



TRI - REGION EXPO 2025



Exhibitor Kit

Thank you for being part of the Tri-Region Expo
Presented by
Wood N Smoke and The Chamber

PLEASE READ ALL INFORMATION CAREFULLY

Show Time and Location

Saturday, September 20 - 10:00 AM to 6:00 PM

Sunday, September 21 - 10:00 AM to 4:00 PM

**TransAlta Tri-Leisure Centre
221 Jennifer Heil Way, Spruce Grove**

No Access Without An Exhibitor Pass

Exhibitors will receive a package including four passes during your move-in. Additional passes are available to purchase - please provide this information by September. These passes will be available for pick up at the loading dock area during the move-in times.

Exhibitor Passes must be worn for admittance during move-in times and regular Expo hours. NO EXCEPTIONS. This rule is for the security of our Exhibitor's property.

Parking

Exhibitor parking during Expo hours is located at the furthest west corner of the TransAlta Tri-Leisure Centre to allow customers to have priority access to the Expo. We encourage Exhibitors to carpool when possible.

*****All booths must be fully staffed by 9:45 AM on Saturday, September 20 and Sunday, September 21.*****

Tradeshow Supplier

River City Event Rentals is the contracted Expo service provider for this event. They will be on-site to oversee the display and electrical requirements of the Expo and Exhibitors. If you require additional items such as tables, chairs, electrical power, carpeting, or display items, they can supply these for you. If you pre-book any requests or changes for your booth there will be a pre-Expo discount. Any requests on-site will be accommodated at an increased rate.

Please see form attached

Exhibitor Move In Times

Thursday September 18th

- 3:00 PM to 5:00 PM for large items only (tractors, cars, and other heavy equipment). Gasoline tanks on motor vehicles or other gasoline fueled equipment shall not be more than 1/8 full (to a maximum of 10 L) and complete with a locking gas cap or taped shut. Advanced notice is required for any move in on Thursday, September 18th. You must advise the Chamber in advance if you require access for set up of large items on this day.

Friday September 19th

- 10:00 AM to 9:00 PM (All Exhibitors)

Exhibitors and Food Vendors

Access through Bay Door #2 on the South-East loading side of the building

- To alleviate congestion of the loading door entrance, please unload your exhibit materials quickly and park your vehicle in the furthest west corner. Unattended vehicles left at the loading door area or parked in facility staff parking may be towed.
- Tents and canopies must be pre-approved and constructed of flame retardant material that meets the recognized standard (NFPA 702, CAN/ULC-S109 or CPAI-84)
- Exhibitor dollies and carts are provided during set up and take down times only, however they must remain in the building. You may bring your own dolly for your own use as the number of dollies is limited.

Exhibit Rates DO NOT Include: Forklift service, carpets, signage, specialty items, etc. Contact River City Event Rentals directly for forklift services. For additional supplies, please contact River City Event Rentals directly.

Exhibitor Move Out Times

Sunday September 21st

4:30 PM to 9:00 PM. There will be no access to the building after 10:00 PM on Sunday.

River City Event Rentals will lift the aisle carpeting before you are allowed to move out.

All booths must be dismantled and taken out immediately following the Expo on Sunday. All items must be removed on Sunday.

Show Management

Reserves the right to relocate booth space.

Literature

Exhibitors are free to distribute literature ONLY at their respective booth(s).

Best Booth Contest

Wow Factor

Judging will be based on the overall appearance of booth space, promotion of product, and effective branding.

Guest Experience

Judging will be based on interaction with customers, unique booth experience, and personal connections.

The prize for each category is a half price discount on next year's booth rental.

Rules of the Facility (TransAlta Tri-Leisure Centre)

Tents and canopies must be pre-approved and constructed of flame retardant material that meets the recognized standard (NFPA 702, CAN/ULC-S109 or CPAI-84)

No open flames including candles.

No tape permitted (on floors, walls, etc.).

No glitter or confetti.

No smoking in the facility. Smoking and Smoking is prohibited within 15' of any doorway, entrance or exit of the TransAlta Tri-Leisure Centre venue.

Helium balloons are allowed for display purposes ONLY (No Helium tanks allowed). Only air-filled balloons may be given away at your booth.

No straw or hay for display, except for petting zoos which require written permission.

No heaters in the booths.

To protect the facility flooring, it is strongly recommended that you provide your own protective flooring for your booth. **WEIGHT RESTRICTIONS AND NO SHARP OBJECTS.**

No storage outside of the facility. No storage within the facility outside of one's leased booth space. All booths must be dismantled immediately following the Expo on Sunday. No provisions to leave items to be picked up on Monday.

Soliciting of business or selling is only permitted inside the Exhibitor's leased space.

Display Sign

All signs must be kept within the confines of the booth.

Government Regulations

We are subject to inspection by the Health Board and the Fire Department.

It is your responsibility as an Exhibitor to ensure you pass these guidelines. All Exhibitors must abide by local by-laws, health, and fire regulations. Any fines or costs resulting from an Exhibitor's failure to comply, shall be paid by the Exhibitor in full, in addition to any other expenses that may be incurred by the Chamber on a full-indemnity basis, including but not limited to any legal fees or expenses in addressing and correcting such violations.

All tents **MUST** be fire retardant and must be accompanied by - paperwork (label/manual) as proof. This is a regulation of the Fire Department; no exceptions can be made.

Animals

With the exception of service animals, animals are not permitted in the TransAlta Tri-Leisure Centre. A written letter requesting permission to have an animal in the booth must be sent to the Chamber in advance.

Having an animal in the booth must relate to the nature of the business (e.g. Pet Store). These are subject to the ruling of Alberta Health Services and any other municipal, provincial, and/or Federal regulations.

Food Samples or Product Sales

Only permitted if the sample or product relates to your business operations.

Food samples must be approved by the Chamber prior to the Expo. These are also subject to rulings of Alberta Health Services and any other municipal, provincial, and/or Federal regulations.

Sorry, no popcorn is allowed in the Expo other than from a popcorn company for sample purposes only.

Clean-Up

The Exhibitor will always be responsible for the continued cleaning and removal of garbage or other refuse from their booth including move-in and move-out.

Insurance

The Exhibitor shall obtain and maintain at its own expense during the period commencing on the first move-in date and terminating on the last move-out date, a policy of insurance acceptable to the Chamber.

The policy of insurance shall name the Greater Parkland Regional Chamber of Commerce and the TransAlta Tri-Leisure Center as loss-insured and insure the Exhibitor against all claims of any kind arising from or in any way connected with the exhibitor's presence or operations of the Expo.

Policy shall provide coverage of at least \$1,000,000 for each separate occurrence. At the request of the Chamber the Exhibitor shall provide the Chamber with a copy of such policy.

TransAlta Tri-Leisure Centre Emergency Procedures

In the case of an emergency, TransAlta Tri-Leisure Centre staff will follow their emergency response procedures to ensure all Exhibitors and patrons are removed from the facility in a safe manner.

The emergency exits will be marked and are located throughout the facility.

Please familiarize yourself with these exits prior to the start of the Expo. The muster point is in the North-West parking lot indicated with "Emergency Assembly Area".

Thank you and have a great show!