



Great Canadian Trade Fair & Sale

Exhibitor Handbook & Contract

April 10-12, 2026

Millennium Place, 2000 Premier Way,
Sherwood Park, AB

This package is designed to provide exhibitors with everything needed for a smooth and successful experience at the Great Canadian Trade Fair & Sale.

The following pages include:

- **Important Event Details** (pg. 2– 9): Set-up & take-down schedules, booth information, deadlines, show information, and key reminders.
- **Exhibitor Contract Agreement** (pg. 10-12): These are the same terms you signed and agreed to in your Exhibitor Application Form, provided here for easy reference.
- **Map** (Pg. 13): A map showing the overall layout of the venue and hall locations.

Questions? Contact projects@sherwoodparkchamber.com

Sherwood Park & District
Chamber of Commerce

Letter from the Trade Fair Chair



Millennium Place

2000 Premier Way

Sherwood Park, Alberta

April 10-12, 2026

On behalf of the Sherwood Park & District Chamber of Commerce, I am thrilled to invite you to take part in the **41st Annual Great Canadian Trade Fair & Sale**, returning to Millennium Place April 10–12, 2026.

The 2025 show had **over 13,000 attendees** and more than **300 exhibitors** showcased their products and services to an eager audience. Building on that momentum, we are excited to once again partner with **Wholly Handmade**, whose artisan market drew huge crowds and added even more variety to the event.

Our priority for 2026 is to make the show an even greater success for both exhibitors and the public. We are investing in new ways to boost attendance, engage families, and deliver outstanding value for your marketing dollars.

Whether you are a returning exhibitor or joining us for the first time, this is your opportunity to:

- Reach thousands of potential customers in just one weekend
- Showcase your products and services to a highly engaged audience
- Be part of Sherwood Park's **largest trade fair**

I encourage you to secure your booth early. Prime locations fill quickly, and returning vendors have first right of refusal until **January 6, 2026**.

If you have questions or would like more information, please contact our Event Specialist, Mia, at 780-416-3057 or projects@sherwoodparkchamber.com.

Thank you for considering the Great Canadian Trade Fair & Sale. We look forward to welcoming you as an exhibitor this April!

Sincerely,

Dennis Thomson

The Great Canadian Trade Fair & Sale 2026 Chair

Sherwood Park & District Chamber of Commerce

Hours of Operation

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

Friday, April 10: 1:00 PM — 6:00 PM
Saturday, April 11: 10:00 AM — 6:00 PM
Sunday, April 12: 10:00 AM — 4:00 PM

Setup Times *For further details, view page 6.*

General (Chamber Expo Hall)

Thursday, April 9th: 8:00 AM-8:00 PM & Friday, April 10th: 8:00 AM– 11:00 AM

Reno Hall

Wednesday, April 8th: Assigned move in times will be sent closer to the event date.

You may continue setup during general setup hours on Thursday, April 9th & Friday, April 10th.

Takedown Times *For further details, view page 6.*

All Exhibitors

Sunday, April 12, 2026, 4:00 pm – 11:00 pm

All displays, equipment, and materials must be removed before 11:00 pm. Do not take down booths on Sunday before 4:00 pm, to show respect & maintain safety for remaining guests and fellow exhibitors.

Deadlines

- **Booth First Right of Refusal for 2025 Exhibitors:** Monday, January 6 at 12:00 PM noon.
General bookings for new exhibitors will open starting at this time.
- **Final Payment Deadline:** Wednesday, February 18.
For credit card payments, the remaining balance will be automatically charged on this date.
- **Show Guide Ad Submission Deadline:** Tuesday, March 4 at noon.
- **Food Booth AHS Special Events Notification Form Deadline:** Monday, March 10

Contact Info

Show Organizer– Sherwood Park & District Chamber of Commerce

Mia Brechin, Event Specialist, Sherwood Park & District Chamber of Commerce

projects@sherwoodparkchamber.com

780-416-3057

Show Contractor– Goodkey Show Services

Please contact Goodkey for inquiries regarding additional needs for your booth setup, such as tables & chairs, equipment rental, furniture/display rentals, additional electricity, forklift services, etc.

info@goodkey.com

780-426-2211

How to Reserve your Space

You can reserve your booth online or by completing the PDF application. We offer both options to accommodate your preference. Exhibitors from the 2025 Great Canadian Trade Fair & Sale have first right of refusal for their same booth location until noon on **Tuesday, January 6, 2026**. After this date, any uncontracted booths will become available to new exhibitors. Returning exhibitors for 2026 will also enjoy first right of refusal for the 2027 show. Please read this package carefully. It includes important policies as well as tips and tricks to help you succeed at this year's show.

Application Submissions

To reserve your space, please submit your application **as soon as possible**. You can submit online, by mail, by email, or by drop-off. Your submission should include:

- **Completed Exhibitor Application**
- **Payment**
- **Certificate of Insurance** (This does not need to be submitted immediately. It can be provided later, but it must be received before the Trade Fair begins.)

Insurance Requirements

Certificate Holder- Sherwood Park & District Chamber of Commerce, The Great Canadian Trade Fair & Sale, 100 Ordze Avenue, Sherwood Park, AB, T8B 1M6

Coverage- Commercial General Liability or Special Event Coverage with a minimum of 2 million dollars

Coverage Date- April 10 to 12, 2026

Tip: You may use your existing business insurance if it provides event coverage or obtain special weekend coverage through your preferred insurance broker.

Booth Rental Rates (April 10 -12, 2025)

Reserve 3 or more booths and receive a 5% discount!

	Chamber Members	Non-Members
Regular Booth (10x10):	\$750 + GST	\$960 + GST
Feature Lane (10x10):	\$900 + GST	\$1110 + GST
Food Booth (10x10):	\$750 + GST	\$960 + GST
Reno Hall Booth (30x10):	\$1,680 + GST	\$1,890 + GST

All booths come with a complimentary table, 2 chairs, and 800W of power. Table choices are 4, 6, or 8 feet long.

Please confirm the desired size with our show contractor, Goodkey Show Services as soon as possible at info@goodkey.com or 780-426-2211. Additional equipment, electrical power, and services may be pre-ordered or rented by calling Goodkey Show Services toll free at 1-877-726-2211

Chamber Expo Hall

The Chamber Expo Hall is our main exhibitor space at the Great Canadian Trade Fair. Located on the indoor soccer pitches of Millennium Place, this hall is home to a wide variety of exhibitors.

All booths in the Chamber Expo Hall are 10' x 10'. If you require more space, larger booth configurations (such as 10' x 20', 10' x 30', 20' x 20', etc.) may be available depending on layout and availability.

Regular Booths

Regular booths are the standard 10' x 10' spaces, shown in white on the map. They are located throughout the Chamber Expo Hall, making them a great option for most exhibitors who want to showcase their products and services to a steady flow of attendees.

Feature Lane Booths

Feature Lane booths are also 10' x 10', but are positioned in high traffic areas of the Chamber Expo Hall. Highlighted in yellow on the map, these booths offer greater visibility and are ideal for exhibitors looking for maximum exposure.

Regular & Feature Lane (10x10) Include:

- | | | |
|---------------------------------|--------------------------|------------------------|
| (2) Folding Chairs | (1) 800W Electric Outlet | (2) 3' Sidewall Drapes |
| (1) 4', 6', or 8' Skirted Table | (1) 8' Back Drape | |

Food Booths

Food booths are grouped together in a designated section of the Chamber Expo Hall. They are located near a venue provided sink and the main southern loading dock for ease of resupply. Due to venue and ventilation limitations, on-site cooking is not permitted. However, equipment that maintains the temperature of food (such as warmers, fridges, and freezers) are permitted.

Food Booths (10x10) Include:

- | | |
|-----------------------------------|---------------------------|
| (2) Folding Chairs | (1) 800W Electric Outlets |
| (1) Hard Wall Food Booth- 8' Wall | (2) 3' Sidewall Drapes |

Chamber Renovation Hall

The Chamber Renovation Hall is a specialized showcase area dedicated to businesses in the fields of home renovation, landscaping, recreation, and large scale products such as RVs, boats, and powersports. This hall is designed to highlight exhibitors whose offerings are best displayed in larger spaces and who fit the renovation and recreation theme of the show.

All booths in the Chamber Renovation Hall are 10' x 30'. We do not offer smaller booth sizes in this area. Placement within this hall is at the discretion of event organizers, who will determine whether an exhibitor's business aligns with the theme.

This hall provides an excellent opportunity for companies with large displays, vehicles, or equipment to showcase their work in a space designed specifically to accommodate them.

Renovation Hall Booths (10x30) Include:

- | | | |
|--------------------|---------------------------------|------------------------|
| (1) 30'x10' Space | (1) 4', 6', or 8' Skirted Table | (1) 8' Back Drape |
| (2) Folding Chairs | (2) 800W Electric Outlets | (2) 3' Sidewall Drapes |

Set-up Information

Chamber Expo Hall

General Set-Up Times:

- Thursday, April 9: 8:00 am – 8:00 pm
- Friday, April 10: 8:00 am – 11:00 am

You may set up your booth anytime during these hours.

Heavy Equipment (tractors, vehicles, trailers, pools only): Contact the Chamber to arrange move-in on Wednesday, April 8.

Chamber Reno Hall

Move-In Date: Wednesday, April 8, 2026

Assigned Move-In Time: Based on booth location for smooth traffic flow. Times will be sent closer to the event date.

Please arrive on time to unload your items. Move-in concludes at 8:00 pm to secure the venue. You may continue booth setup during the general set-up hours:

- Thursday, April 9: 8:00 am—8:00 pm
- Friday, April 10: 8:00 am—11:00 am

Access Restrictions: Entrance is 12 feet wide by 12 feet high. The Chamber is not responsible for items that do not fit.

For large displays, additional electricity, or forklift needs, coordinate directly with our show contractor, Goodkey Show Services at info@goodkey.com or 780-426-2211.

Food Booths

General Set-Up Times:

- Thursday, April 9: 8:00 am – 8:00 pm
- Friday, April 10: 8:00 am – 11:00 am

You may set up your booth anytime during these hours. Please ensure you are completed setting up by 11 AM, as AHS will be conducting a walkthrough before the Trade Fair begins.

Take-Down / Removal Information

All Exhibitors

Time: Sunday, April 12, 2026, 4:00 pm – 11:00 pm

All displays, equipment, and materials must be removed before 11:00 pm.

Do not take down booths on Sunday before 4:00 pm, to show respect & maintain safety for remaining guests and fellow exhibitors.

Show Contractor– Goodkey Show Services

Goodkey Show Services will be on-site before and after the show to assist with set-up and take-down. Exhibitors can also find the **Goodkey Show Services package** on the Trade Fair exhibitor info site when they become available. This outlines the rental services and equipment available for this year's Trade Fair.

Please contact Goodkey Show Services in advance if your booth requires additional power, forklift services, or any other rental equipment or services.

Each booth includes one table as part of your booth fee. To ensure you receive your preferred size, please request it directly from Goodkey Show Services so they can prepare enough of each size for all exhibitors.

- 1-877-726-2211
- info@goodkey.com

Exhibitor Information Evening

Join us for the Exhibitors' Information Evening on **Monday, March 30, 2026**, from 6:00 pm – 7:30 pm at the Sherwood Park & District Chamber of Commerce (100 Ordze Avenue, Sherwood Park, AB). This session is highly recommended for all exhibitors and especially valuable for first-time participants. During the evening, we will cover:

- Important details about exhibiting at the Trade Fair
- Fire and safety requirements
- Venue guidelines and logistics
- Tips for making the most of your weekend and having a successful show
- Answers to frequently asked questions

At the end of the session (around 7:30 pm), exhibitor packages will be available for pickup, including your exhibitor wristbands and other key materials.

Exhibitor Wristbands

Each exhibitor will receive **10 exhibitor wristbands** to use during the Trade Fair. Wristbands are required for entry and without one, you will be charged admission. If you do not require all 10 wristbands, we encourage you to share them with your clients, friends, family, and professional network.

Where to Pick Up Your Wristbands

- After the Exhibitor Information Evening (Monday, March 30), wristbands can be picked up with your exhibitor package at the Chamber office (100 Ordze Avenue, Sherwood Park, AB, T8B 1M6) until 10:00 am on Wednesday, April 8.
- Starting April 8, wristbands will be available during move-in at the Chamber Info Booth at Millennium Place, until the show begins.

Additional Wristbands

Additional wristbands are available to Trade Fair exhibitors for \$2.50 each until March 25, 2026. After that time, they will be \$5 per wristband. Please order any additional wristbands by contacting projects@sherwoodparkchamber.com.

We encourage exhibitors to share them with clients, friends, family, and professional network. These passes are a great way to personally invite qualified buyers to visit your booth and experience the Trade Fair. Encourage your contacts to stop by, say hello, and see what's new. Personal invitations go a long way in driving meaningful connections and sales!

Best Booth in Show Awards

Put your best foot forward at the Great Canadian Trade Fair! Each year, we recognize outstanding exhibitor displays with our Best Booth in Show Awards.

- One award will be presented in the Renovation Hall
- One award will be presented in the Chamber Expo Hall

The Prize: Winners will receive **50% off** their booth space at the 2027 Trade Fair (up to a max of \$500). A judging committee will tour the show and evaluate all booths based on the following criteria:

- **Originality:** How unique, creative, or innovative the booth is
- **Overall Design:** Visual appeal and how inviting it is to attendees
- **Finish:** Attention to detail, cleanliness, and professional appearance
- **Staffing:** Attentiveness, presentation, friendliness, and engagement with visitors

The best booth in show awards will be announced at the exhibitors breakfast on Sunday, April 12th.

Internet/ Phone Lines

Please note there are no phone lines for debit machines, however, there will be free wireless internet service provided. Please note that the speed of the service varies with the number of users on the system and location within Millennium Place, and during show hours the public Wi-Fi may be unreliable. If you need secured internet service, please contact your wireless provider for available options. If you require

Wi-Fi for your payment terminal, please visit the Chamber Booth during the show for the Wi-Fi password.

Samples & Freebies

Vendors may offer food samples at the Trade Fair if they do not conflict with food booth sales and meet all health and safety regulations. Written approval from the Sherwood Park & District Chamber of Commerce is required in advance, and all food sampling must comply with AHS standards.

Individually wrapped, commercially packaged candies (such as chocolate, gummies, or lollipops) are permitted. For safety reasons, please hand these to parents rather than directly to young children, as they may pose a choking hazard.

Stickers are not allowed at the show. Balloons may not be given away as they are considered to be a choking hazard for children and create environmental concerns. 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.

Security & Solicitors

Security guards will be patrolling the facility nightly- Wednesday evening through to Sunday morning- while the Trade Fair is closed. This does not guarantee protection against theft; please cover your displays and do not leave any valuable or sentimental items unattended. Should you suspect suspicious behavior, please alert the staff at the Chamber Booth. Businesses not participating in the Trade Fair and solicitors are not permitted. If someone has entered the Trade Fair and is soliciting, please notify the staff at the Chamber Booth and they will be removed.

Animals

Animals are welcome in the Trade Fair as long as a letter is written to the Chamber of Commerce requesting to have an animal in the booth. The letter must state that you take full responsibility for the animal, and the animal will be confined on a leash or kennelled at all times. The animal must remain in your leased area at all times, except to directly enter or exit the facility. Of course, certified service animals are welcome. Please note that animals in the booth must relate to the nature of the business.

Social Media

Share that you're an exhibitor at the Great Canadian Trade Fair on Social media! Download the exhibitor graphics from the [Trade Fair exhibitor page](#) of our website, and share that you're an exhibitor at the Great Canadian Trade Fair & Sale! It's a great way to get people excited and drive traffic to your booth.

Use **#GCTF2026** and tag the Sherwood Park & District Chamber of Commerce.

Instagram: [@sherwoodparkchamber](#)

X: [@shpkchamber](#)

Facebook: [@shpkchamber](#)

LinkedIn: [Sherwood Park & District Chamber of Commerce](#)

The Great Canadian Trade Fair & Sale 2026, April 10-12, 2026

Exhibitor Contract Agreement & Policies

Sherwood Park & District Chamber of Commerce

100 Ordze Avenue, Sherwood Park, Alberta, Canada T8B 1M6

Tel: 780-416-3056 Toll Free: 866-464-0801

Email: projects@sherwoodparkchamber.com Website: www.sherwoodparkchamber.com

Exhibitor Agreement

In consideration of these premises and of the mutual covenants of the parties, the Sherwood Park & District Chamber of Commerce (hereinafter referred to as “Management”) does hereby demise, let and lease unto the undersigned (hereinafter referred to as the “Exhibitor”) and the Exhibitor does hereby hire and take from Management exhibition space at Sherwood Park, Alberta, subject to the terms, conditions and regulations as set out in Schedule “A” upon the following terms and conditions.

Cancellation Policy

Upon cancellation of this contract by the Exhibitor (whether or not the space is resold), the Exhibitor will be liable to the Chamber for 50% of total space cost if cancellation is received prior to 30 days before (March 11, 2025) commencement of contract, and 100% of total space cost if cancellation is received after that time. All cancellations must be received in written form.

Rental & Contract Execution

Subject to Management’s discretion, booths may be reserved by remitting a non-refundable deposit of 50% of total cost with this completed application. The balance is to be paid by February 18, 2026, or deposit is forfeited. Credit Card or dated cheques are acceptable. Deadline for Final Payment, February 18, 2026. If paying 50% deposit by credit card, the remaining balance will automatically be taken on February 18, 2026

- If paying by cheque, 50% deposit dated upon signing this contract and issue a post dated cheque for the remaining balance.
- Receipt for second payment will be supplied only on request.
- After February 18, 2026, 100% of the rental cost is due upon approval/signing of this contract

Space Assignment

It is understood by the Exhibitor that Management may not be able to assign the Exhibitor the space requested. In that event, Management shall notify the Exhibitor of the available space. In the event that more than one Exhibitor applies for the same exhibit space(s), that space will normally be awarded to the first Exhibitor forwarding the required payment on said space. Management reserves unto itself sole and absolute discretion to award and allocate exhibit space.

We do not restrict how many industries/businesses of the same nature are participating in the Trade Show. We do not guarantee that like businesses will not be in the same vicinity. A like business may book a location near you after you reserve space due to booth preference or availability.

Waiver of Liability

Sherwood Park & District Chamber of Commerce, 100 Ordze Avenue, Sherwood Park, AB, T8B 1M6

Attention: Sherwood Park & District Chamber of Commerce

Re: The Great Canadian Trade Fair & Sale - Millennium Place -April 10-12, 2026

I/we, as Exhibitors will accept liability for all activities that may occur in our booth as a result of our actions or inaction during The Great Canadian Trade Fair & Sale 2026. I/we also acknowledge that Trade Fair 2026 organizers has provided security staff but does not guarantee protection against theft on or before the show. I/ we are aware that in attending the show, despite the precautions taken by the Trade Fair 2026 organizers and the facility management, my/our participation may result to exposure to an illness from infectious diseases including but not limited to COVID-19, and that it is not possible to eliminate the risk of such entirely.

Schedule A CONTRACT CONDITIONS

The exhibitor agrees:

1. To abide by the terms and conditions set forth in this contract between the Exhibitor and the Sherwood Park and District Chamber of Commerce ("Management");
2. To observe and abide by all rules and directives of the Management including those in respect of set-up and take-down procedures and observation of fire regulations, food safety, and public safety (i.e.: gas & propane powered vehicles or equipment on display);
3. To permit the officers of the Management or any person authorized by them at any time to enter upon and inspect the licensed area;
4. Not to assign or transfer this contract;
5. To use the space for the purpose and for those products as listed on the Exhibit Space Lease Application. The Exhibitor agrees the allotted space shall not be assigned, shared, subleased in whole or in part except with the written approval of the Management.
6. To have an authorized representative in attendance in the booth at all times when the show is officially opened. Failure to comply with this regulation may result in removal from the show;
7. To store in the booth only those goods or merchandise actually on display or for sale. Nothing shall be done or permitted by the Exhibitor in or about the booth area which shall be or result in a nuisance. The Management reserves the right to limit the generation of noise, smell, dust, smoke, and litter, method of operation, creation of safety hazards or any other result which may be objectionable or otherwise distract from or be out of keeping with the character of the show as a whole. Booths must be maintained in a neat and orderly manner throughout the show. Preparation and/ or serving of food or beverages of any kind without written permission of the Management is prohibited;
8. At no time to use electrical or other services in the booth which shall exceed the capacity of any transmission equipment so as to constitute a hazard. The Management's determination of what constitutes hazards shall be binding upon the Exhibitor;
9. To comply with all valid, federal, provincial and municipal legislation, regulations, by-laws, resolutions and standards including, without restricting the generality of the foregoing, maintenance of insurance in such amounts and for such coverage as is required by any federal, provincial or municipal regulators or licensors of the Exhibitor's business;
10. The Exhibitor is responsible for all damage caused by the Exhibitor to the facility and to all property owned or leased in connection with the show by Management howsoever such damage is caused. Management will maintain a security service and take reasonable precautions to safeguard the Exhibitors property, however, Management assumes no liability for loss or damage through any cause, of goods, exhibits or other materials owned, rented or leased by the Exhibitor. The Exhibitor shall indemnify the Management and Strathcona County and hold them harmless from and against all liability, claims, damages or expenses for or arising out of any act or neglect by the Exhibitor, its servants, employees, agents, invitees, licensees in and about the booth. In the event it becomes necessary to restrict any installation or activity or to evict an offending Exhibitor, the Management is not liable for any refund of exhibit space rental or any other expenses incurred by the Exhibitor.
11. Good Neighbour Policy. Any items in your display or booth must not obstruct the view of 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 free standing displays or any display material within the front 3 feet of your booth cannot be taller than 4 feet in height. All exhibitor materials including floor carpeting must remain within the exhibitors plotted space. 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 show opening. Non-compliance may result in expulsion without refund. Any variance to this policy will require PRIOR APPROVAL of the Trade Fair Committee. No placard, stickers, or other signage relating to non-exhibiting firms will be allowed in individual exhibits or anywhere else in the Show. Horns, bells, alarms or flashing lights will not be permitted. No amplifiers or loud speakers may be operated in individual exhibits without permission from the Sherwood Park & District Chamber of Commerce and must not interfere with neighboring exhibitors. Self-contained automatic motion picture equipment, slide projectors, DVD players or other audio-visual equipment may only be operated if it doesn't interfere with neighboring exhibitors.
12. We do not restrict how many industries / businesses of the same nature are allowed into the Trade Show. We do not guarantee that alike businesses will not be in the same vicinity. An alike business may book a location near you after you reserve space, due to booth availability or exhibitor choice.

Health & Safety Protocol

Food Vendor Booths

Each vendor booth will be considered its own place of business, therefore, will be obligated to follow health and safety measures provided by provincial & municipal Public Health Programs and Sherwood Park Chamber of Commerce. These protocols must adhere to AHS procedures. The following measures should be considered by each exhibitor:

- In the event, that you are not feeling well or sick, please stay home.
- Proper and frequent hand hygiene. Provide hand sanitizer to workers and participants.
- Sanitation of high touch surfaces using disinfectant and cleaning materials.

Food/Beverage Serving

No cooking on site. All food and drink should be individually packed in disposable containers. Food sampling must be approved by the Chamber. Food vendors that sell or serve products considered as high-risk food must provide a copy of their Food Handling Permit copy. All food exhibitors are required to fill out the AHS Special Food Vendor Notification Form 19882. Kindly please submit the filled-out form and required documents to the Chamber **as soon as possible with the rest of your contract package**. Please see the link for the AHS Special Event Vendor Notification form:

<https://form.jotform.com/241134460410037>

Personal Services Booths

Personal service booths and staff shall ensure that they are well equipped and will operate according to AHS requirements on cleanliness and sanitation of their equipment, tools, and space at all times. Please see the link for the AHS Temporary Personal Services Vendor Notification form: <https://form.jotform.com/241204472016242>

Life Safety Requirement Summary: Special Event Exhibitors

Office of the Fire Marshal



Emergency Services, 915 Bison Way, Sherwood Park, AB T8H 1S9
780-449-9651, fireprevention@strathcona.ca



- Emergency exits must be kept clear of obstructions at all times to meet egress requirements.
- Exit signs are to be visible above each exit and unobstructed (e.g. by booth separations).
- Aisles are to be kept clear and maintained at their full width.
- Keep all exterior doors, fire department connections, and fire alarm manual pull stations clear and accessible at times.
- Ensure an easy and safe means of egress from your booth display.
- Motor vehicles inside a display building are to have fuel caps locked or secured, vehicle batteries disconnected, and keys are to be provided to the management of the facility to aid in their removal in the event of an emergency. Fuel levels should be the lesser of 25% of the tanks capacity or 20 liters.
- Small engines, including ATV's, should only have enough fuel in the tank to drive the units in and out of the buildings, tank caps secured and batteries disconnected where applicable.
- Bottled gas cylinders (e.g. propane, natural gas) are not to be used within a building without the approval of a Fire Safety Codes Officer.
- Compressed gas cylinders (e.g. helium bottles) are to be secured from falling.
- No lit candles or other open flame devices are allowed. Exception is portable fuel warmers (e.g. Sterno) provided the set up meets the approval of a Fire Safety Code Officer.
- Each food booth using cooking/heating devices will require a minimum of a 2A 10BC extinguisher. Cooking oil type fryers require a 'K' type extinguisher. This description is found on the ULC (safety rating) label on the 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.
- When group seating is provided, ensure that aisle width and seat placements meet the Alberta Fire Code.
- No use or storage of dangerous goods products on-site without prior approval of Fire Safety Codes Officer.
- Ensure that the proper electrical wiring and extension cords (only 3 prong extension cords) are utilized. 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.
- Use only lighting that is approved for sale and use in Canada and is either CAN/ULC or CSA labelled. Ensure all light fixtures that produce heat are kept away from combustible materials (e.g. curtains, decorations, product displays).
- Design and furnish the display so that the chance of a fire is eliminated wherever possible. Minimize the amount of combustible materials/products presents in and around the booth.
- Be aware that some select exhibitors are designated as Fire Safety Wardens. Ensure that all persons working at each exhibitor booth is aware of the fire procedures and, in the event of an emergency know to follow the direction of the Fire Safety Wardens. Providing it is safe to do so, the Fire Safety Wardens will remain at the emergency exits to provide a security "watch" over the displays. The Fire Safety Wardens are directed to prohibit anyone from entering until the Fire Department has announced an "all clear".
- All food trucks and mobile cooking operations are required to undergo inspections from Fire Prevention, Planning and Development, and AHS in order to operate within Strathcona County. Failure to obtain the appropriate inspections will result in being unable to operate within the County, including on private parking lots or other special events. In such cases, you would be required to vacate the premises.

*It is the responsibility of the Coordinator of the exhibit show and the Management of the facility utilized to inform the special event participants of these safety requirements.

The Great Canadian Trade Fair & Sale Map