

2019 TRADE SHOW

Home Based Business Registration

All home-based business applications must be accompanied with payment by Friday, March 29th, 2019. Tables will be allocated on a first come first serve basis. Home Based Business Vendors will have access to one (1) 8-foot covered table in main foyer, or upstairs areas.

SHOW DATES: FRIDAY, APRIL 26th from 4 PM – 9 PM & SATURDAY, APRIL 27th from 10 AM – 4PM

NAME OF HOME BASED BUSINESS: _____

MAILING ADDRESS: _____ **TOWN:** _____

POSTAL CODE: _____ **CONTACT PERSON:** _____

EMAIL: _____

PHONE #: _____ **FAX #:** _____ **CELL #:** _____

TYPE OF PRODUCT/SERVICES: _____

8' Covered Table \$100.00 + GST _____

Payment:

- Table confirmation only with payment in full
- No refunds on main floor booth rentals
- No invoices will be issued for booth space
- Please make cheques payable to the County of Northern Lights
- Forward this application to: **County of Northern Lights, C/O Economic Development, Box 10, Manning, AB, T0H 2M0**

Credit Card Type  

Credit Card # _____ Exp. Date ____/____

Name on Card: _____ Signature: _____

Set-up Times

General Set Up: Thursday April 26th from 5:00 – 7:00 pm or Friday, April 27st from 8:00 am – 2:00 pm.

Dismantle: Saturday, April 27nd from 4:00 pm – 8:00 pm

OFFICE USE ONLY:

| Date Received | Amount Paid | Receipt # | Table Assigned |
|---------------|-------------|-----------|----------------|
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RULES AND REGULATIONS

- The Manning Regional Tradeshow Committee reserves the right to assign booth locations with respect to general appearance, public interest, noise levels and product involvement.
- The Manning Regional Tradeshow Committee reserves the right to control the extension of material for display beyond the booth limits. This will not be permitted.
- Exhibitors are entirely responsible for leased space and agree to reimburse for any damage to premises, furnishings, or equipment occurring in the area leased under this agreement providing such damage is due to negligence of the exhibitor, its servants, agent, or others for whom the exhibitors is, in law, responsible.
- The County of Northern Lights, the Manning & District Board of Trade, and the Manning Regional Tradeshow Committee will not assume any responsibility for theft, and or pilferage of exhibitor's material, supplies etc.
- The Manning Regional Tradeshow Committee has the authority to establish and interpret rules and regulations necessary for the orderly conduct of exhibitors and/or their agents for the mutual benefit of all parties.
- No refunds will be given for booth rental. No confirmation on booth's space will be acknowledged until payment in full is received prior to March 29th, 2019.
- Absolutely no booths are to be taken down prior to 4:00 pm, Saturday, April 27th, 2019.
- No promotional or saleable food or coffee is allowed in any booth unless prior approval is obtained from the Committee and appropriate food license is obtained from the food inspector.
- No duplicate Homebased Businesses will be registered (e.g. only one Tupperware vendor), to ensure vendor success during the tradeshow. Registration is on a first come, first serve basis.
- Exhibits cannot impede fire escape exits.

Please fax completed registration forms to 1-780-836-3663 or mail: The County of Northern Lights, Box 10, Manning, AB, T0H 2M0, or email csc@countyofnorthernlights.com

Registrant's Name

Registrant's Signature