

**THE MANITOUWADGE BUSINESS ASSOCIATION**

...proudly announces the return of the

**MANITOUWADGE**

**TRADE SHOW**

**SEPTEMBER 17/18, 2010**

**MANITOUWADGE COMMUNITY CENTRE**

**FINAL REGISTRATION DATE: AUGUST  
6TH**

# **PLAY IN THE EXTREME**

## EXHIBITOR BENEFITS TO ATTENDING THE MANITOUWADGE TRADE SHOW:

1. The market is getting tougher to access in smaller communities. To compete, small businesses in and around these communities must do all they can to be known, and at the forefront of everyone's thoughts.
2. The nearest city centres are a 4 hour drive from Manitowadge. Attending this Trade Show provides businesses in the Sault and Thunder Bay an excellent opportunity for exposure, and to make the itinerary of travelling shoppers.
3. This Trade Show is a highlighted event attended by most of Manitowadge and many from the surrounding communities.
4. The cost of a booth in the Manitowadge Trade Show is significantly less than most other shows on the North Shore.
5. Manitowadge is a friendly, welcoming community open to new ideas, products and services.
6. The Manitowadge Trade Show offers plenty of set-up/break-down time, and is open to the public Friday evening and all day Saturday for concentrated effect.
7. An excellent opportunity for networking with Exhibitors from the North Shore.
8. Complimentary Friday night "social" and catered lunch Saturday for booth staff.
9. Door-to-Door businesses gain better exposure and public recognition.
10. This is a prime opportunity to introduce or strengthen your business to the Manitowadge consumer.

# MANITOUWADGE TRADE SHOW

## GENERAL INFORMATION

### Exhibitors – Booths

For-profit businesses will be given priority booth registration to August 6, 2010, after which time waitlisted not-for-profit organizations, government agencies and charitable groups will complete the capacity. Booth locations will be at the discretion of show organizers and based on receipt of full payment. Every attempt will be made to accommodate special requests. *All exhibitors paid in full before July 15 will be entered in a draw for a full refund.* Draw to be held during Friday's Social. 40 booths must be booked by Aug. 6 for the show to proceed.

### Booth Rental Policy

Maximum space for any one exhibitor inside the building will be 4 booth spaces.

All displays and promotional literature must be in good taste and be presented in a professional manner. The Organizing Committee shall have the right to stop display of any exhibit which by noise, smoke, vibration, smell or anything considered to be a nuisance, interrupts or disturbs the show or other Exhibitors.

This includes loud speakers, microphones, amplifiers, musical instruments, radios, film equipment, etc. Exhibitors are required to maintain a staff person at their booth at all times during the show.

### Smoking Policy

Smoking is not permitted anywhere within the Recreation Centre, or within 9 meters of any entrance/exit. Show staff will gladly direct you to designated smoking areas.

## Manitouwadge....Play In The Extreme!

### Security

Although security precautions will be taken, Trade Show Organizers and the Municipality of the Township of Manitouwadge assumes no responsibility for loss, damage or injury during move-in, the show, or move-out.

### Insurance

Since exhibitors participate at their own risk in every respect, they are advised to effect full comprehensive insurance against the risk of loss, damage or injury however caused, to the property or person of their employee or agents. The exhibitors will hold show organizers and building owners harmless from any damages, expenses or liability arising from any injury or damage to the exhibitor, his/her agents, or employees, or to persons attending the show, or property of said exhibitor in said building or in the approaches and entrances hereto by virtue of his occupancy hereunder and anything connected with said occupancy.

### Safety, Fire & Health

The exhibitor will assume all responsibility for compliance with local Town and Provincial safety, fire, public health & safety ordinances and regulations regarding installations and operation of their exhibit. Propane or other gaseous fuel containers are forbidden in the Recreation Centre. **NO OPEN FLAMES OF ANY KIND ARE ALLOWED.** No display will be allowed which will obstruct any of the exits, or impede from view the "EXIT" signs in the facility.

### Set Up & Break Down Times

Friday, September 17 10am-1pm – this time will be for exhibitors with multiple booths and/or large or heavy items.

Friday, September 17 noon-3pm – this time is for all exhibitors to set up.

Please note: set up must be completed by 3:00 pm; the doors will be locked.

The public will be arriving at 4:00 pm.

Saturday, September 18 4:00pm – 6pm – this time is for break down.

Note: Exhibitors breaking down early may not be invited to the next Show.

### Food Services

Any business or group serving food from their booth are required to have a Special Occasion Permit, provided free of charge by Thunder Bay Health Unit.

Kindly provide a copy of this permit with your registration.

### Advertising & Promotion

For your own promotional use, we list below the avenues available. Show attendees will receive a Directory of Exhibitors (alphabetic and numeric by booth) with paid admission to the Show.

CFNO (radio)

Newspaper

P.O. Box 1000

Marathon, On P0T 2E0

800-465-2366

The Echo – Manitouwadge

P.O. Box 550

Manitouwadge, On P0T 2C0

(807) 826-3788

[info@theecho.ca](mailto:info@theecho.ca)

OntarioNewsNorth.com

[editor@ontarionewsnorth.com](mailto:editor@ontarionewsnorth.com)

### Manitouwadge Accommodations



Special Events for Exhibitors: Friday Evening Social 9p – 1a  
Saturday Buffet Lunch 11:30a - 1p

2 complimentary tickets per booth for these events will be handed out at check-in.

Additional tickets will be available for a minimal fee.

**TOTAL BOOTH & POWER** \$ \_\_\_\_\_

Please make your cheque payable to Manitowadge Business Association and return with this

completed form to: **Manitowadge Business Association**  
**Attn: Margaret Hartling, Trade Show Registrar**  
**P.O. Box 3261, Manitowadge, On P0T 2C0**

For Information: Karen Robinson 826-3227 [karen@manitowadge.ca](mailto:karen@manitowadge.ca)  
Maggie Schut 826-4626 [hawberryfields@shaw.ca](mailto:hawberryfields@shaw.ca)

[Manitowadge Trade Show Contract With Exhibitor](#)

Trade Show Responsibilities

Exhibitor Responsibilities

Organize the Trade Show  
Provide after hours security on site  
Rent the facility for the Trade Show  
  
Provide necessary dividers for booth space  
Provide media promotion for the Show  
Provide power to booths paying for same  
Provide cancellation refunds up to August 6/10  
Be the only body to rent out booth space  
Include paid exhibitors in directory hand-out

Provide own lights/extension cords  
Be setup by 3pm Friday  
Provide own permits and insurance for  
  
Leave booth intact until 4pm Saturday  
Park in back lot  
Not sublet booth space  
Clean booth area, manage trash if selling food  
Present an attractive booth and conform to  
Trade Show signage standards