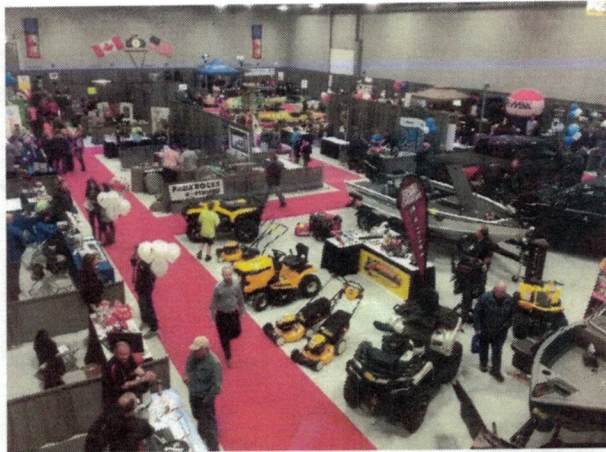


Fort Frances Chamber of Commerce Business and Community Expo 2026



Exhibitor Guide

Show Times	Friday, May 22	4:00 pm – 8:00 pm
	Saturday, May 23	10:00 am – 4:00 pm
Location	Fort Frances Curling Club, 300 Eighth Street East, Fort Frances, ON	
Set-up	Thursday, May 21	4:00 pm – 7:00 pm
	Friday, May 22	8:00 am - 3:00 pm
All exhibits must be set up by 3pm on Friday		
Tear Down	Saturday, May 23	All displays must be taken down Saturday after 4pm

Business and Community Expo 2026 Information

This year's theme will be SPRING INTO BUSINESS WHERE IDEAS TAKE ROOT!!

The Expo date has been moved to May 22 and 23, later in the spring to allow us to fully utilize outdoor spaces and enhance the overall experience for exhibitors and attendees. This will enable us to expand activities beyond the venue and create a more dynamic, family-friendly event that encourages increased tourism opportunities for individuals and families.

Event highlights and enhancements include outdoor activities (bouncy castles, a bike rally, fire safety displays and outdoor sports and recreation demonstrations) in the parking lot, a craft and vendor show, an in-house food and beverage provider, as well as scheduled demonstrations and activities. These ongoing events will run throughout the Expo hours and encourage attendee engagement and longer stays. These additions will provide businesses and agencies with an excellent opportunity to showcase products and services, demonstrate local skills and expertise, and build connections within the community.

We are also excited to share that we have Matt Bedard, from Matt's Mealhouse as a food vendor which will be on site for the duration of the Expo. Discount and complementary food vouchers will be provided to exhibitors as a thank you for their participation.

To encourage visitors to explore the entire Expo we will be incorporating a puzzle activity. Attendees will visit various booths to collect puzzle pieces. Once the puzzle is completed participants will receive a commemorative magnet featuring Fort Frances Rainy River District landmarks. All completed puzzles will also qualify participants for an entry into the grand door prize. This interactive element is designed to increase booth visits, engagement and exposure for all exhibitors.

Should you have a skill to share, or would like to do a demonstration, please reach out to Heather or Rhonda so we can promote your activity. This is a great opportunity for you to show customers the products or services firsthand. Discounts may be provided as "in kind" fees if you are interested in providing activities or demonstrations as an enhancement to the expo. Talk with Heather about this opportunity.

Events like the Business and Community Expo provide many opportunities to local businesses and services as Exhibitors meet hundreds of customers face to face, can increase exposure, introduce new products or services, listen to customer feedback, share product samples, and increased sales opportunities.

Let's work together to ensure this is a successful weekend for all!

EQUIPMENT

Your booth will be provided with two 8 foot tables and two chairs. You can bring additional tables or display items as long as they fit within your delegated space.

FLOOR PLAN

Exhibitors will be assigned booth space closer to the event date and a floor plan will be made available at that time. Please let Heather know by April 15 if you have special requests. Requests made later than April 15 may not be accommodated.

ELECTRICITY

Electrical outlets will be available but are limited. Please ensure you check the appropriate box on the Booth and Equipment form if you require electricity to your booth. Extension cords will not be provided and will be the responsibility of the exhibitor. Electricity is NOT available for inside booths. Extension cords can not run across the floor as this presents a safety concern.

EXHIBITOR PERKS

Complimentary coffee and tea will be available for exhibitors at a downstairs location. As well as complimentary breakfast treats in the morning. Matt's Mealhouse is available upstairs in the Curling Club. Exhibitors will be provided with discount coupons that can be used throughout the weekend.

Heather and Rhonda will be available should you require a break periodically throughout the show. This service will be available to all exhibitors for 15 minute time blocks.

RULES AND REGULATIONS

USE OF BOOTH SPACE

The exhibitor shall not assign the contract or sublet or lease or permit the whole or any part of the assigned space contracted for, unless authorized by the show manager. The exhibitor display, including carpeting, must remain within the confines of the booth dimensions.

SALE & DISPLAY OF GOODS

The intent of this show is to always provide a full display of goods and materials to the viewing public, and it is encouraged to have these 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 the display day and must be replaced with another item before the opening of the next display date.

CHARACTER OF THE EXHIBIT

The Fort Frances Chamber of Commerce reserves the right to decline or prohibit any exhibit or exhibitor not approved by the Expo director. This regulation covers persons, things, conduct, printed matter, souvenirs, albums, and all things which affect the character of the exhibition. Each exhibitor will be provided with a basic booth consisting of two 8 foot tables and two chairs. Your own furniture may be used, provided that the professional looking nature of the show is maintained at all times.

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.

ELECTRICAL CONNECTIONS

Electrical outlets will be available if required. Confirmation of your power needs must be arranged with the show manager prior to set up. Extension cords are the responsibility of the exhibitor and are not supplied by the Expo committee.

LICENCES/PERMITS

Any licenses or permits required to display or sell the exhibitors' 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.

INSURANCE

Exhibitors are required to carry their own public liability and property damage insurance and must ensure their own goods. The Fort Frances Chamber of Commerce, Town of Fort Frances, the owner of the facility, nor the representatives will be responsible for any injury, loss or damage that may occur to the exhibitor or to the exhibitors employees or the property from any cause whatsoever, prior to, during, or after the period covered by the exhibitors' contract. The exhibitor shall indemnify the Fort Francis Chamber of Commerce, town of Fort Francis, their agents, and employees for all liability resulting from the exhibitors' acts or omissions. Security is provided by the Expo committee for the general protection of the building and the property. On Thursday and Friday night the facility will be locked up, and every effort will be made to ensure that Exhibits are undisturbed.

INSTALLATION OF EXHIBITS

Exhibitor setup will be scheduled for Thursday, May 21st from 4:00 PM to 7:00 PM and Friday May 22nd from 8:00 AM to 3:00 PM. Display changes may only be made before the show opens each day and must be completed no later than 30 minutes to the show's opening each day

REMOVAL OF EXHIBITS

Exhibitors are not permitted to remove any part of their display prior to the close of the show at 4:00 PM on Saturday May 23rd. All exhibits must be removed by Saturday evening. Security will not be provided following the close of the show on Saturday. Any exhibits not completely removed by the scheduled time may be charged for extra costs incurred by the Expo committee.

CLEANUP OF EXHIBIT FACILITY

It is the exhibitors individual responsibility to always keep their booth space clean. Clean up of the booth area is also the responsibility of the exhibitor after removing the display

SHOW STAFFING

Staffing will be maintained at the entryway by Chamber of Commerce staff or delegate. Should you have any questions or concerns please bring them to the Expo Director, Heather Johnson so they can be addressed and resolved. Should you need a short break, let the Chamber staff know at the entryway table and this can be arranged.

ADVERTISING

The committee will conduct a substantial advertising campaign prior to the show. It is highly recommended that each individual exhibitor advertise on their social media as well. Make the best of this opportunity to create greater public awareness for your business. Promote your products and services that will be available at the show, as well as activities that are taking place to encourage more traffic to the Business Expo.

The Chamber has put together a substantial advertising campaign to promote the 2026 Business Expo including:

Radio, commercials, on air interviews and live broadcasts in Fort Frances and International Falls.

Newspaper, several ads prior to the show and many news articles right across the District.

Posters.

Mass emails to businesses across the Rainy River district.

Social media promotions.

We encourage exhibitors to conduct their own advertising in addition to our campaign to help make this one of the best shows ever! Take this opportunity to provide advertising swag to individuals who visit your booth.

We also have magnets that have been designed specifically to promote the Rainy River District. Consider opportunities for guests to purchase items or collect “treasures” such as this to promote your own business, and encourage individuals to ensure that they visit each booth.

PRIZE DRAWINGS, PROMOTIONS AND INCENTIVES

Prize drawings, promotions and incentives generate foot traffic for each booth. The prize drawing should be regulated, or closely related to the product and, service provided. We recommend placing the draw box at the rear of your booth so that attendees are drawn into your booth to look at your display. It is the responsibility of the exhibitor to draw the name of the winner, contact the person and arrange for delivery of that prize. Out of town exhibitors may leave their prize for pickup with the Fort Frances Chamber.

You will be provided with puzzle pieces that can be picked up by visiting guests at the Expo, that upon completion can be turned in at the entryway table for a magnet that represents Fort Frances and the surrounding Rainy River District.

FOOD AND REFRESHMENT

Because we have the privilege of having the Curling Club canteen open, outside food and refreshments are discouraged. No outside food will be permitted in the upstairs area of the Curling Club. Vouchers and discount coupons are available to all exhibitors. Please see Chamber staff if you have any questions or concerns.

GENERAL INFORMATION

The Chamber Director shall have the full power to interpret these rules. Whenever these rules do not cover, the Chamber Director reserves the right to make such rulings as may appear to be in the best interests of the show and the exhibitor agrees to accept and abide by these rulings.

Failure to abide by the terms of this contract or the subtle regulations may result in the removal of the exhibitor and his or her exhibit. The Chamber Director reserves the right to re-let such spaces in the event of such a breach.

Booth and Equipment Rental Form

	MEMBER	NON-MEMBER	COST
BOOTH SPACE			
All full-sized booths include two 8' tables and two chairs			
10 x 10 booth	\$350.00	\$400.00	\$
10 x 20 booth	\$550.00	\$650.00	\$
10 x 30 booth	\$750.00	\$850.00	\$
10 x 40 booth	\$1050.00	\$1250.00	\$
Home based business (arena floor)	\$100.00	\$150.00	\$
Craft/Vendor show (upstairs)	\$60.00	\$75.00	\$

Please call the Chamber Office at (807) 274-5773 for pricing and booth availability.

Booth prices do not include tax.

Return registration form and booth rental form to Fort Frances Chamber of Commerce office at Suite 102-240 First Str. East, Fort Frances, ON P9A1K5 or email info to thefort@fortfranceschamber.com

Registration Form and Contract

BUSINESS NAME: _____

CONTACT NAME: _____

Mailing Address: _____

EMAIL: _____ PHONE: _____

WEBSITE: _____

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

Would your business be interested in giving a presentation or doing a demonstration? YES NO

Is your business currently a Fort Frances Chamber of Commerce member? YES NO

WIFI access will be available on site in the F.F. Curling Club. Curl6667!

# Booths Required	1 st Choice #	2 nd Choice #	3 rd Choice #	Price \$
(Only available on booths on the outside walls) Hydro required – Add \$22 Hydro will only be provided if requested, an extension cord will be required. Extension cords must be CSA approved and not damaged.				
** Please note: Table coverings, Floor Mats, and Extension Cords are not included in booth fees.				
1. No booth assigned until a signed contract and fees have been received by the FF Chamber 2. Submission of the contract must be accompanied by full payment 3. No refunds will be given unless the event is cancelled by the organizers			SUBTOTAL	
			HST 13%	
			TOTAL \$	

Payment methods include: Cheque, Cash, or Credit Card (call 807-274-5773 to provide card info if preferred)

Cheque enclosed for full booth rental fee \$ _____

Payment will be made by credit card for full booth rental fee \$ _____

Credit Card # _____ Expiry Date: _____

We, the undersigned, agree to participate in the 2026 Business & Community Expo, to be held at the Fort Frances Curling Club on May 22 & 23, 2026. 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 (Town of Fort Frances or the Fort Frances Curling Club).

Signature of applicant(s)

Date