

EXHIBITOR PACKAGE



# SOUTHWEST sip & shop

MARCH 8, 2024



**KINETIC PARK, SWIFT CURRENT SK**

Take a leisurely walk through the trade show and indulge in tasty eats, wine, beer, and spirit samples!

TRADESHOW  
**hours**

5PM TO 11PM

ADMISSION: \$10

19+  
EVENT



ENJOY LIVE  
ENTERTAINMENT  
SPONSORED BY:

**RE/MAX**  
OF SWIFT CURRENT



**sip. shop. savour.**



KINETIC PARK



SCAGEX



306-773-2944

WWW.SWIFTCURRENTEX.COM



## 2024 VENDOR SPACE RENTAL APPLICATION

### Rental Fees:

**Exhibit space is available in the following allotments:**

10 ft x 10 ft = \$105.00

10 ft x 20 ft = \$157.50

10 ft x 30 ft = \$236.25

10 ft x 40 ft = \$315.00

Payment can be made by E-Transfer to [kineticpark@swiftcurrent.ca](mailto:kineticpark@swiftcurrent.ca) or by credit card.

### **RULES AND REGULATIONS**

ALL exhibitors must comply with the rules and regulations. The Sip & Shop committee may add or adjust these rules and regulations as necessary to ensure the safety and security of the event, its property and all exhibitors, staff and guests associated with the event and the venue. Swift Current Ag & Ex is not liable for any damages or losses incurred as a result of participation with the Sip & Shop Show

### **PAYMENTS**

**Full payment for exhibit space must be made prior to move in.**

Sip & Shop committee reserves the right to refuse entry to any of the exhibitors whose accounts have not been made in full.

Applications for booth space will be accepted right away. Please fill out your application form and send it back as soon as possible.

Application will be reviewed. Approval of applications will be done by February 1, 2024. All payments will be processed in February 2024, following final approval. The committee will be solely responsible for assigning booth space to exhibitors.

### **DEPOSITS**

A 50% deposit is required by February 1, 2024, for a space assignment and guarantee. Balance of fee is due and payable prior to move-in. Exhibitors will not receive a refund of deposit if the exhibitor is cancelled after February 8, 2024.

**Final payment due by March 1, 2024**

### **SOLICITATION**

Distribution of samples, promotional materials and soliciting of business must be within the exhibitor's booth space. Such activities will not be permitted in the aisles, lobby, or other exhibit spaces. Any unauthorized solicitation or distribution in the aisles or common areas will be subject to a fine.

### **THEFT PREVENTION**

It is recommended that exhibitors remove all articles of value from their booth. Swift Current Ag & Ex will take all reasonable security measures; however, removal of items will minimize the possibility of loss.

### **SECURITY**

Security is provided during 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. 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).**

### **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.

### **EXHIBITOR PARKING**

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

### **CARE OF RENTED SPACE**

Exhibitors must ensure space rented for their booth remains in good condition. Any fastening done in the building must not deface the floors, pillars, or walls. Exhibitors will be charged for repairs or cleaning if these rules are not enforced. Furthermore, exhibitors will be entirely responsible for damages incurred to material lent or rented (drape & carpet etc.) and will have to pay for repairs or replacements.

### **DOOR PRIZE DRAWS**

Door 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. Prizes that are not picked up by the winner may be left in the care of the trade show representative.

### **GENERAL LOGISTICS**

<b>MOVE IN</b>	<b>SHOW DATES &amp; TIMES</b>	<b>MOVE OUT</b>
Friday March 8, 2024 9:00 am to 4:00 pm	Friday March 8, 2024 5:00 pm to 11:00 pm	Friday March 8, 2024, 11:00PM – 1:00AM Saturday March 9, 2024 8:00AM – 10:00AM

### **MOVE IN RULES**

The exhibitor may NOT begin to move in until the full rental amount has been paid  
Move in is between 9AM and 4:00 pm on Friday March 8, 2024. Move in must be completed and booths fully stocked by 4:00PM.  
We encourage you to decorate your booth in a spring/summertime theme.  
Doors will open at 4:45 pm.

### **MOVE OUT RULES**

Exhibitors are not permitted to dismantle booths prior to the official show closing.  
All products and displays must be removed from the venue at the conclusion of the show.

### **STAFFING REQUIREMENTS**

All staff must be 19 years of age or older.  
Exhibitors must have staff in their booth at all times during the show hours and for half an hour prior to show open and past show close. It is recommended that at least one staff member stay until all visitors have left the building. Swift Current Ag & Ex does not assume any responsibility for losses. Staff must always carry valid ID. All paid staff are required to have the proper certification for serving alcohol.

### **EXHIBITOR BADGES**

All exhibitor badges are to be picked up during move in only. Exhibitors must have an exhibitor badge to enter the show. Badge passing will not be tolerated. At each entry and exit point you may be required to show identification that corresponds with your badge. Your badge will be confiscated without valid ID.  
**Two exhibitor badges** will be provided per booth. Additional badges can be arranged by contacting the committee.

### **REFUSAL OF ENTRY**

Swift current Ag & Ex reserves the right to refuse admission to the show building to any visitor, exhibitor, and exhibitors' employee who, in the opinion of the Swift Current Ag & Ex, is unfit, intoxicated or in any way creating a disruption to the show.



# Southwest Sip & Shop 2024

**\*\* Please read this form carefully, and type or clearly print all information \*\***

**Booths will be placed based on the type of product. Please select the category(ies) which best describe your business:**

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<input type="checkbox"/> Artisan Goods & Handcrafts	<input type="checkbox"/> Gardening or Greenhouse	<input type="checkbox"/> Travel & Leisure
<input type="checkbox"/> Children's Items	<input type="checkbox"/> Health & Wellness	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Clothing & Jewelry	<input type="checkbox"/> Home & Renovations	
<input type="checkbox"/> Gadgets	<input type="checkbox"/> Tourism	

**Booth Size:** \_\_\_\_\_ **Corner Booth:**  Yes  No **Power:**  Yes  No \_\_\_\_\_ amps

**Exhibit Name:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **Prov:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone (h):** \_\_\_\_\_ **Phone (c):** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website/Facebook:** \_\_\_\_\_

**Type of product(s) displayed/demonstrations (Please be specific, only listed products may be sold or displayed at your exhibit):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We hereby make application for exhibit space at "Southwest Sip & Shop" March 8, 2024. We fully understand and agree to the rules and regulations set out in this brochure. **We fully understand that this is an application only, final approval of this application rests with the Assoc.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Exhibit Space: 10 ft x _____ ft frontage = _____	<b>Method of Payment</b>
Number of extra Tables Required _____ @ \$21.00 each = _____	<b>OR</b> E-transfer: <input type="checkbox"/>
Additional Passes _____ @ \$7.00 each = _____	<b>OR</b> VISA / MC: _____
<b>Total =</b> _____	Exp. Date: ____ / ____
	Amt. Encl.: \$ _____
	Rec #: _____
	Rec #: _____

kineticpark@swiftcurrent.ca  
Password: sipandshop  
\*Please send payment after  
Jan 1, 2024

**Please complete and return this page to: Swift Current Ag & Ex, Box 146, Swift Current SK S9H 3V5  
Email: swiftcurrentex@gmail.com**