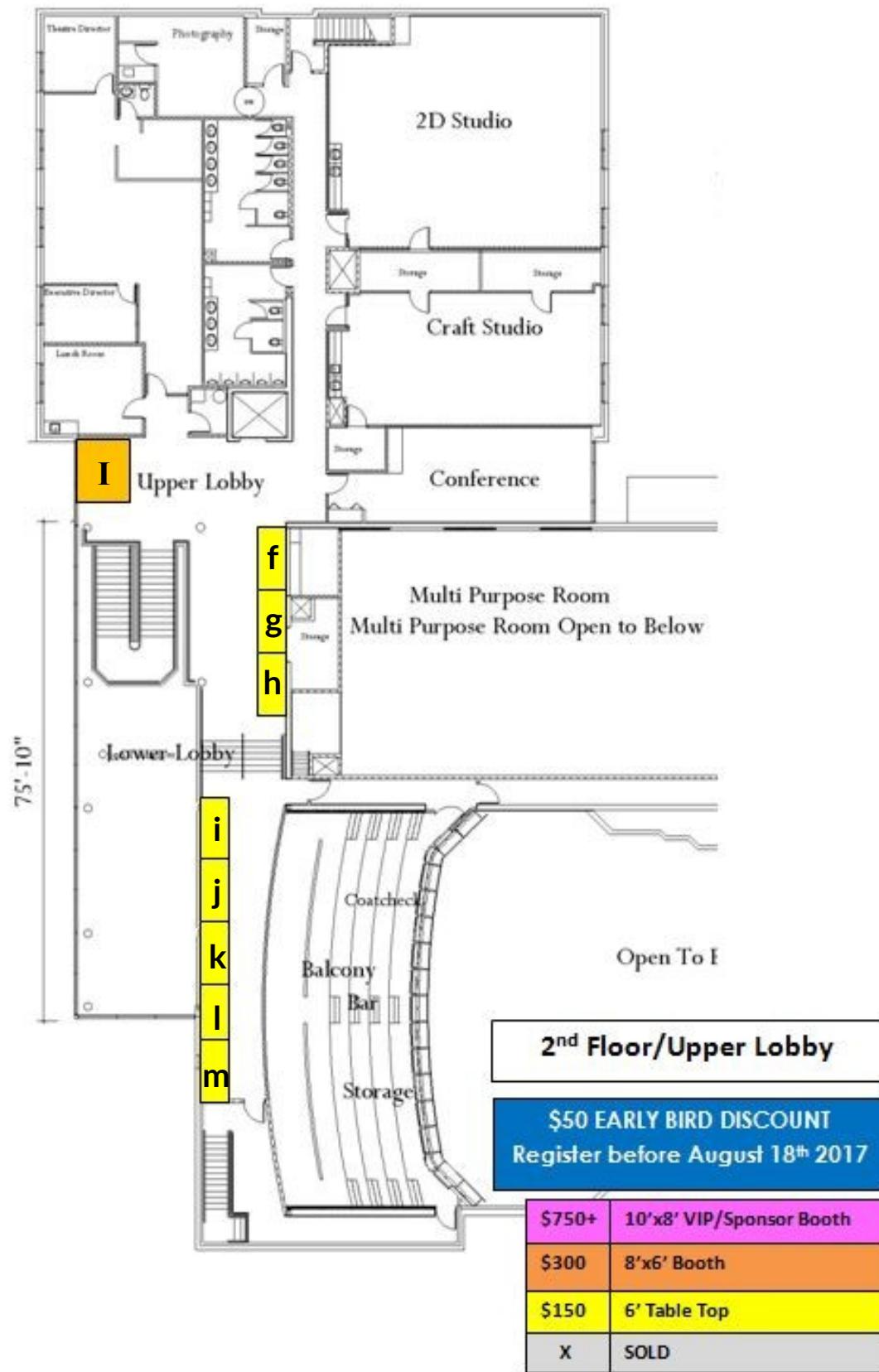
1st Floor/Main Lobby

\$50 EARLY BIRD DISCOUNT
Register before August 18th 2017

\$750+	10'x8' VIP/Sponsor Booth
\$300	8'x6' Booth
\$150	6' Table Top
X	SOLD

ROOM LAYOUT

THE ACT ARTS CENTRE | UPPER LOBBY



EXHIBITOR REGISTRATION FORM

CONTACT INFORMATION

BUSINESS: _____

CONTACT NAME: _____

BILLING ADDRESS: _____

PHONE: _____

CELL: _____

EMAIL: _____

SPECIAL REQUESTS:

IMPORTANT: NO FOOD is provided prior to or during the Tradeshow (with the possible exception of small samples from applicable exhibitors). Please feel free to pack provisions as you see fit, or visit the food court Haney Place Mall before the Tradeshow opens to the public.

EARLY BIRD DISCOUNT DEADLINE AUGUST 18, 2017

BOOTH PREFERENCE	VIP & SPONSOR BOOTHS	8 X 6 BOOTH
Please choose your top 3 choices for placement from the floor plan: Booth Choice #1: _____ Booth Choice #2: _____ Booth Choice #3: _____	<input type="checkbox"/> Extra Large Booth <input type="checkbox"/> Power for booth <input type="checkbox"/> 6ft Table <input type="checkbox"/> 2 Chairs *ASK ABOUT SPONSORSHIP AND HOW TO GET VIP BOOTHS!	<input type="checkbox"/> 8x6 Booth \$300 <input type="checkbox"/> Power for booth \$20 <input type="checkbox"/> 6ft Table \$0 <input type="checkbox"/> 2 Chairs \$0 <input type="checkbox"/> Early Bird Discount -\$50 Sub-total \$ _____ 5% GST \$ _____
6FT TABLE-TOP	NOT A MEMBER?	NOTE
<input type="checkbox"/> 6 ft Table-top \$150 <input type="checkbox"/> Power for booth \$20 <input type="checkbox"/> Early Bird Discount -\$50 Sub-total \$ _____ 5% GST \$ _____ Total \$ _____	Package your booth with membership! <input type="checkbox"/> 8x6 Booth \$450 <input type="checkbox"/> Membership* \$275 <input type="checkbox"/> Early Bird Discount -\$50 <input type="checkbox"/> Membership Discount* -\$75 Sub-total \$ _____ 5% GST \$ _____ Total \$ _____	Your booth will not be booked until it has been paid in full. Table and chairs are only provided if you've checked off that you require them. *Please note new membership and booth package and discount are subject to change pending membership category.

PAYMENT

CHEQUE PAYMENT IN THE AMOUNT OF \$ _____

IS ENCLOSED

CHEQUE #: _____

CREDIT CARD: _____

EXPIRY: _____

CHEQUES PAYABLE TO RIDGE MEADOWS CHAMBER OF COMMERCE - PLEASE RETURN TO

#6-20214 LOUGHEED HIGHWAY, MAPLE RIDGE BC V2X 2P7
 FAX: 604-457-4598 OR EMAIL: EVENTS@RIDGEMEADOWSCHAMBER.COM

SPONSORSHIP OPPORTUNITIES

COMMIT EARLY TO GET THE MOST OUT OF YOUR MARKETING AND ADVERTISING OPPORTUNITIES!

IN PARTNERSHIP WITH



WHY SPONSOR?

- Exposure - Increase your visibility, brand awareness and recognition.
- Interaction - Engage with the North Fraser's elite business leaders and showcase your products/services in a unique and fun way.
- Networking - Build valuable relationships and generate new interest for your brand.
- Supporting your Chamber and community - As a not-for-profit organization, our Chamber relies 100% on membership and business support as the Chamber DOES NOT RECEIVE funding from government or other sources. Partnership from the business community allows the Chamber to continually focus on members' needs by providing ongoing support such as; advocacy work, professional development and networking opportunities for small businesses.

FORMAT - FOCUSING ON BUSINESS & YOUTH

- Tradeshow
- Business, Industry and Government Speaker Sessions
- Breakout Seminars and Workshops
- Youth Workshop, Speakers and Activities
- Evening Networking Mixer

Legacy Champion \$1500	Urban Leader \$1000	Community Connector \$750
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PRE EVENT			
Logo on website	Home Page	Event Page	Event Page
Prominent logo placement	✓	✓	
Logo and link in eNewsletter	✓	✓	✓
Logo on social media & print ads	✓	✓	✓
AT THE EVENT			
Recognition at event	✓	✓	✓
Event Program & Signage	✓	✓	
Swag Bag Insert	✓	✓	✓
Presenting Opportunity	✓		
On-Site Promotional Opportunity	Booth & Banner	Booth & Banner	Banner
POST EVENT			
Inclusion in post-event announcements	✓	✓	✓
Logo and link in eNewsletter	✓	✓	✓

INTERESTED IN PARTNERSHIP OPPORTUNITIES, CONTACT US TODAY!
EVENTS@RIDGE MEADOWS CHAMBER.COM

Growing the people that power our community.

CONNECT WITH US!

EVENTS@RIDGEMEADOWSCHAMBER.COM

WWW.RIDGEMEADOWSCHAMBER.COM

604-457-4599 | F604-457-4598



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