



The Sherwood Park & District Chamber of Commerce Presents:

The 37th Great Canadian Trade Fair & Sale

Millennium Place, 2000 Premier Way

Sherwood Park, Alberta

April 8-10, 2022

Hours of Operation:

The Great Canadian Trade Fair & Sale 2022 is open to the public the following hours:

Friday, April 8th: 1 pm – 7 pm

Saturday, April 9th: 10 am – 6 pm

Sunday, April 10th: 10 am – 5 pm

For Security Purposes Exhibitors will not be allowed into the Trade Fair booth areas on Saturday and Sunday until 9 am**

Set-up & Take Down:

- General set-up times: Thursday, April 7th, 8 am – 8 pm & Friday, April 8th, 8 am – 10 am.

Please note exceptions below

- Heavy equipment and Reno Hall Exhibitors (tractors, vehicles, pools, trailers, etc.) MUST move in **Wednesday, April 6th 12 pm – 8 pm**. The Chamber will assign move in times to each company in designation to where their booth is located in the Renovation Hall. If you require forklift services, please contact GoodKey Show Services – 780- 426-2211- to make necessary arrangements. *(*As per GoodKey Show Services, charges will occur for forklift services)*
- Vendors who have 3 or more booths reserved set-up times are:
Wednesday, April 6th for 12 pm – 8 pm – for all locations.
(Must contact Goodkey Show Services at 1-877-726-2211 to confirm your exact timing of their services.)
- Booth set up **MUST BE COMPLETE BY 10:00 am on Friday**, April 8th for the Emergency Services & Alberta Health Services to inspect the event as well as the VIP walk-through that will occur shortly after 12:00pm. Loading doors will be closed at 10 am.
- Take Down/Removal Time is Sunday, April 10th from 5 pm – 11 pm. **Please wait for Goodkey Show Services to roll up the aisle carpets PRIOR TO MOVING any equipment from your booth.** All displays, equipment and materials must be removed from Millennium Place prior to 9pm Sunday (for all Exhibitors in the ice rinks, all exhibitor property must be moved out by **11pm Sunday** night to prepare for the facility's reopening on Monday. The Chamber and/or Millennium Place will not be responsible for any items left behind after 11 pm Sunday, April 10th. For more information please call the Chamber Office, 780-416-3057 prior to the show.



- Good Key Show Services will be on-site prior to and after the show. They will provide the following services at additional cost: receiving, set-up & dismantling, crating and shipping. Contact Goodkey Show Services at 780-426-2211 or 1-877-726-2211 to arrange for any extra services you require. An order sheet for additional equipment & services for Goodkey Show Services is available on our website. <http://sherwoodparkchamber.com/events/trade-fair/exhibitors/#>. Should you require additional equipment for your booth (or assistance to move in equipment), please see the Goodkey Show Services Order Desk at the East entrance between the Soccer Pitches and the Ice Rink.
-

Decorating:

Booth draping supplied by the show will be blue & white in the Soccer Pitches and Ice Rink – and black in the Renovation Hall. The only tape permitted on Millennium Place property (walls, etc.) is ‘**painters**’ masking tape.

Passes, Badges & Accreditation:

Enclosed are six exhibitor badges for your booth personnel. Kindly please email projects@sherwoodparkchamber.com or call at 780.416.3057 to request for additional badges on or before April 1st.

Trucks, Trailers & Motor Homes:

No trucks, trailers or motor homes are permitted in Millennium Place parking lots during Show Hours or Overnight. **Sorry, no exceptions...**priority for Millennium Place parking is for trade show patrons and Millennium Place guests.

Exhibitor Parking:

Please find enclosed a map that details the locations and times for Exhibitor Parking and Shuttle Pick-up/Drop off. We request that you park in one of the arranged exhibitor parking area (Clarion Hotel East Parking Lot) to ensure ample parking for attendees at Millennium Place.

Strathcona County Transit is providing continuous shuttle service to/from the parking areas to/from Millennium Place on Friday from 09:35 am to 08:35 pm, Saturday 08:35 am to 7:45 pm & Sunday 7:35 am to 6:15 pm.

ABSOLUTELY NO PARKING OF LARGE TRUCKS IS PERMITTED ON THE MILLENNIUM PLACE PARKING LOT DURING SHOW HOURS... IF YOU PARK A LARGE TRUCK ON-SITE DURING SHOW HOURS, YOU WILL BE ASKED TO MOVE IT IMMEDIATELY.

Good Neighbor Policy:

Any items in your display or booth must not be taller than 4 ft. for the first 3 ft. from the aisle on either side of your booth, nor may any item or article in your booth be taller than 8 feet (for any items taller than 8 feet, please see Todd Banks on-site).

Samples & Freebies:

Non-food exhibitors that have food or candy which is intended to be given away or sold must be approved prior to the show by the Chamber (please contact, Racquel at 780.416.3057). Approved food samples may be given away at any booth. Sorry, no popcorn or stickers are allowed at the show. Balloons may not be given away as they are considered to be a choking hazard for children and environmental concern; As per Strathcona County, they may be used as secured decorations for your booth. They must be 5 feet above ground and not released into the ceiling rafters.

Exhibitors' Appreciation Breakfast & Awards:

As our way of saying thanks, join us for the Exhibitors' Breakfast & Awards, held in the gymnasium on Sunday, April 10th from 8 am - 9:30 am, before the Trade Fair opens to the public. As an appreciation of your continued support of The Great Canadian Trade Fair and Sale, all exhibitors in attendance will receive (2) complimentary breakfast ticket. Please email projects@sherwoodparkchamber.com to confirm your attendance on or before April 1st. Please show your Exhibitor Badge at the registration table on Sunday, April 10th.

Exhibitor Awards & Prizes:

Build your best booth! The Chamber rewards the best exhibitors for their work and creativity!

Best Booth in Show: **50% Discount on your 2023 Booth Rental
 (ONE Booth only)**

Regular Booth- Value **\$300**
 Feature Lane Booth – Value **\$375**
 Renovation Hall – Value **\$400**
(All booths to a max dollar amount of \$400)

Criteria:

Best Booth: What the Booth(s) offers in terms of:

Originality: Different, unique or a new look.
Overall Design: Eye Appeal & inviting to the consumer.
Finish: Attention to detail, cleanliness and professional appearance.
Staffing: Attentive, presentable, pleasant and motivated.

The Chamber's panel of judges will be visiting your booth!!!! The Best Booth Award will be presented at the Exhibitors' Breakfast, Sunday, April 10th between 8:30 am - 9 am.

Fire & Safety Regulations:

In accordance with local bylaws - no smoking, lighted candles or other open flame devices is permitted inside Millennium Place. The entire Strathcona County Fire & Safety regulations are enclosed for your review. All regulations must be adhered to by all exhibitors.

Notice to Filming and Photography

When you enter a Sherwood Park & District Chamber of Commerce event or program, you enter an area where photography, audio, and video recording may occur.

By entering the premises, you consent to interview(s), photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, webcasts, promotional purposes, telecasts, advertising, inclusion on websites, social media, or any other purpose by the Sherwood Park & District Chamber of Commerce and its affiliates and representatives. Images, photos, and/or videos may be used to promote similar Sherwood Park & District Chamber of Commerce events in the future, highlight the event and exhibit the capabilities of the Sherwood Park & District Chamber of Commerce. You release the Sherwood Park & District Chamber of Commerce, its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication and use of interviews, photographs, computer images, video and/or sound recordings.

By entering the event premises, you waive all rights you may have to any claims for payment or royalties in connection with any use, exhibition, streaming, webcasting, televising, or other publication of these materials, regardless of the purpose or sponsoring of such use, exhibiting, broadcasting, webcasting, or other publication irrespective of whether a fee for admission or sponsorship is charged. You also waive any right to inspect or approve any photo, video, or audio recording taken by the Sherwood Park & District Chamber of Commerce or the person or entity designated to do so by the Sherwood Park & District Chamber of Commerce.

You have been fully informed of your consent, waiver of liability, and release before entering the event.

Questions or Concerns?

Prior to the Trade Show, please contact Racquel at 780-416-3057 or e-mail projects@sherwoodparkchamber.com During the show, please go to the Chamber Booth, located at the at the East entrance between the Soccer Pitches and the Ice Rink.

Checklist:

1. Did you email a copy of your Certificate of Insurance at projects@sherwoodparkchamber.com?
2. Did you let GoodKey Show Services know you table, chair and electrical requirements? Move in/out assistance?
3. Do you need extra vendor passes?

4. Do you have any gift items that you would like to donate to the Chamber?
 5. Are you a participant of Stamp Around? Do you have your STAMP Pad and Ink?
 6. Did you pay your dues?
 7. Did you submit your AHS Forms? (2 weeks prior to event)
-

REMINDERS:

Extension Cords

No 2 prong extension cords allowed

3 Prong Extension Cords Only

Gas or Diesel Engines

- Fuel tanked less than 25% full
- Batteries disconnected
- Keys turned into millennium place staff
- Fuel caps must be locked or taped shut

Exit doors

Must be closed at all times

These are policies of the Strathcona County Emergency Services which they will enforce

2022 Great Canadian Trade Fair Exhibitor Security Information/Recommendations

The Sherwood Park & District Chamber of Commerce has retained the services of **GPS Security Group Inc.** to provide security during non-trade fair hours. This is for protection of your property.

- ✓ Should you need to go to your booth during non-Trade Fair hours you will be required to show your exhibitor pass as well as picture identification.

Things to keep in mind during the Trade Fair:

- ✓ Take only what you need into the Trade Fair. Leave extra credit cards at home or locked in a safe in your hotel. Ladies use a small purse that can be easily concealed.
- ✓ Keep your valuables either locked away or in line of vision at all times.
- ✓ Securely fasten all high-theft-risk items to display boards or locked in showcases.
- ✓ Do not leave valuables or confidential company information lying around your booth after hours.
- ✓ Cover as much of your product as you can before leaving the Trade Fair each evening: “Out of sight, out of mind”.
- ✓ Demonstration laptops – be sure that none of your sensitive company information is accessible. Better yet, have only your demonstration on it.
- ✓ At the close of the Trade Fair each evening, booth personnel should remain until the public has been cleared from the floor and the booth has been secured for the evening. Please exit in a timely manner.
- ✓ Do not leave your booth unattended during set-up or move-out periods.
- ✓ The Sherwood Park & District Chamber of Commerce is not responsible for Lost or Stolen items.

Be alert and aware of what is happening around you. Best wishes for a successful and security wise uneventful Trade Fair!

Thank you.



LIFE SAFETY REQUIREMENTS INDOOR SPECIAL EVENTS

Emergency Exits, EXIT Signs, Aisles

- Exits and aisles must be kept clear of obstructions at all times.
- Exit signs must be visible from any location in a room and line of sight must not be obstructed. Temporary directional exit signs may be required to clearly indicate direction of egress.
- Event coordinator(s) must ensure a safe means of egress from any booth display.
- For over 1000 people, main aisles at the front and back shall be at a minimum 3.5 m wide and all other aisles shall be a minimum of 2.5 m wide. For under 1000 people, main aisles at the front and back shall be a minimum of 2.5 m wide and all other aisles a minimum of 1.1 m wide.

Electrical

- Only CSA or ULC listed cords and lighting will be permitted.
- Ensure three prong extension cords free from defect are used. Connections must be secure with no wires or plugs exposed. Keep combustible materials away from sources of potential sparking such as electrical boxes and outlets.
- Extension cords shall not run under carpets/rugs or through doorways.
- There shall be sufficient clearance from lights or other heat sources to any combustible or display material to prevent any possible ignition or heat damage (melting).

Fire Rated Material

- Decorative material, other than non-flammable material, such as, but not limited to, drapes, theatre curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic displays, canvas, cardboard, etc. shall be treated, and maintained, with a flame retardant that can conform to CAN/ULC S-109. A test of the fire treated material must pass flame tests that meet NFPA 705. Any decorative material may be subject to testing. Materials in violation shall be immediately removed from the building.
- Paper, cardboard and foam products will always require a fire retardant but combustible materials that are 10mm (3/8 inch) or more in thickness or glass may be used without flame retardant treatment.

Fire Extinguishers and Fire Alarm Manual Pulls

- Keep all exterior doors, fire department connections, and fire alarm manual pull stations clear and accessible at times.
- Fire extinguishers must be posted so that the travel distance does not exceed 23 meters. Location of extinguishers must be visible or marked in such a manner that the members of the public could easily locate them without prior knowledge.



Office of the Fire Marshal

Emergency Services - 915 Bison Way, Sherwood Park, AB T8H 1S9

Phone 780.449.9651 Email fireprevention@strathcona.ca

Motor Vehicle and Small Engines

- Fuel tanks in motor vehicles/OHV's are to have fuel level at the lesser of 25% of the tank capacity or 20 liters.
- Fuel tanks in small engines must be empty, except for a minimum amount of fuel required to drive the units in and out of the building. Draining of the fuel tank shall not occur in the building.
- Batteries must be disconnected.
- Keys shall be supplied to the event coordinator to aid in vehicle removal in the event of an emergency.
- Vehicles shall not be started or operated during any special event or show.
- Vehicles fueled by CPG/LNG (propane, natural gas) are not permitted.

Compressed Gases

- Compressed gas cylinders (e.g. helium bottles) must be secured from tipping over and protected from damage. Portable holders are permitted.

Group Seating Plans and Table Layouts

- When group seating is provided, ensure that aisle width and seat placements meet the Alberta Fire Code.

Occupancy Load

- The number of persons allowed within any event shall not exceed the occupant load permitted for the facility. It is the responsibility of the building owner/manager to ensure that the event coordinator has controls in place to control the occupant load.

Dangerous Goods

- No use or storage of dangerous goods products on-site without prior approval from the Office of the Fire Marshal.

Open Flames, Pyrotechnics

- No lit candles or other open flame devices are allowed. Portable fuel warmers are acceptable (eg. Sterno) provided the set up meets the approval from the Office of the Fire Marshal.
- Pyrotechnic material cannot be used, stored or handled without the prior authorization of the Office of the Fire Marshal.

Cooking

- Bottled gas cylinders (e.g. propane, natural gas) are not to be used within a building without the approval from the Office of the Fire Marshal.
- Each food booth using cooking/heating devices will require a minimum of one 2A 10BC extinguisher.
- Any cooking operations using oil or deep frying also require one 'K' type extinguisher.
- All portable fire extinguishers must display a service and maintenance tag from a certified agency dated within the past 12 months. New fire extinguishers are exempt from the first annual maintenance if proof of purchase is provided.