



BUSINESS & COMMUNITY

EXPO 2019



Fort Frances Curling Club

Friday, April 27th 4:00 pm - 9:00 pm
Saturday, April 28th 9:00 am - 4:00 pm

Sponsored by



Business & Community Expo 2019

April 27th & 28th, Fort Frances Curling Club

Exhibitor Guide

SHOW TIMES

Friday, April 27th

4:00 pm - 9:00 pm

Saturday, April 28th

9:00 am - 4:00 pm

LOCATION

Fort Frances Curling Club (www.fortfrancescurlingclub.ca)

SHOWCASE YOUR BUSINESS

Interested businesses are encouraged to book their booth space early. All booths are assigned upon receipt of a completed registration form and payment on a first come/first served basis.

EARLY BIRD SPECIAL

January 11th - February 28th: save \$50.00

March 1st – after: Full price

BECOME A SPONSOR

The Fort Frances Business & Community Expo presents an opportunity for sponsor recognition through print, media and display advertising. It is only with the contributions from businesses can this event continue to grow and be the success that it is.

REGISTRATION BEGINS JANUARY 11, 2019

The following information has been included in this package:

- 2019 Business & Community Expo Sponsorship Opportunities
- Booth Set-Up Schedule
- Expo Rules and Regulations
- Show Check List, Advertising Opportunities & Printing Services
- Fort Frances Accommodations Listing
- Booth & Equipment Rental Form
- Expo floor plan

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BUSINESS & COMMUNITY EXPO SHOW SPONSORSHIP OPPORTUNITIES

*To support this event and better promote your business to the local community,
Please consider becoming a 2019 Fort Frances Business & Community Expo Sponsor.*

Diamond Sponsorship - \$2,000

•Cash Contribution

- Acknowledgement in all radio, television and/or newspaper advertising
 - Acknowledgement on all Chamber social media
 - Prominent placement of Business logo on event poster
- Business logo in Business & Community Expo insert in the Fort Frances Times Newspaper
- Business logo and link to your website on Chamber website "Expo" page
 - 12x8 booth with electricity
 - 10 complimentary 1 day admissions to Expo

Platinum Sponsorship - \$1,500

•Cash Contribution

- Acknowledgement in radio, television and/or newspaper advertising
 - Acknowledgement on all Chamber social media
 - Business logo on event poster
- Business logo in Business & Community Expo insert in the Fort Frances Times Newspaper
 - Business logo on Chamber website "Expo" page
 - 12x8 booth
 - 6 complimentary 1 day admissions to Expo

Gold Sponsorship - \$1,000

•Cash and/or In-Kind Contribution

- Business logo on event poster
- Acknowledgement on all Chamber social media
- Business logo in Business & Community Expo insert in the Fort Frances Times Newspaper
 - Business logo on Chamber website "Expo" page
 - \$150.00 credit on booth fees
 - 4 complimentary 1 day admissions to Expo

Silver Sponsorships - \$500

•Cash and/or In-Kind Contribution

- Business logo on event poster
- Acknowledgement on all Chamber social media
- Business logo on Chamber website "Expo" page
 - \$75.00 credit on booth fees
- 2 complimentary 1 day admissions to Expo

[Sponsorships must be confirmed by Friday, March 1, 2019 to be included on promotional material](#)

Contact the Chamber office at (807) 274-5773 for more information

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EQUIPMENT

Your 12' x 8' booth will include one 8' table cloth and two chairs. Extra tables and chairs are available at an additional cost. If you require extra equipment, please check the appropriate box on the [Booth & Equipment Rental Form](#). Equipment rentals may not be available for rental the day of the Expo.

ELECTRICITY

Electrical outlets will be available if required. Please check the appropriate box on the [Booth & Equipment Rental Form](#) if you require electricity to your booth as not all booths will have access to power. Extension cords are the responsibility of the Exhibitor.

SPECIAL REQUIREMENTS & SERVICES

If you require additional electrical circuits, special security, kiosks, or outdoor space, contact the Chamber for a quotation on additional costs.

AMBASSADOR SERVICE

To give you a well-deserved break periodically throughout the show, ambassadors will be available to all Exhibitors for 15-minute time blocks. **Please see staff at the FFCC Booth.**

EXHIBITOR BADGES

Two Exhibitor identification badges will be provided during set-up. These will serve as your official identification for entrance to the show. If you require additional badges, please contact the Chamber office.

FOOD COURT

Located on the second floor of Fort Frances Curling Club, the 'Little Amik Grill' will be open to serve you with a great menu throughout the show. **See Expo Floor Map for location.**

EXHIBITORS LOUNGE

Exhibitors, get away from all of the hustle and bustle of the weekend in a quiet location, just for Exhibitors. Sit back, relax, sip on a cup of complimentary coffee, network with other Exhibitors and enjoy snacks like muffins, donuts, fruit & veggies.

BOOTH SET-UP SCHEDULE

Set up of backdrops, side curtains, tables and chairs will be completed on Wednesday, April 25th, 2019. [Exhibitor set up](#) will be scheduled for Thursday, April 26th, 2019, beginning with the outside arena floor booths, followed by the interior arena floor booths. This system allows exhibitors the ability to drive their vehicle right up to their exhibit area. **Exhibitors missing their entry time may be required to carry or cart their products and displays to their booth site.** Finishing touches must be completed by 3:00pm Friday, April 27th, 2019.

BOOTH #	LOCATION	ENTRY TIME Wed. April 25, 2019
28	Arena Floor – South Interior Booth	8:00am – 10:30am
BOOTH #	LOCATION	ENTRY TIME Thurs. April 26, 2019
1 – 27 & 29 - 58	Arena Floor Outside & Interior Booths	8:00am – 7:00pm
BOOTH #	LOCATION	ENTRY TIME Fri. April 27, 2019
1 – 27 & 29 - 58	Arena Floor Outside & Interior Booths	8:00am – 3:00pm

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Rules & Regulations

1. **ADVERTISING** – The Expo Committee will conduct a substantial advertising campaign prior to the show. It is highly recommended that each individual Exhibitor advertise in the local media as well. Make the best of this opportunity to create greater public awareness of your business, to dispose of seasonal or slow-moving items, or to promote a very unique or new products/services.
2. **USE OF BOOTH SPACE** – The Exhibitor shall not assign the contract/sublet/lease/permit the whole or any part of the leased space contracted for, unless authorized by the show manager. The Exhibitor display must remain within the confines of the booth curtains. (including carpeting)
3. **CHARACTER OF THE EXHIBIT** – The Expo Committee reserves the right to decline or prohibit any exhibit or Exhibitor not approved by the Expo Committee. This regulation covers persons, things, conduct, printed matter, souvenirs, emblems and all things which affect the character of the exhibition. Each Exhibitor will be provided with the basic booth consisting of an 8" high back curtain, 8" table, 2 chairs, and black tablecloth. Additional display requirements may be added to your contract prior to the show or your own furniture may be used, provided that the professional looking nature of the show is at all times maintained. If an Exhibitor wishes to have a motor vehicle in their booth, they must inform the show manager in advance of set-up. We strongly recommend exhibitors put a rug down on the ice surface for added foot comfort.
4. **SALE & DISPLAY OF GOODS** – The intent of this show is to provide a full display of goods and materials to the viewing public at all times **and it is encouraged to have items for retail in your booth**. Small items may be sold and/or removed from the display only if that item can be replaced in the display immediately. Large items may be sold, but not removed, unless replaced immediately, or until the close of a display day and must be replaced with another item before the opening of the next display day.
5. **AMENDMENTS** – The Expo Committee shall have the full power to interpret these rules. Wherever these rules do not cover, the Expo Committee reserves the right to make such rulings as may appear to be in the best interest of the show, and the Exhibitor agrees to accept and abide by such rulings.
6. **ELECTRICAL CONNECTIONS** – Electrical outlets will be **available if required**. Confirmation of power needs must be arranged with the show manager prior to set-up. **Extension cords are the responsibility of the Exhibitor and not supplied by the Expo Committee**. Additional power must be arranged prior to the show at Exhibitor's own expense.
7. **AUDIO/VISUAL** – The operation of microphones, loud speakers, televisions, or other amplifying equipment must be at a sound volume so as not to disrupt adjacent Exhibitors and is subject to the approval of the show manager.
8. **LICENSES/PERMITS** – Any licenses or permits required to display or sell the Exhibitor's products by any Federal, Provincial, Municipal, or other authority are the sole responsibility of the individual Exhibitor and shall be obtained at his or her expense and displayed, if necessary, or held in the exhibit area throughout the duration of the show.
9. **DEPOSITS AND CANCELLATIONS** – A deposit is payable at the time of the booth reservation. this deposit is non-refundable. Cancellations made 30 days prior to the show will be subject to a 50% penalty charge. Cancellations made 14 days or less prior to the show will be 100% non-refundable.
10. **INSTALLATION OF EXHIBIT** – Display changes may only be done before the show opens each day and must be completed no later than 30 minutes prior to the show opening each day.

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Rules & Regulations

11. **CLEAN UP OF EXHIBIT** – It is the Exhibitor's individual responsibility to keep their booth space clean at all times. Clean up of booth area is also the responsibility of the Exhibitor after removal of the display. Exhibitors **ARE NOT** to commence removing any part of their display prior to the close of the show at 4:00 pm on Saturday. All exhibits must be removed on Saturday. Security **WILL NOT** be provided following the close of the show on Saturday. Any exhibits not completely removed by the schedule time may be charged for any extra costs incurred by the FFCC.
12. **DOOR PRIZE** – Each Exhibitor is welcome to donate a draw prize to the Expo Committee for daily prizes. Each Exhibitor is encouraged to have a draw prize in their booth to attract visitors. It is the responsibility of the Exhibitor to draw the name of the winner, contact that person and arrange for delivery of the prize. Out of town Exhibitors may leave their prize(s) for pick up at the Chamber booth.
13. **FOOD AND REFRESHMENTS** – Any on-site preparation of food or refreshments must be authorized by the Expo Committee prior to the Show.
14. **FAILURE TO ABIDE BY THE CONTRACT** – Failure to abide by the Terms of the Contract or this set of regulations may result in the removal of the Exhibitor and his or her exhibit. In the event of such removal, any money paid by the Exhibitor to the Fort Frances Chamber of Commerce for the leased booth space(s) shall be retained by the Fort Frances Chamber of Commerce as liquidated damages for such a breach. The Expo Committee reserves the right to re-let such space(s) in the event of such a breach.
15. **INSURANCE** – Exhibitors are required to carry their own public liability and property damage insurance and must insure their own goods. The Fort Frances Chamber of Commerce, Town of Fort Frances, the facility owner(s), nor their representatives will be responsible for any injury, loss or damage that may occur to the Exhibitor or to the Exhibitor's employees or property from any cause whatsoever, prior to/during, or subsequent to the period covered by the Exhibitor contract. The Exhibitor shall indemnify the Fort Frances Chamber of Commerce, Town of Fort Frances, the facility owner(s), their agents and employees for all liability resulting from the Exhibitor's acts of omissions. Security is provided by the Expo Committee for the general protection of the building and property. This in no way implies individual protection of exhibit contents, products, etc.

QUESTIONS?

Call Fort Frances Chamber Executive Director
(807) 274-5773
thefort@fortfranceschamber.com

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Show Check-List

The Fort Frances Chamber of Commerce has put together a substantial advertising campaign to promote the Business & Community Expo including:

Radio - commercials, on-air interviews, and live-broadcasts in both Fort Frances and International falls, MN

Newspaper - several ads prior to the show and tons of news articles right across the district

Signage & Posters - will be placed at high traffic locations around town

Mass e-mails to businesses across the Rainy River District through the FFCC

We encourage Exhibitors to conduct their own advertising and promotions via social media

Advertising Opportunities

93.1 The Border.....	(807) 274-5341
Fort Frances Times.....	(807) 274-5373
KGHS/KSDM Radio	(218) 283-3481
The Westend Weekly	(807) 852-3815

Printing Services

The UPS Store.....	(807) 274-5444
Good Impressions Printing.....	(807) 274-3233
Fort Frances Times.....	(807) 274-5373

Draw Prizes

Draw prizes are gladly accepted and extremely appreciated for our Attendance Draw, or PLINKO game!

All donations will be recognized

Please contact the Fort Frances Chamber of Commerce if you have a prize donation
(807) 274-5773 or email thefort@fortfranceschamber.com

HOTEL ACCOMODATIONS

Bayview Motel 801 Colonization Road East Phone: (807) 274-5347 htcat@icloud.com

Located on the East End of Town on HWY ● 11 Overlooking beautiful Rainy ● Lake Right next to scenic walkways ● Minutes from the Marina, Memorial Sports Arena & ● Library Adjacent to Bait Shop & Restaurant All ● Standard Rooms include Fridges, Air Conditioning, Wi-Fi, T.V, Phone, and most have microwaves ● Kitchenettes units available with Full Size Fridge, Stove, Cooking Utensils, Coffee Pot, Toaster, Pots & Pans

Contact motel directly for room rates

Copper River Inn 700 Stewart Street Phone: (807) 274-1161 Toll Free: 1 (800) 991-9197

www.copperriverinn.com

70 Guest Rooms & Suites ● Meeting & Banquet Facilities ● Pool, Sauna & Hot Tub ● Restaurant, Bar and Grill ● In Room Gourmet Keurig Coffees ● Free Freshly Baked Cookies at Check In ● Turn Down Service with Swiss Chocolates

Contact hotel directly for room rates

La Place Rendez-Vous Hotel 1201 Idylwild Drive Phone: (807) 274-9811 Toll Free: 1 (888) 544-9435

info@rendezvoushotel.com www.rendezvoushotel.com

On the beautiful shores of Rainy ● Lake Dining ● Room Lounge ● Licensed Outdoor Patio ● Sand Beach ● 70 Banquet/Convention Rooms ● Jacuzzi & Deluxe Rooms ● Wheelchair Accessible Rooms

Contact hotel directly for room rates

Super 8 Motel 810 King's Highway Phone: (807) 274-4945 Toll Free: 1 (800) 800-8000 super8@shaw.ca

Located in West End of Town ● 59Rooms/Suites ● Jacuzzi Room ● Executive Suites ● Wheelchair Accessible ● Wi-Fi ● In Room Movies ● Indoor Pool & Hot Tub ● Steam Bath ● Continental Breakfast ● Meeting Room ● 24 Hour Front Desk Service

Contact motel directly for room rates

AmericInn Highway 11 International Falls Phone: (218) 283-8000

internationalfalls.mm@americinn.com

www.americinn.com

● Convenient Location ● Whirlpool Suites Available ● Cable T.V w/ Movie Channels ● Wi-Fi ● Heated Pool ● Children 18 and Under Stay Free w/ Adult ● Fitness Center Nearby ● Laundry Facilities ● Meeting Room ● Roll-Away Beds for Rent ● Sauna Whirlpool ● Smoke-Free Facility and Guest Rooms

Contact hotel directly for room rates

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Exhibitor Checklist

We, the underlined, agree to participate in the Business & Community Expo. **We further agree to adhere to all the Rules, Regulations, Terms, and Conditions** as established by the management of this event (Fort Frances Chamber of Commerce) and the management of the facility (Fort Frances Curling Club).

Fill in the following (Please Print Clearly):

Business Name: _____

Mailing Address: _____

City: _____ Province/State: _____ Postal/Zip: _____

Phone #: _____ Fax#: _____

E-Mail: _____

Web - Site: _____

Contact Person: _____ Position: _____

Brief Description of Products and/or Services to be Displayed:

Authorized By:

Exhibitor Signature

Date

Return with payment and Booth & Equipment Rental Form to
Fort Frances Chamber of Commerce
Suite 102, 240 First Street East Fort Frances, ON
P9A 1K5

Booth & Equipment Rental Form

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	MEMBER	NON- MEMBER	COST	BOOTH # 1ST & 2ND CHOICES
BOOTH SPACE All full sized booths include 8' back curtain and two 3' side curtains; one 8' table and two chairs.				
12 x 8 Booth (Electricity: Extra)	\$260.00	\$360.00	\$	
24 x 8 Booth (Electricity: Extra: See Below)	\$500.00	\$700.00	\$	
BULK SPACE Space allocated on a first come, first serve basis. Shape of space can be negotiated.				
400 - 900 sq. ft.	\$2.00 /sq. ft.	\$2.50 /sq. ft.	\$	
Balance over 1,000 sq. ft.	\$1.50 /sq. ft.	\$2.00 /sq. ft.	\$	
EXTRAS Additional tables & chairs are available at an additional cost.				
8' Table	\$10.00	\$15.00	\$	
Chair (1)	Free	\$5.00	\$	
Table Clothes (1)	\$8.00	\$10.00	\$	
Electricity (Available only for booths 01-27) See Floor Plan	\$25.00	\$25.00	\$	
			Subtotal	\$
			13% HST	\$
			TOTAL	\$
Payment Method _____ Cash / Cheque / Interac _____ VISA _____ MC Credit Card # _____ Security Code: _____ Expiry Date: _____			Payment Type _____ \$150 Deposit _____ Full Payment	

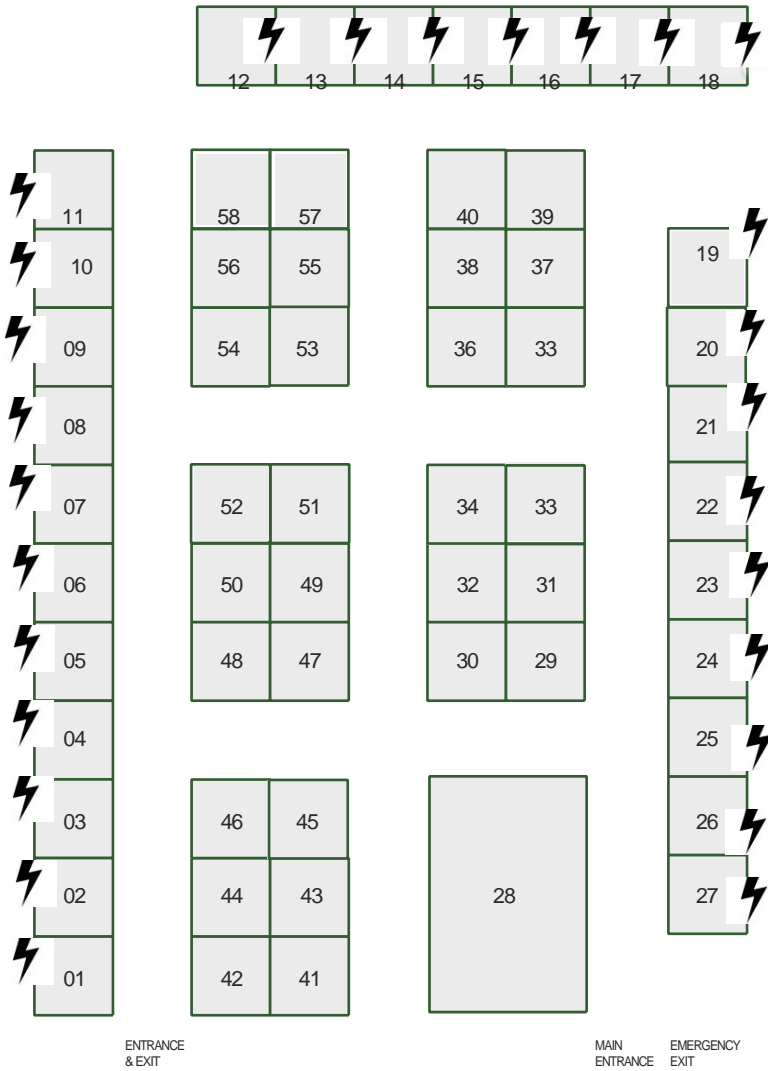
*Vendors wishing to secure outside space for displays should contact the FFCC Office for availability and pricing

*Not-For-Profit Service Organizations pricing is available. Please contact the FCC Office for pricing (807) 274-5773

Booth Floor Layout

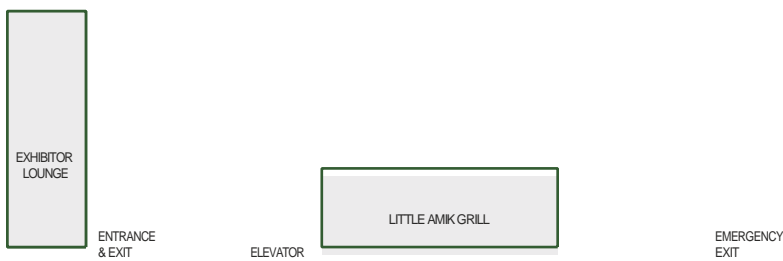
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Main Show Floor



BOOTH	BOOTH NUMBERS
12' x 8'	01 - 27 / 29 - 58
Booths with Electricity	01 - 27

Second Floor



****NOTE:** Booths are not drawn to scale and may be altered or rearranged to accommodate larger exhibits in the best interest of the show