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January, 2018

Dear Potential Exhibitor: PLEASE READ THE FOLLOWING LETTER.

102.9 CFAR'S 35th Annual Trade & Leisure Show will be held April 26, 27, 28/ 2018.

Exhibitors should reserve their space by registering with payment. All registrations are accepted on a first come, first served basis. Refunds will be issued if no space is available.

There will be no guarantee of available square footage. This space will be negotiated on a case by case basis and some restrictions may apply. Please request the space you need in exact square footage. (All areas 10x10)

Fee breakdowns are attached. Please note the premium for corner space.

PLEASE COMPLETE PAGE 2 & 3 INFORMATION SHEETS AND RETURN WITH YOUR CHEQUE TO:

**102.9 CFAR - YOUR RADIO
316 GREEN STREET
FLIN FLON, MB.
R8A 0H2**

Also included in this package is an INFORMATION SHEET that will help things go smoothly. Please read through this information thoroughly.

In cases of cancellation by exhibitor: if cancellation is after April 1, 2018, a refund will not be guaranteed. (spot held with payment only) Failure to show up = no refund.
Also, any additions to a display, once attached form is completed, must be approved to avoid conflict with other businesses.

You may be interested to know that a similar Show and Sale will be held by our sister station (102.9 CHTM) in Thompson, Manitoba from May 4th-6th, 2018. If you would like information on this show please let us know or contact Sue O'Brien directly at sobrien@arcticradio.ca or 204-778-7361.

Should you have any questions or concerns, please call Dianne at 204-687-3469, Fax 204-687-6786, or email cfar@arcticradio.ca.

Thank you for your interest, and we look forward to your participation in our 2018 Trade and Leisure Show.

Best Regards,

Dianne Russell (ne O'Brien), Manager

102.9 CFAR's 35th ANNUAL TRADE & LEISURE SHOW
APRIL 26TH, 27TH, and 28th 2018 Registration Form:

 (COMPANY/BUSINESS NAME)

 (CONTACT PERSON)

 (MAILING ADDRESS)

PHONE #: _____ CELL #: _____

FAX#: _____ EMAIL: _____

1) BOOTH RENTAL **FEE/booth \$348.00 x # _____ OF BOOTHS = _____**
 (enter total below)
 100 SQ.FT (10 x 10)

Hallway/Change Room areas are available. Space is bigger than 100 square feet but held at above rate. Indicate interest on page #3 in DISPLAY/VENDOR section.
 Extra signage to draw people is needed from exhibitor. CFAR will provide a minimal amount.

2) CORNER request **ADDITIONAL FEE/corner \$149 x # _____ of CORNERS = _____**
 (You will be notified if unavailable) (enter total below)

3) TABLE & CHAIRS: One table and any needed chairs included with booth rental.
 Extra tables @ \$15 each x # _____ extra tables required= \$ _____ (enter total below)

Please indicate by circling here if the included tables and chairs are **NOT** required.

4) POWER: 15 amp circuit (1 plug) = included in booth rental \$0.00

Do you need power: yes no
 More than 15 amps required (2 plugs or more) = \$50/extra outlet x #of extra outlets = _____

All fees above included GST.
Outdoor Displays: call Dianne to discuss.

Total Payment \$:
Including booth fees, corner fee, extra tables:

BOOTH FEES (# 1 line above)	\$ _____
CORNER SPACE (# 2 line above)	+\$ _____
EXTRA TABLES (# 3 line above)	+\$ _____
EXTRA POWER (# 4 line above)	+\$ _____
TOTAL AMOUNT ENCLOSED	=\$ _____

******CONSIDERATIONS & DISPLAY DETAILS:**

Do you have your own backdrop or curtains?

This will help you determine if you should request a back wall to help with displaying your product or services. If you need to hang up your product or signs you will need a wall, unless you have a solid background of your own to put up.

Are you part of a group?

If you need to be directly beside or near another exhibitor, let us know ahead of time to facilitate our mapping task. If so, please indicate clearly the name of the other exhibitor and have them submit their registration forms with yours (if possible).

Trade Show Maps: We do **not** provide maps ahead of the Trade Show. Sometimes the location of an exhibitor must change due to last-minute requests or in the case of a cancellation. With exhibitors who request and pay for specific locations, such as a corner booth, it could be a corner booth in any part of the arena. **Sometimes a vendor must be in a specific location due to the size of the display, certain power requirements, etc. That is why it is very important that you indicate these factors when you fill out your registration form.** It is easier to plot the mapping when we have all this information up front, rather than trying to rearrange booths when other vendors are already in place.

******DISPLAY/VENDOR INFORMATION:**

Clearly indicate product (brands), display needs, location requests, This will help **avoid conflict** with other exhibitors. and help us place you on the map properly. **(no conflict NOT GUARANTEED)**

Any additions to what's included on this form ***MUST BE APPROVED.***

NOTE:

CFAR does not supply labour and are not responsible for damage. We do supply overnight security and help out where and when we can.

Remember: EXHIBITOR BRINGS THEIR OWN #10 GAGE EXTENSION CORDS (50") – distance from power is not guaranteed.

**** SPECIAL **RADIO AD RATE CARD** AVAILABLE FOR EXHIBITORS. Inquire with Dianne at 204-687-3469 or dobrien@arcticradio.ca

Northern Manitoba Radio/Arcticradio 1982 Ltd.
102.9 CFAR'S 35th ANNUAL TRADE & LEISURE SHOW
INFORMATION SHEET – Keep for Reference

- DATES:** THURSDAY, APRIL 26TH 4 P.M. – 9 P.M.
FRIDAY, APRIL 27th NOON – 9 P.M.
SATURDAY, APRIL 28th 10 A.M. – 4 P.M.
- LOCATION:** CREIGHTON SPORTEX...Creighton SK (runs on MB time)
- PROMOTION:** **LIVE CUT INS** ON RADIO INCLUDED FOR EACH EXHIBITOR THROUGHOUT THE WEEKEND ON A ROTATION AND AVAILABILITY BASIS.
PROMOTION OF THE SHOW AS A WHOLE PROVIDED BY 102.9 CFAR.
(Includes radio, print & billboard)
- POWER & INTERNET:** **ONE 15 AMP CIRCUIT IS AVAILABLE FOR EACH EXHIBITOR.** ANY OTHER NEEDS MUST BE DISCUSSED PROIR TO APRIL 14, 2018 AND ARE NOT GUARANTEED.
WIRELESS INTERNET AVAILABLE IN THE BUILDING.
INDIVIDUAL PHONE LINES MUST BE BOOKED BY CLIENT WITH SASKTEL EARLY TO ENSURE PHONE LINE IF NEEDED.
EXHIBITOR BRINGS THEIR OWN #10 GAGE
EXTENSION CORDS (50")
- SQUARE FOOTAGE:** **EACH EXHIBITOR MUST STAY WITHIN THEIR ALOTTED PURCHASED SPACE BASED ON SQUARE FOOTAGE. WE NEED TO HAVE ROOM FOR WALKWAYS AND OTHER BOOTH SPACE.**
- SET UP/TAKE DOWN:** EACH EXHIBITOR IS RESPONSIBLE FOR SETUP AND TAKE DOWN AS WELL AS IDENTIFICATION SIGNS AND BACKDROPS. ****TAKING DOWN OF BOOTH BEFORE 4PM SATURDAY IS PROHIBITED.**
LETTERS WILL BE SENT TO VENDORS 2 WEEKS BEFORE EVENT TO LIST TIMES FOR SET UP.
- DOOR PRIZES:** This is left to each exhibitor. Please let us know if you need any radio coverage of your door prize draws.