



2025 EXPO HOME-BASED BUSINESS REGISTRATION FORM

All home-based business applications must be accompanied by payment by Friday, March 14, 2025. 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 the main foyer, upstairs areas, or main floor area if space allows.

SHOW DATES: FRIDAY, APRIL 11: 4 PM – 9 PM and SATURDAY, APRIL 12: 10 AM – 4 PM

SET-UP TIMES

Large Display Items: Thursday, April 10th: 2 pm - 7 pm

General display items: Thursday, April 10th: 4 pm - 7 pm. Friday, April 11: 8 am – 2 pm. Light carry-in only (no dollies)

Dismantle: Saturday, April 12, 4 pm – 8 pm.

NAME OF HOME-BASED BUSINESS: _____

MAILING ADDRESS: _____

TOWN: _____ **PROVINCE:** _____ **POSTAL CODE:** _____

CONTACT PERSON : _____

EMAIL: _____

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

TYPE OF PRODUCT/SERVICES: _____

TABLE INFORMATION

☐ 8' covered table with w/ chairs, no power (\$125.00 +GST)

TOTAL: \$131.25

PAYMENT INFO

- Table confirmation only with payment in full
- No refunds for table rentals
- No invoices will be issued for table rentals
- 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, or email csc@countynorthernlights.com**

CREDIT CARD TYPE _____ **VISA** _____ **MASTERCARD 3 Digit CVV:** _____

CREDIT CARD # _____ **EXP. DATE** ____/____

NAME ON CARD _____ **SIGNATURE** _____

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.
- Registrants 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 Registrant, its servants, agent, or others for whom the Registrants are, in law, responsible.
- The County of Northern Lights, Manning & District Chamber of Commerce, and the Manning Regional Tradeshow Committee will not assume any responsibility for theft or pilferage of the Registrant'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 Registrants or their agents for the mutual benefit of all parties.
- No refunds will be given for booth rental. No confirmation on booth space will be acknowledged until payment in full is received before March 14, 2025.
- Absolutely no booths are to be taken down before 4:00 pm, Saturday, April 12, 2025.
- All vendor displays, furniture, and equipment must be removed from the arena by 8 pm on Saturday, April 12, 2025. Failure to retrieve or remove all items may result in additional rental fees to be paid by the vendor(s).
- No promotional saleable, or sample food or beverage is allowed in any booth unless prior approval is obtained from the Manning Tradeshow Committee and an appropriate food license is obtained from Alberta Health Services Public Health Department. Approval is required at least 30 days prior to the event.
- No personal services are permitted (manicure, pedicure, hairstyling, etc.) unless prior approval is obtained from the Manning Tradeshow Committee and an appropriate license is obtained from the Alberta Health Services Public Health Department. Approval is required at least 30 days prior to the event.
- No helium balloons.
- No duplicate home-based businesses will be permitted at the event. E.g., no two Tupperware booths. Registration is first come, first serve.
- Exhibits cannot impede fire escape exits, walkways, or adjoining booths.

Registrant's Name

Registrant's Signature

Date

DATE REC:	AMT PAID:	RECEIPT #	TABLE ASSIGNED:

OFFICE USE ONLY