

2017 LOCAL BUSINESS EXPO

SATURDAY, MAY 13TH
9AM-6PM

- ▶ Demonstrations at the Main Stage & Seminar Rooms
- ▶ **200 'goodie bags'** for the first 200 visitors

Lots of fun for the whole family!

location:

JOEL STEELE COMMUNITY CENTRE
577 MAIN STREET, WINCHESTER, ON

presented by:

**The Township of North Dundas and
The North Dundas Chamber of Commerce**



North Dundas
Chamber of Commerce

FOR MORE INFORMATION, CONTACT

The Township of North Dundas at 613-773-2105 or visit
<https://northdundaschamberofcommerce.wildapricot.org/>

BUSINESS EXPO CHECKLIST

1. IN THIS EXHIBITOR KIT YOU WILL FIND:

- Order form (booth furnishings, insurance, exhibitor dinner, etc).
- Booth layout/design specifications.
- Exhibitor dinner menu.
- Show guide info form and advertising rate sheet. This must be filled out and returned.
- Updated floor plan with assigned booths.
- Rules & Regulations

2. PLEASE TAKE THE TIME TO REVIEW THE FOLLOWING

- Location of booth as indicated on floor plan – note that Hydro is available only on the outer walls – the side that says “light use” means very basic electrical usage (charging phones or running a laptop). Please take this into consideration when planning out your booth design and understand that the spaces for Hydro are very limited and were allocated on a first-come-first-served basis.
- Order form – this should be filled out and returned.
- Show guide info form – you must fill this out and return to Donna at the Winchester Press or your business will not get listed in the show guide! Basic listing is FREE with your paid booth space. As well, if you would like to purchase advertising in the guide, you can do so with this form.
- If you would like to include coupons or special offers in our “goodie bags” for the first 200 visitors, these must be supplied by no later than May 5th. Business cards/brochures will not be permitted unless they are accompanied by some type of special offer or discount. You must supply a minimum of 200. These should be delivered to the Maple Ridge Centre before the deadline.
- Set up will be permitted on Friday, May 12 from 9am – 6pm and again on Saturday, May 13 from 7am – 9am. Your booth must be completely set up by the time the show opens at 9am.
- We will be hosting an exhibitor dinner on Friday evening following setup, starting at 6pm upstairs at the Joel Steele arena. The cost is \$25/person (see included menu). We will have a special guest speaker to welcome everyone to the Expo and there will be opportunity to network and socialize with your fellow exhibitors. A cash bar will be available as well. If you would like to join us, you must reserve via the included order form.



SATURDAY, MAY 13TH
9AM-6PM

ORDER FORM – PLEASE FILL OUT COMPLETELY AND RETURN BEFORE MAY 5

BOOTH FURNISHINGS RENTAL

- Table (no charge)
- 2 chairs (no charge).
- Table linen (black only) - \$10.

ADDITIONAL OPTIONS

- I would like to include 200 coupons for the goodie bag (FREE for chamber members/\$25 for non-members). Printed coupons/special offers must be delivered to the Maple Ridge Centre no later than May 5.
- I would like to present a demonstration or seminar at the Expo (Free of charge)
- I would like to purchase _____ ticket(s) to the exhibitor dinner (\$25/person)
- I would like to purchase the insurance provided by the Chamber's event insurance (\$20)
- I will/have provide(d) an insurance certificate from my own insurance company listing the North Dundas Chamber of Commerce and the Corporation of the Township of North Dundas as additional insureds.

Total amount due: _____

- Cheque included (payable to North Dundas Chamber of Commerce)
- Please invoice me for online payment

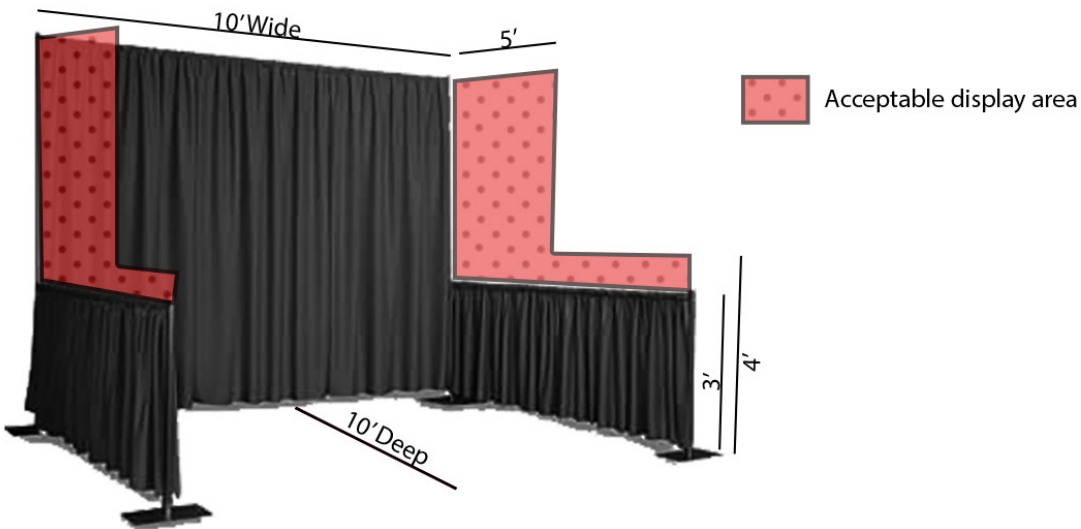
Business Name: _____

Contact Person: _____

Address: _____

e-mail: _____

phone: _____ fax: _____



- Booth dimension is 10' wide x 10' deep with an 8' high back drape and 3' high side drapes.
- All booth setups must not block the visibility of the exhibitors on either side.
- All displays that are higher than 4' on the side must not be wider than 5' (starting from the back of the booth) and not be higher than 8'
- See Acceptable display area in diagram above.
- If visibility is hindered you will be asked to remove the items.
- Any content, company name, logo, etc. displayed on the back side of your booth above the curtain (facing the booths behind you) is strictly prohibited.
- No carpeting is supplied – you are encouraged to bring your own flooring/carpeting. Please note – no tape will be permitted to be applied to the arena floor or walls.



Winchelsea Events
CATERING & SPECIAL OCCASIONS

Business Expo Vendors' Dinner
Friday, May 12, 2017
Dinner at Joel Steele Centre

Buffet Dinner

Mixed Green Salad with Crisp Julienne Vegetables served with a Balsamic Vinaigrette

Housemade Buns & Whipped Butter

Pan Seared Sage & Lemon Rubbed Breast of Chicken with a White Wine Sauce

Buttermilk Mashed Potatoes

Steamed Mixed Fresh Vegetables


Apple Crisp with Vanilla Ice Cream

Tea & Coffee

Special Price per person: \$25.00 (includes 15% Service & HST)

North Dundas Local Business Expo Joel Steele Arena

Stage
8'x16'

Cup of Jo's 131
Cup of Jo's 129
Heritage House Spa 127
 EXIT
Dundas Performance 123
Dundas Performance 121
Storm Internet 119
Bristers Insurance 117
Summers Physio 115
Community Living ND 113
Precision Diesel / Wubs Trans. 111
Sandfire Design 109
Chesterville Farmer's Market 107
Chesterville Farmer's Market 105
Nation Valley News 103
Maple Ridge Centre 101



Main St Clothing 126	Joy to Share Decorating 227
Barkley Shoes 124	Kelsea Fawcett Design 225
Maritime Travel 122	Digital Connect 223
Hulse, Playfair & McGarry 120	JWSD Evolution 221
Job Zone 118	Curran Flooring 219
Royal LePage Antonella Holmes 116	Curran Flooring 217
TD Bank 114	Guy Fuels 215
Sweetlegs Heather Snow 112	MediGas 213
Smokie Ridge 110	RBC 211
Paintings to Order 108	Foodland 209
Voice 2 Net Corp 106	Ault & Ault 207
Cooke Scales Evo Weigh 104	Oldford Team 205
Planted Arrow 102	Planted Arrow 203

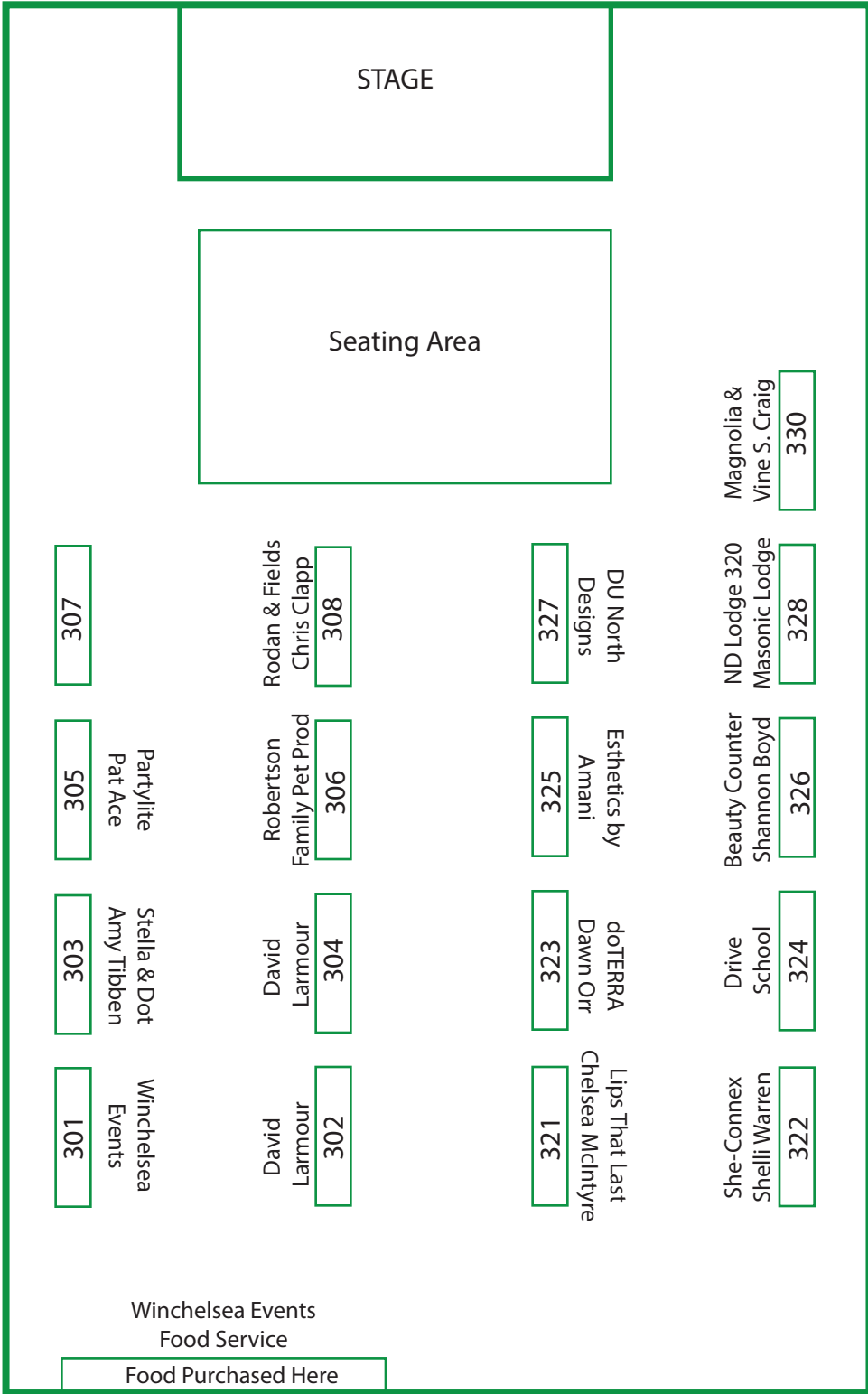
Countryman Electric 230
O'Farrell Financial 228
Armour Development 226
Almor Bridal 224
Thundering Sounds DJ 222
Greg's Meats 220
Winchester Press 218
Town Vintner 216
Town Vintner 214
Marriner Design 212
Watters Financial 210
RB Heating Climate Care 208
RB Heating Climate Care 206
Garden Villa 204
Winchester Print 202
Funtastic Pools 200

100
Chamber Booth

201
Township Booth

Main Entrance

North Dundas Local Business Expo
 Joel Steele Community Centre (Upstairs)
 "Marketplace"



Rules and Regulations

Governing the North Dundas Chamber of Commerce & Township of North Dundas Expo 2017

“Exhibitors” includes any individual, company, or charity with a booth set up at the Expo. This term includes their volunteers, agents, employees, contractors and assigns.

SETTING UP AND DISMANTLING: Show Floor will be open to Exhibitors at 7 am, Saturday, May 13, 2017, for setting up their displays. Dismantling must not begin before 6:00 pm and must be completed no later than 9 pm. It is mutually agreed that it is the duty and responsibility of the exhibitor to install and put into place his or her exhibit before the opening of the show, and to dismantle immediately after the close of the show. Exhibit material must remain in place until the closing time of the show. All promotional materials and personnel, such as models (company mascots), signs, banners and mechanical devices, must be confined to the rented booth space.

BOOTH CONSTRUCTION: The booth will be equipped with 8’ high draped back wall and 3’ high draped sidewalls – table, chairs, and linens available upon request. Nothing shall be permanently attached to any walls, floors or any of the building interior or exterior. All Exhibitors shall arrange their displays so that they utilize only the booth area contracted for, and in such manner as to recognize the rights of the other exhibits and show visitors. No signs or displays will be permitted to be displayed by Exhibitors in the foyer or aisle areas. Any damage will be charged back to the Exhibitor.

SETUP HOURS: Friday, May 12, 9am-6pm & Saturday, May 13, 7am to 9am

EXHIBIT DAYS & HOURS: Saturday, May 13, 2017 - 9:00 am to 6:00 pm

TEARDOWN: Saturday, May 13, 2017 - 6:00 pm to 9:00pm

AUDIO VISUAL EQUIPMENT & SOUND SYSTEMS: Audiovisual promotions and displays will be permitted only if they do no negatively affect neighbouring Exhibitors. The North Dundas Chamber of Commerce and Township of North Dundas reserve the right to curtail or remove any sound systems in their sole discretion.

FIRE PREVENTION: All Exhibitors must comply with Municipal, Provincial, and Federal building and fire codes. Drapery, carpeting, table coverings and any booth decorations must be made of flame retardant material. All material is subject to inspection and flame testing at any time by the fire department. Aerosols are permissible, but Exhibitors are to display only one pressurized container not to exceed one-pint capacity of each product classified as a flammable liquid. Nonflammable products are not restricted. Smoking is NOT permitted in the Joel Steele Arena.

All fire and emergency equipment located in the building must not be hidden or obstructed in any way. Emergency exits and aisles must be kept clear and unobstructed.

Vehicles parked on fire routes will be removed at the owner's expense, including unauthorized and illegally parked vehicles.

All electrical equipment must be CSA approved

LIABILITY: The Exhibitor agrees to protect, save and keep the North Dundas Chamber of Commerce, Township of North Dundas and the Joel Steele Arena forever harmless from any and all bodily personal injury (including death) and damage to property or charges imposed for violation of any law or ordinance whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor as well as to comply strictly with the applicable terms and conditions contained in the agreement between the North Dundas Chamber of Commerce, Township of North Dundas and the Joel Steele Arena, regarding the exhibition premises; and further, the Exhibitor shall at all times, protect, indemnify, save and keep harmless the North Dundas Chamber of Commerce, Township of North Dundas and the Joel Steele Arena against and from any and all loss, cost damage, liability or expense including legal fees and expenses of proceedings arising from or out of or by reason of any accident or other occurrence to anyone, including Exhibitors, his agents, employees and business invitees, which arises from or out of or by reason of said Exhibitor's occupancy and use of the exhibition premises or part thereby. The Exhibitor will at all times possess liability insurance against all losses due to fire, theft, accidents and all other perils. Neither the North Dundas Chamber of Commerce, Township of North Dundas or the Joel Steele Arena nor the property owners have any intention of being the insurers nor in any way have they foreseen being held responsible for the Exhibitor, its agents or employees of any loss or damage of whatever nature without distinction to cause.

MISCELLANEOUS:

In the event that because of war, fire, strike, government regulation, public catastrophe, act of God or other cause, the show or any part thereof is prevented from being held, is cancelled or the exhibit space applied for herein becomes unavailable, the North Dundas Chamber of Commerce and the Township of North Dundas shall determine the refund to the applicant, if any, but in no case shall the amount of refund to the applicant exceed the amount of the exhibit fee paid.

Exhibitors shall not be entitled to a refund of any part of any fee should the Exhibitor for any reason be unable to exhibit at the show, and shall be liable for any unpaid balances.

Exhibitors shall observe and abide by additional rules or regulations that may be adopted by the North Dundas Chamber of Commerce, Township of North Dundas and Joel Steele Arena, which shall be as much a part hereof as though fully incorporated herein.

If an Exhibitor fails to make payment, the North Dundas Chamber of Commerce, Township of North Dundas and Joel Steele Arena may change the Exhibitor's space assignment without further notice or such Exhibitor's rights to exhibit may be cancelled by the management without further notice and such Exhibitor shall not be entitled to a

refund of any part of any fee. The North Dundas Chamber of Commerce, Township of North Dundas and Joel Steele Arena shall be entitled to close an exhibit at any time for failure by any Exhibitor or any of their officers, agents, employees or other representatives to perform, meet or observe any term or condition set forth herein. In such event, the Exhibitor shall immediately remove its display and the North Dundas Chamber of Commerce, Township of North Dundas and Joel Steele Arena may re-lease the space to others and the Exhibitor shall not be entitled to a refund of any part of any fee. The North Dundas Chamber of Commerce, Township of North Dundas and Joel Steele Arena reserves the right, in its sole discretion, and for the orderly and proper co-ordination and conduct of the Expo and exhibits, to change or revoke any booth assignment at any time prior to the opening of the show. The North Dundas Chamber of Commerce, Township of North Dundas and Joel Steele Arena further reserves the right to terminate an Exhibitor's space assignment during the Expo in the event of a breach of these Rules and Regulations or in the event the Exhibitor's booth, display or conduct is, in the North Dundas Chamber of Commerce, Township of North Dundas and Joel Steele Arena's sole discretion, disruptive to the Expo. In the event an Exhibitor's booth or space assignment is cancelled no refund will be issued.

The Exhibitor shall not permit or allow beer, wine, or liquors of any kind to be sold or given away.

The Exhibitor shall not commit any nuisance, cause any unusual, noxious or objectionable smoke or odor to emanate from the exhibit.

SECURITY: Any act of vandalism and all intended or actual breach of security will result in the immediate removal from the premises and prosecution if appropriate.

EXHIBIT HALLS: Clear access is to be maintained to exhibit hall concession stands and washrooms at all times. Garbage must be neatly packed, not left exposed or lying around. Arrange disposal with the Joel Steele Arena. Any form of transportation or movement of exhibits within the Joel Steele Arena must be made on rubber wheeled dollies or flat carts approved by the North Dundas Chamber of Commerce, Township of North Dundas and Joel Steele Arena.