



TRI - REGION EXPO 2025

Welcome to the Tri-Region Expo hosted by the
Greater Parkland Regional Chamber of Commerce
TransAlta Tri-Leisure Centre, Spruce Grove

PLEASE READ ALL INFORMATION CAREFULLY

To make your Tri-Region Expo (the “Expo”) experience as productive and enjoyable as possible, please read the enclosed Exhibitor’s Information for important instructions, including move-in and access to the Expo floor before, during and after the Expo.

Show Time and Location

Saturday, May 10 - 10:00 AM to 6:00 PM

Sunday, May 11 - 10:00 AM to 4:00 PM

**TransAlta Tri-Leisure Centre
221 Jennifer Heil Way, Spruce Grove**

No Access Without An Exhibitor Pass

To keep your exhibit as secure as possible, Exhibitor Passes must be worn at all times on the Expo floor, including during set up and tear down. Four passes will be included in your Exhibitor Package, additional passes are available to purchase. These packages will be available for pick up at the load in doors during move-in times.

Parking

Exhibitor parking during Expo hours is located at the furthest west corner of the TransAlta Tri-Leisure Centre to allow customers to have priority access to the Expo. We encourage Exhibitors to carpool when possible.

*****All booths must be fully staffed by 9:45 AM on Saturday, May 10 and Sunday, May 11.*****

Tradeshow Supplier

River City Event Rentals is the contracted Expo service provider for this event. They will be on-site to oversee the display and electrical requirements of the Expo and Exhibitors. If you require additional items such as tables, chairs, electrical power, carpeting, or display items, they can supply these for you. If you pre-book any requests or changes for your booth there will be a pre-Expo discount. Any requests on-site will be accommodated at an increased rate.

Exhibitor Move In Times

Thursday May 8th

- 3:00 PM to 5:00 PM for large items only (tractors, cars, and other heavy equipment). Gasoline tanks on motor vehicles or other gasoline fueled equipment shall not be more than 1/8 full (to a maximum of 10 L) and complete with a locking gas cap or taped shut. Advanced notice is required for any move in on Thursday, May 8. You must advise the Chamber in advance if you require access for set up of large items on this day.

Friday May 9th

- 10:00 AM to 9:00 PM (All Exhibitors)

Exhibitors and Food Vendors

Access through South-West side of the facility

- To alleviate congestion of the loading door entrance, please unload your exhibit materials quickly and park your vehicle in the furthest west corner. Unattended vehicles left at the loading door area or parked in facility staff parking may be towed.
- Exhibitor dollies and carts are provided during set up and take down times only, however they must remain in the building. You may bring your own dolly for your own use as the number of dollies is limited.

Exhibit Rates DO NOT Include: Forklift service, carpets, signage, specialty items, etc. Contact River City Event Rentals directly for forklift services. For additional supplies, please contact River City Event Rentals directly.

Exhibitor Move Out Times

Sunday May 11th

- 4:30 PM to 9:00 PM. There will be no access to the building after 10:00 PM on Sunday.
- River City Event Rentals will lift the aisle carpeting before you are allowed to move out.
- All booths must be dismantled and taken out immediately following the Expo on Sunday. All items must be removed on Sunday.

Booth Cost

Booth Type	GST Not Included	GST Not Included
	Member	Non-Member
10x10 Booth	\$765.00	\$840.00
10x10 Corner Booth	\$870.00	\$925.00
Not-For-Profit Table	\$210.00	
Food Vendor	\$360.00	

Booth Rental Includes

10' x 10' Booth
8' high backwall drape with 4' high sidewall drape
1 – 6' Decorated Table
2 – Folding chairs
1 – 750-Watt Electrical Outlet
1 – Floodlight stand with 2-floodlight bulbs

NOTE FOR BOOTH EXHIBITORS:

- For any changes or additions, please fill out the River City Event Rentals form and return to their office.
- Multiple Booths Discount: After the first booth rental, each additional booth receives a discount of \$60.00. Multiple booths will receive an 8' high backwall drape, 4' high sidewall drape, 1 electrical outlet, 2 floodlights, 1 - 8' decorated table and 2 folding chairs. If you require additional tables, please order from River City Event Rentals.
- Not-For-Profit/Charity Tables: 6' table spaces available and will be assigned by the Chamber.
- Booth Decor and Additional Power: Booth décor such as carpet, displays, furnishings, foliage, etc. and additional power can be ordered through River City Event Rentals. Rental fees apply. Visit www.rivercityevents.ca.

Terms of Payment

- Full payment of the booth rental must accompany the completed Application in order to reserve your booth.
- To qualify for Member Rates, Exhibitors must be a member in good standing with the Chamber.
- Receipts will only be emailed. If you require a paper receipt, please let us know at the time of purchase.
- Payment may be made by cheque, MasterCard, Visa, EFT, or Debit (in office) only.

Show Management

Reserves the right to relocate booth space.

Literature

Exhibitors are free to distribute literature ONLY at their respective booth(s).

Exhibitors

- Registration is open to everyone. Relocation/expansion requests are considered in priority sequence-based on receipt of the completed Contract/Application form and payment (subject to availability).

Best Booth Contest

Wow Factor

Judging will be based on overall appearance of booth space, promotion of product, and effective branding.

Guest Experience

Judging will be based on interaction with customers, unique booth experience, and personal connections.

The prize for each category is a half price discount on next year's booth rental.

Additional Information

Exhibitors will receive a package including four passes during move-in times. Exhibitor Passes must be worn for admittance during move in times and regular Expo hours. NO EXCEPTIONS. This rule is for the security of our Exhibitor's property.

SHARING OF BOOTHS: Requires permission in writing prior to booking from the Chamber. Sharing booth space will only be considered on single booths.

Rules of the Facility (TransAlta Tri-Leisure Centre)

- No open flames including candles.
- No tape permitted (on floors, walls, etc.).
- No glitter or confetti.
- No smoking in the facility. Smoking is prohibited within 15' of any doorway, entrance or exit of the Tri-Leisure Centre venue.
- Helium balloons are allowed for display purposes ONLY (No Helium tanks allowed). Only air-filled balloons may be given away at your booth.
- No straw or hay for display, with exception of petting zoos which require written permission.
- No heaters in booth.
- To protect the facility flooring, it is strongly recommended that you provide your own protective flooring for your booth. WEIGHT RESTRICTIONS AND NO SHARP OBJECTS.
- No storage outside of the facility. No storage within the facility outside of one's leased booth space.
- All booths must be dismantled immediately following the Expo on Sunday. No provisions to leave items to be picked up on Monday.
- Soliciting of business or selling is only permitted inside the Exhibitor's leased space.

Display Sign

All signs must be kept within the confines of the booth.

Government Regulations

- We are subject to inspection by the Health Board and the Fire Department.
- It is your responsibility as an Exhibitor to ensure you pass these guidelines. All Exhibitors must abide by local by-laws, health, and fire regulations. Any fines or costs resulting from an Exhibitor's failure to comply, shall be paid by the Exhibitor in full, in addition to any other expenses that may be incurred by the Chamber on a full-indemnity basis, including but not limited to any legal fees or expenses in addressing and correcting such violations.
- All tents **MUST** be fire retardant and must be accompanied by - paperwork (label/manual) as proof. This is a regulation of the Fire Department; no exceptions can be made.

Animals

- With the exception of service animals, animals are not permitted in the TransAlta Tri-Leisure Centre.
- A written letter requesting permission to have an animal in the booth must be sent to the Chamber in advance.
- Having an animal in the booth must relate to the nature of the business (e.g. Pet Store). These are subject to the ruling of Alberta Health Services and any other municipal, provincial, and/or Federal regulations.

Food Samples or Product Sales

- Only permitted if the sample or product relates to your business operations.
- Food samples must be approved by the Chamber prior to the Expo. These are also subject to rulings of Alberta Health Services and any other municipal, provincial, and/or Federal regulations.
- Sorry, no popcorn is allowed in the Expo other than from a popcorn company for sample purposes only.

Good Neighbour Policy

Any items in your display or booth must not obstruct the first 3 feet from the aisle on either side of your booth, nor may any item or article in your booth be taller than 8 feet. Any carpeting or flooring must remain inside the perimeter of your booth. The purpose of this policy is to allow the public to see past a booth to the next booth as they approach.

Each booth will be checked for compliance with this policy prior to the Expo opening. Should you have a display that cannot comply with this policy, please contact the Chamber: (780) 963-4545 prior to submitting your Contract/Application.

Clean-Up

The Exhibitor will always be responsible for the continued cleaning and removal of garbage or other refuse from their booth including move-in and move-out.

Insurance

The Exhibitor shall obtain and maintain at its own expense during the period commencing on the first move-in date and terminating on the last move-out date, a policy of insurance acceptable to the Chamber.

The policy of insurance shall name the Greater Parkland Regional Chamber of Commerce and the TransAlta Tri-Leisure Center as loss-insured and insure the Exhibitor against all claims of any kind arising from or in any way connected with the exhibitor's presence or operations of the Expo.

Policy shall provide coverage of at least \$1,000,000 for each separate occurrence. At the request of the Chamber the Exhibitor shall provide the Chamber with a copy of such policy.

No Resale

Exhibitors shall not resell their booth, in whole or in part, without the written consent of the Chamber.

TransAlta Tri-Leisure Centre Emergency Procedures

In the case of an emergency, TransAlta Tri-Leisure Centre staff will follow their emergency response procedures to ensure all Exhibitors and patrons are removed from the facility in a safe manner.

The emergency exits will be marked and are located throughout the facility.

Please familiarize yourself with these exits prior to the start of the Expo. The muster point is in the North-West parking lot indicated with “Emergency Assembly Area”.

Thank you and have a great show!

Contact Information:

4815 44 Ave Stony Plain Alberta T7Z 1V5

780-963-4545

events@gprchamber.ca



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Tri-Region Expo 2025 Application

This agreement is between The Greater Parkland Regional Chamber of Commerce (the “Chamber”) and

Business Name: _____ (the Exhibitor) **Contact Person:** _____

Mailing Address: _____ **Postal Code:** _____

Email: _____ **Phone:** _____

Briefly describe your products/services: _____

Requested Booth: **Corner** **10x10** **Food Vendor** **Not-For-Profit**

(The Exhibitor) agrees to pay the following:

Rental of Assigned Space according to cost schedule	\$	_____
Less Applicable discounts (ie. multiple booths)	\$	_____
Subtotal	\$	_____
The Chamber GST Number 1080341414RT0001	GST 5%	\$

Total		\$

Cardholder Name: _____
Card Number: _____
Expiry: _____ CVV Code: _____
Phone Number: _____
Address: _____
Postal Code: _____
Cardholder Signature: _____

Assigned Booth Number

Please read carefully and sign Terms and Conditions

1. Full payment of the booth rental must accompany the completed Contract and Terms and Conditions in order to reserve your booth.
2. All cancellations must be in writing and delivered personally or by registered mail to the Chamber at 4815 - 44 Avenue, Stony Plain, Alberta T7Z 1V5.
For cancellations received on or before Friday, April 18, 2025, Exhibitors will be entitled to a 50% refund of the booth rental fee.
For cancellations received after Friday, April 18, 2025, Exhibitors will not be entitled to a refund.
3. In the event of cancellation of the Tri-Region Expo (the "Expo") in its entirety, the Exhibitor will be entitled to a refund of the booth rental fee in full.
4. The Chamber will not be responsible for any loss or damage suffered by the Exhibitor because of any cancellation. By completing the Tri-Region 2025 Expo Application/Contract, the Exhibitor releases any claims they may have against the Chamber, its members, agents, employees, directors, officers, successors and assigns, including but not limited to any claims for loss or damage resulting from the cancellation of a booth rental or cancellation of the Expo in its entirety.
5. Any additional electrical outlets or electrical wiring supplies or services other than what is specified in the 2025 Tri-Region Expo Information Summary shall be the Exhibitor's expense and arrangements made only with the contracted Expo company River City Event Rentals.
6. The Exhibitor agrees to abide by all the rules and regulations adopted by the Chamber regarding 2025 Tri-Region Expo (the "Expo").
7. Expo Cancellation: It is understood and agreed by the Exhibitor that the Chamber may cancel said Expo and may cancel this contract if, in the opinion of the Chamber, the Expo would be impractical and/or inadvisable. In the event the building should be destroyed by fire or the elements or if any circumstances whatsoever should occur which might make it impossible for the Chamber to permit Exhibitors to occupy the premises or if the Expo be cancelled, the Exhibitor shall pay for space only for the period the space was or could have been occupied by such Exhibitor, and the Chamber will be in no way responsible for any claim or damage, which might arise in consequence thereof. A refund of all monies received from the Exhibitor will be made by the Chamber in the event of this show not being held as proposed, and the Chamber shall be released from any and all claims for damages or otherwise.
8. Responsibility for Damages: The Exhibitor accepts responsibility for any damage to either facilities and/or equipment resulting from the actions of the Exhibitor. In such cases where damage has occurred. The Exhibitor agrees to pay for the replacement and/or repair costs of the facility/equipment. This acknowledgement includes any extraordinary cleaning that may be required resulting from the Exhibitors use of the facility.
9. The Chamber reserves the right to reject or prohibit exhibits or Exhibitors that the Chamber considers objectionable and to relocate exhibits or Exhibitors due to extenuating circumstances beyond their control or when in the Chambers judgment such moves are necessary to maintain the character of good order of Expo.

10. Under no circumstances shall any portion of your physical exhibit be removed from the licensed space during Expo hours. After carpets are lifted, dollies will be available. Dollies are PROHIBITED from leaving the building into the parking lot. All booths must be dismantled and taken out immediately following the Expo on Sunday May 11th 2025.
11. All intended food samples or products must be approved by the Chamber and Alberta Health Services prior to the Expo. All tents MUST be fire retardant and must be accompanied by paperwork/label as proof.
12. An 800 Watt (maximum) electrical outlet is included in the rental. Additional power will need to be arranged prior to the Expo with the display company. All power costs are to be paid prior to the Expo's opening.
13. All space (booths) must be staffed during Expo hours of operation.
14. Food Samples or Sales: Food and concession spaces require local health board and fire department permits and must conform to all applicable regulations. They are only permitted if the sample or food product for sale relates to your business operations. All intended food samples or products must be approved by the Chamber and Alberta Health Services prior to the Expo. No popcorn is allowed in the Expo other than from a popcorn company.
15. No Exhibitor will be offered exclusivity regarding product or service. The Chamber also reserves the right to limit the number of similar products and/or services. The Exhibitor acknowledges that they have read the Terms and Conditions of this Application/Contract and agrees to be bound by them.

Waiver and Liability and Indemnity

The Chamber shall NOT be liable for any damages or losses whether direct, indirect, general, special, consequential or otherwise to the Exhibitor, its goods, materials, agents, employees, or visitors to its Exhibit no matter how caused. The Chamber will provide security, but the furnishing of this service is in NO case to be understood or interpreted by the Exhibitor as guaranteeing them against loss or theft. YOU MUST INSURE YOUR OWN GOODS AND LIABILITY.

The Exhibitor shall NOT make any claim or take legal action, whatsoever, against the Chamber or the TransAlta Tri-Leisure Center where the Expo is held. The Chamber will NOT be held liable for any loss, damage, or injury caused to the Exhibitor, Employees or Agents of the TransAlta Tri-Leisure Center. The Exhibitor agrees to assure and hold harmless, the Chamber and TransAlta Tri-Leisure Center employees and volunteers against all claims, costs and charges of any kind resulting from occupancy of the exhibit space or its environment, for any personal injury, death, property damages or any other damages sustained by the Exhibitor, employees, or visitors to the Expo. All costs incurred by the Chamber in consequence of any default by the Exhibitor including, without limitation, legal fees and disbursements on a solicitor and its own client full indemnity basis, shall be paid by the Exhibitor.

I/We have read and understood, and agree to these terms and conditions

Name of Business: _____

Print Name: _____

Authorized Signature: _____

Date: _____