



**“A Show for Everyone”**

**April 25 - 27, 2025**

**Castlegar & District**

**Recreation Complex**

**Castlegar, BC**

Exhibitor Manual

## **Early Bird Rate!**

**Save \$\$\$\$**

To qualify you must be  
registered and paid in full by

**January 10, 2025**

Please read all of the  
exhibitors  
package for information

### **Show Times**

Friday 5pm—8pm

Saturday 10am—5pm

Sunday 10am—3pm

## **Vendor Wine & Cheese**

**When: Friday, April 25, 2025**

**Location: Castlegar Recreation**

**Complex Time: 8pm-10pm**

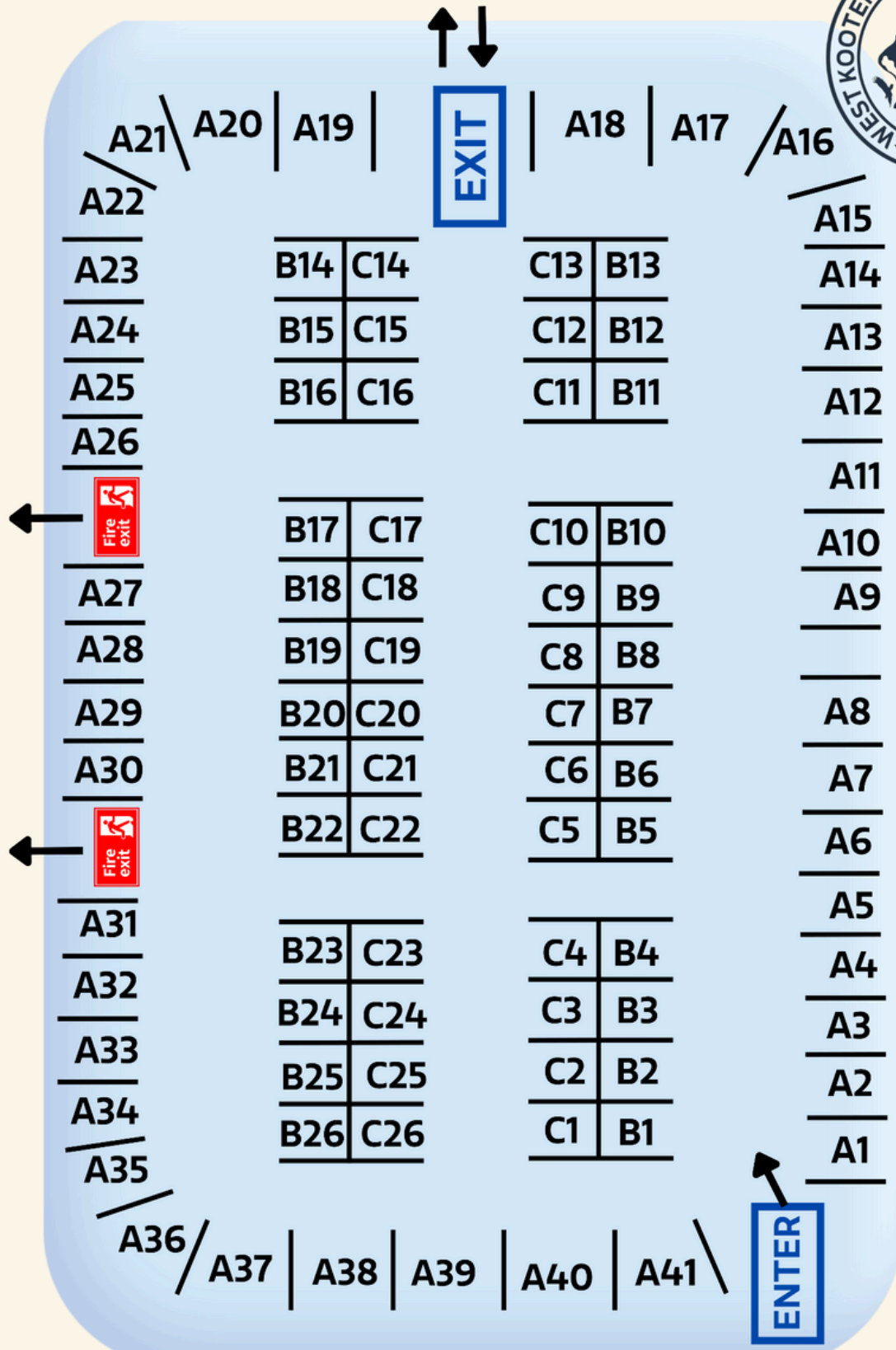
**Complimentary beverage & food  
Vendors Only!**

**Adults Only (must be 19 years)**

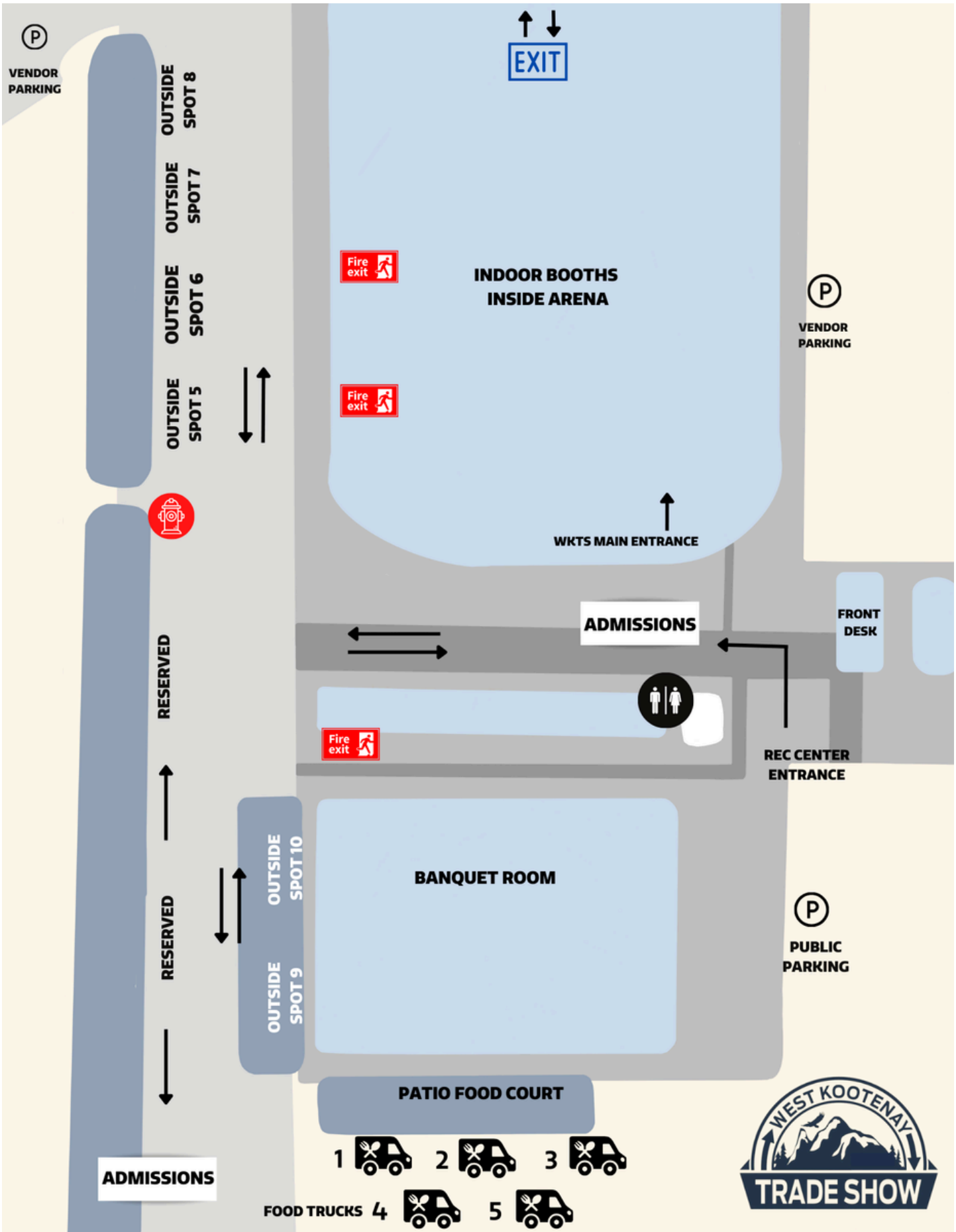
**Pre-registration required by  
March 21, 2025**

## **Exhibitor Information**

- **Booth Reservation Application**
- **Vendor Wristbands**
- **Prize Draws**
- **Security**
- **Set Up & Tear Down**
- **Contact Information**
- **Prices/ Early Bird Conditions**
- **Indoor Vendors**
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- **Rules & Regulations**
- **Payment Terms**
- **Cancellation**
- **Policy Liability**
- **Care of Building & Equipment**
- **Limitation on Structure & Materials**
- **Exhibitor content and manner of use Fire & Gas Regulations Licenses**
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- **Insurance**
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- **Amendments**
- **Manning & Dismantling**
- **Conclusively**



# WKTS INSIDE BOOTH MAP



# Booth Reservation Application

WEST KOOTENAY TRADE SHOW 2025

COMPANY

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ADDRESS

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CITY

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PROVINCE

---

POSTAL CODE

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CONTACT

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EMAIL ADDRESS

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PRODUCTS CATEGORY

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TELEPHONE

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FAX

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VISA OR MASTERCARD NUMBER

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NAME OF HOLDER

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EXPIRY DATE

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CVV

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AUTHORIZED SIGNATURE

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INDICATE BOOTH SIZE REQUIRED

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SELECT YOUR BOOTH CHOICE

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1st CHOICE

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2nd CHOICE

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3rd CHOICE

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CALCULATE THE COST

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**All costs are GST extra. No reservation will be accepted without 50% deposit.**

**FULL PAYMENT DUE 60 DAYS PRIOR TO SHOW NO EXCEPTIONS. Early Bird rate full payment by deadline of January 10, 2025.**

**Show management has the right to refuse a vendor application. Show management has the right to move a vendor booth with notice.**

**I HAVE READ THE RULES AND REGULATIONS OF THE WEST KOOTENAY TRADE SHOW.**

**Signature:**

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Vendor Wristbands—Must be worn at all times during the show as identification. Prize Draws—

Suggested to have a prize draw at your booth for the purpose of follow up marketing should you choose.

Security— The building is secured from Thursday 8:00pm daily/evening until re-opening. Security outside provided. *All exhibitors will have access to their booths 30 minutes prior to start time. No access will be permitted prior to that for safety and security of other vendors.*

### **Set up and Tear Down Times**

**Thursday 3pm to 8pm Friday 10am to 4pm (must be set up for 4pm prior to opening)**

### **Show Dates & Times**

**Friday, April 25 ,2025 5pm to 8pm**

**Saturday, April 26, 2025 10am to 5pm**

**Sunday, April 27, 2025 10am to 3pm**

*Booths must be open during all of the above times*

### **Contact Information**

**Tammy Verigin—Burk**

**Show Management 250-365-6313 or [cdcoced@castlegar.com](mailto:cdcoced@castlegar.com)**

**Ashley Costa**

**Show Management 250-365-6313 or [cdcoc@castlegar.com](mailto:cdcoc@castlegar.com)**

**Castlegar Recreation Complex 250-365-3386 WIFI—Available - go to Public RDCK**

### **Indoor Vendors**

**10x10 space = \$450 plus GST comes with electrical, table, chairs, pipe & drape and tablecloth. To reserve a 50% Deposit is required. Full payment due 60 days prior to the show.**

**Early Bird Rate \$400 + GST for 10x10 - Deadline January 10, 2025. Full payment required to qualify!**

### **Outside Vendors**

2 Parking Lot spaces = \$200 and \$50 per stall after third **(NO ELECTRICAL OUTSIDE AVAILABLE)** Plus GST

All outside vendors, must be 100% prepared for inclement weather and to be a fully operated booth throughout the show.

### **Food Vendors**

\$300 plus GST comes with access to a generator 1 plug in per booth. If you require more power, please ensure you are equipped with your own generator. Deposit required 50%. Full payment fur 60 days prior to the start of the event.

## **West Kootenay Trade Show Exhibitor Rules & Regulations**

Exhibitors must sign the application AFTER carefully reading the RULES AND REGULATIONS below:

These Rules and regulations become part of the Exhibit Space Rental Agreement for shows produced by the Castlegar and District Chamber of Commerce. With the Exhibitor being said Lessee:

**PAYMENT TERMS:** A deposit of 50% (non-refundable) of the total amount of space rental will be required with the application form. The deposit payable is due upon the signing of rental agreement and the remainder of the payment must be paid in full 60 days prior to the show. No exhibit or part of exhibit will be permitted space until the rental agreement is paid in full.

**CANCELLATION:** Cancellation of exhibit must be provided in writing. If cancellation is received by lessor: Before 60 days prior to the show 50% returned of full payment. 50% deposit is non-refundable. Less than 60 days prior to the show all monies shall be forfeited

**West Kootenay Trade Show management has the right to move a vendor space/booth for unforeseen circumstances if they occur.**

**LIABILITY:** Neither the Lessor, the Castlegar Recreation Complex, or their representatives or any member of the above named, will be responsible for any injury, loss or damage that may occur to the Lessee's employees or property from any cause whatsoever. The lessee upon signing the contract expressly releases the aforementioned from any and all claims for such loss, damage or injury. Exhibit halls will be locked during the time that exhibits are not being shown. 24 HR Security in use for outside exhibitors. CARE OF BUILDING AND

**EQUIPMENT:** Lessees, or their agents, must not injure or deface the walls or floors of the building and adjacent areas, including outside surfaces. If such damage appears, the Lessee is liable to the Recreation Complex and the Lessor for the property so damaged. Unfortunately, water-filled spas are not allowed (only outside of the building is permitted) due to damage liabilities.

**FIRE RULES AND REGULATIONS:** Combustible exhibit and display materials must be approved by the Chamber of Commerce and the appropriate governing bodies. Explosive materials are not allowed on the premises.

**LIMITATION ON STRUCTURE AND MATERIALS:** Exhibitors who bring, erect or cause to be erected a booth which, in the opinion of the Exhibition, is not of sufficient standard will be required to remove the structure(s) as directed by the Exhibition.

**EXHIBITOR CONTENT AND MANNER OF USE:** All exhibits, displays and demonstrations must be "West Kootenay Trade Show" oriented the focus being Trade/Business products and services.

The Lessee (Castlegar and District Chamber of Commerce) reserves the right to prohibit exhibitors that do not fall within the "West Kootenay Trade Show exhibitor mandate. The lessor reserves all rights to make decisions relative to content and reserves the right to reject exhibits which it deems detrimental and do not meet the standards of the show.

**LICENSES:** The lessee shall procure, at its own cost and expense, any necessary licenses and official permits from the City of Castlegar and Health Inspector for the purpose of displaying, exhibiting or selling merchandise at the show.

**GENERAL RULES:** The Lessee shall not, without the prior written consent of the Lessor, assign or sublet such space or any part thereof. The actual occupancy of the space with the above exhibit is of the essence hereof. In the event the Lessee shall not occupy said space six hours prior to official opening of the event, then and in such event, the Lessor is expressly authorized to occupy or cause said space to be occupied in such manner as it may deem best for the interest of said event without any rebate or allowance whatsoever to Lessee and without any way releasing the Lessee from any liability hereunder and the Lessee expressly agrees to pay the Lessor the full sum herein above set forth.

INSURANCE must be obtained at Lessee's own cost and expense. The Lessor shall not be responsible for loss or damage to the property of the exhibitor however caused and all Exhibitors shall carry their own, fire, theft and extended perils insurance on their own property. It is the Exhibitors responsibility to provide his/her own coverage for public liability, bodily injury, property damage and product liability. The Exhibitor shall purchase adequate insurance to cover the liabilities and risks imposed upon him by the contracts. The exhibition recommends that a per occurrence minimum not be less than that of \$1,000,000.00 (one million dollars) coverage. The Lessor assumes no risk and by the acceptance of this agreement, the Lessee expressly releases Lessor of and from all liability for any damage, injury or loss to any person or goods which arise from the use or occupancy of said space from any loss or damage by reason hereof. No loud noises will be permitted in booths. Lessor will control aisle space.

FOREFEITURE UPON DEFAULT: In the case of failure of Lessee to make any of the payments, or any part thereof, or to perform or observe all of the conditions, covenants and restrictions herein set forth, this contract shall, at the option of the Lessor, be extinguished and the Lessee shall forfeit all payment's made on this agreement and such payment shall, with or without notice or demand of any kind, be retained by Lessor or partial satisfaction of all damages sustained. AMENDMENTS: These rules, regulation and conditions have been drawn for the purpose of providing a well-balanced, well-regulated, attractive and successful event.

The Lessor shall have full power to interpret the rules and regulations or make such and any and all amendments of the forging rules, regulations and conditions which shall bind the Lessees. NO EXCLUSIVE OR VERBAL CONTRACTS WILL BE RECOG- NIZED WITHOUT WRITTEN APPROVAL OF LESSOR.

MANNING AND DISMANTLING: These are to be cleared by the Castlegar and District Chamber of Commerce Board of Directors. Exhibitors are not to leave until 5 minutes past closing on ANY of the Show dates. NO EXHIBIT IS TO BE DISMANTLED UNTIL AFTER 3PM SUNDAY with the exception of extenuating circumstances.

BOOTHS MUST BE MANNED DURING OPERATING HOURS For THE ENTIRE SHOW.

CONCLUSIVELY the Lessee hereby agrees as follows:

To abide by and conform to all the rules and regulations prescribed or adopted by Lessor which apply to the use or occupancy of the exhibit area covered by this agreement, or which pertain to the operation of the event. To comply with all laws, ordinances or regulations imposed by the management of the facility or the municipal authorities of the City of Castlegar, Province of British Columbia applicable to the use of the building or ground areas of the facility and as imposed on the Lessor. All exhibitors must use the "Exhibitors En- trance".

To clean up Lessee's space at completion of exhibit, returning said space to original condition. In the event of failure to so clean, to the satisfaction of the Lessor, Lessor may perform said cleaning and charge Lessee a reasonable fee, which fee Lessee agrees to pay to Lessor on demand.

Booths that are generally considered to be "food booths" dispensing edible products for sale or otherwise, must also be of a standard approved by the governing Health Inspector and Health Regulations.

The Lessee shall ensure that all their employees, agents and others which the agreed upon Lessor permits on the Exhibition premises are at all times cleanly-clad, orderly and polite in their conduct speech, that the Exhibit area is kept clean and that there is no accumulation of rubbish, waste paper or other combustible substance within or about the rented area.

***A designated list of all "assistants" which thus names are to be submitted in writing must be given to a Director prior to the Show. Assistants must be over sixteen (16) years of age.***

During the official open hours of each and every day during the Exhibition, all exhibits must be open to the public and in the charge of a competent attendant during exhibition hours of operation. ~~Exhibitors~~ must leave the Exhibit area within 15 minutes of the closing time for this area. All exhibits must be confined within the area of the rented square footage of space. Exhibitors are expected to be set up on-site at least one hour prior to opening hours.

The Lessee hereby releases and forever discharges the Castlegar & District Chamber of Commerce from all loss damages, including the loss of profits, which he/she may suffer or incur as a consequence of such cancellation or any act purporting to vary, suspend or revoke the exhibit.

***Upon careful evaluation and with full understanding of the RULES AND REGULATIONS listed above, the Lessee's signature on the submitted application becomes a contract and is subject to the Show committee and management.***