

*Welcome to the 1st Annual*  
**SOUTHWEST SHOWCASE TRADESHOW**  
**October 19, 20 & 21, 2016.**  
In Conjunction with CCA Rodeo Finals



*Presented By:*



# General Information - PLEASE READ OVER!

## Exhibit Space– Stockade

Exhibit space is available in the following allotments:

1. 10x10 = \$300.00
2. 10x20 = \$500.00
3. 10x30 = \$700.00
4. 10x40 = \$900.00

**\*\* There is an extra charge of \$50.00 for corner booths. \*\***

## Bulk Exhibit Space– Palliser Pavilion

Minimum space: 10x10 = \$250.00  
Additional space for \$1.00/ Sq. Ft  
No drapery

## Exhibit Space– Outdoors

Outdoor space is available as follows:

Up to 300 Sq. Ft = \$350.00 + GST  
Additional space will be sold at \$1.00/Sq. Ft

## Exhibitor Passes

Please register at the show's office in the Stockade Lobby, prior to moving in, for your passes.

(Each exhibitor will receive two (2) passes per 10ft of frontage. Additional passes will be available for \$4.00, for workers or customers.)

## Security

Security will be provided after show hours. However, it is suggested that exhibitors use their own discretion in packing away valuables.

## Display Services

Each booth includes grey and blue drapes. Eight (8) ft. tables can be rented at a price of \$20.00 (plus GST) each, for the duration of the show.

Electricity will be provided at no charge (one 15amp dedicated circuit per booth) if required. Exhibitors are responsible for their own electrical paraphernalia (**this includes extension cords**).

## Displays

Displays must be ready by 9:00 am, October 19th and may not be removed before 7:00 pm, October 21st

## Move in Hours

October 18th: 7:30am-9:00pm

## Move out Hours

October 21st: 7:00pm-10:00pm

## Show Times:

October 19th: 11:00am-7:00pm

October 20th: 11:00am-9:00pm

October 21st: 11:00am-7:00pm

**\*\*\* NO VEHICLES ARE ALLOWED IN THE BUILDING. AT ANY TIME!\*\*\***

## Racks & Display Shelves

All racks and display shelves must not exceed 8ft in height and 3ft on the sides. The exhibitor is required to exercise care so that the displays do not unduly obstruct visibility of adjacent booths, as per the good neighbor policy.



Kinetic Park



SCAGEX



City\_SC



CCA\_Rodeo

# General Information - PLEASE READ OVER! (cont.)

Southwest Showcase Tradeshow October 19-21 2016

## Food Concession

Will be open daily, and will feature daily specials. Complimentary coffee will be available to exhibitors at the concession booth.

## Advertising & Promotion

An extensive advertising campaign will be undertaken, and should guarantee a large attendance.

## Exhibitor Parking

Exhibitor parking is located on the **WEST** side of the Stockade. The parking lot is for patron parking only.

## Door Prize Draws

Prize draws are welcome, but they must be advertised at the booth and be in plain view, if applicable. Draws for prizes may be made prior to closing time on the final day of the show. Prizes that are not picked up by the winner, may be left in the care of a trade show representative.

## Selling

Direct selling of goods is permissible. We remind you that only the products applied for and shown on your contract may be sold or displayed in your exhibit.

## Payments

Please make cheques payable to: **City of Swift Current**  
Or call with a credit card payment

## Display Space

Because of the huge demand for display space, **please fill out your application form and send it back to us as soon as possible. Applications will be reviewed. Approval of applications will be done by April 15, 2016.**

The committee will be solely responsible for assigning booth space to exhibitors.

## Deposits

Upon approval a 50 percent deposit is required by May 1, 2016 for space assignment and guarantee, final payment due by October 1, 2016.

**\*\* Exhibitors will not receive a refund of deposit if the exhibitor is cancelled after September 1, 2016. \*\***

## Right of Refusal

The CCA Rodeo finals Committee reserves the right to refuse rental space to anyone. It should be noted that all products for sale must be CSA approved.

## Insurance & Liability

All exhibitors must carry liability insurance coverage. A copy of the insurance policy must accompany the privilege contract and/or application for exhibiting.

