

January 2023

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Dear Potential Exhibitor: **PLEASE READ THE FOLLOWING LETTER.**

102.9 CFAR'S 38th Annual Trade & Leisure Show - April 27, 28, 29 2023

WHY SHOULD YOU CONSIDER BEING PART OF THE SHOW...

- It is like having 2500-3000 people consider shopping at your "pop-up" store in one weekend
- It is cost effective – With a simple booth, some technological accessories, and selling charm, conventions offer simple, inexpensive ways to get your brand on the market.
- Exhibition booths offer the opportunity to demonstrate your products/services to trade show visitors AND answer their questions
- Build Relationships face to face, network and promote
- Sell products in a fun and focused time frame
- Your booth will act as a meeting place and show your products/services to people who never considered you before
- Puts you in the forefront

Included in this package:

REGISTRATION FORM – TO BE FILLED OUT AND SENT BACK (with payment) (pg 2)
INFORMATION SHEET TO KEEP ON HAND FOR THE SHOW (pg 3-4).

NOTES:

- In cases of cancellation by exhibitor: cancellation after April 1, 2023... refund NOT guaranteed. (spot held with payment only) Failure to show up = no refund.
- Any additions to a display, once attached form is completed, must be approved to avoid conflict with other businesses.

Thank you for your interest, and we look forward to your participation in our 2023 Trade and Leisure Show.

You may be interested to know that a similar Trade Show being hosted by our sister station (102.9 CHTM) in Thompson, Manitoba from May 5 – 7, 2023

If you would like information on this show please contact CHTM directly at sobrien@arcticradio.ca or 204-778-7361.

Best Regards,

Dianne Russell (ne O'Brien), Manager

102.9 CFAR's TRADE & LEISURE SHOW 2023 Registration Form:

Please complete this page (yellow spaces) (#2) & return by mail or email.
 102.9 CFAR, 316 Green Street, Flin Flon, MB. R8A 0H2 or cfar@arcticradio.ca

REGISTRATION INFO:

 (company/business name)

 (contact person)

 (mailing address)

phone #: _____ email: _____

100 Square Foot booths (10x10) are all on main surface of building (no draping or backdrops provided)

Outdoor Displays: call Dianne to discuss.

1) BOOTH RENTAL FEE/booth \$358.00 x # _____ OF BOOTHS = _____
 100 SQ.FT (10 x 10) (enter total below)

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

More than 15 amps required (2 plugs or more) @ \$60/extra outlet x _____ #of extra outlets = _____

Total Payment \$:

Including booth fees, corner fee, extra tables:

SPECIAL RATE:

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

TOTAL AMOUNT ENCLOSED = \$ _____ **All fees above include GST.**

*******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. Having no conflict is NOT GUARANTEED

Any additions to what's included on this form must be approved.

Exhibitors – reserve your space (with payment) on a first come, first served basis

102.9 CFAR'S 38th ANNUAL TRADE & LEISURE SHOW
REFERENCE SHEET

– Keep for Reference

DATES: Thursday, April 27th 4 pm – 9 pm
 Friday, April 28th noon – 9 pm
 Saturday, April 29th 10 am – 4 pm

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)

* special **radio ad** rate card available for exhibitors.

Inquire with Dianne at 204-687-3469 or dobrien@arcticradio.ca

POWER: One 15 amp circuit is available for each exhibitor.

Any other needs must be discussed prior to APRIL 10, 2023 (not guaranteed)

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

INTERNET: Wireless internet available in the building.

SQUARE FOOTAGE:

Each EXHIBITOR must stay within their allotted 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 1-2 WEEKS BEFORE EVENT TO LIST TIMES FOR SET UP.

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.

DISPLAY DETAILS AND INFORMATION:

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).

Door prizes:

This is left to each exhibitor. Please let us know if you need any radio coverage of your door prize draws.

Trade Show Maps: We do **not** provide maps ahead of the Trade & Leisure Show.

Location of an exhibitor may change due to last-minute space needs on the floor or in the case of a cancellation.

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.

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