



Macklin Chamber of Commerce
P.O. Box 642
Macklin, SK S0L 2C0
February 10, 2020

Re: Macklin Chamber of Commerce Business Expo **Saturday, May 2nd 2020**

The Macklin Chamber invites you to participate in our 4th Annual Business Expo. This Expo is designed to showcase all business sectors and/or organizations.

The following are examples to choose this event to showcase your Business or Organization.

- Store Front Business: feature goods, services, sales
- Home Based Business/Market Vendor: feature goods, services, sales
- Informational Booths: feature insurance providers, investment groups, other
- Job Fair: employee recruitment/summer employment, try a trade
- Work Experience: program awareness
- Scholarships: showcase businesses scholarships and/or bursaries
- Community Groups: create awareness, feature up-coming events, volunteer recruitment

Interested in an exhibit space? **REGISTER TODAY!!!**

1. Complete registration form on Page 2
2. Return registration form & remittance to:
 - Macklin Chamber of Commerce c/o **Christy Veller** P.O. Box 642 Macklin, SK S0L 2C0
 - **Christy's Contact Information: christy@veller.ca (306)753-9790**
3. All registries **MUST BE** received by **April 14th 2020**

Sincerely,

Christy Veller
Macklin Chamber of Commerce Representative



2020 Macklin Chamber of Commerce Business Expo

Saturday May 2nd 2020

Registration Form

Business/Organization Name: _____

Category/Business Sector: _____

Do you require power? _____

Address/Town/Postal Code: _____

Mailing Address if different than above: _____

Telephone: _____

Contact: _____

Email: _____

Signature: _____

Date: _____

Exhibit Fees:

Number of Exhibit Spaces: _____ @ \$150.00/EA. = _____

Double or Triple Booths will exist of one corner booth and one or two adjacent booth/s - Limited Spots Available! If you are a current Chamber Member the cost of the 2nd OR 3rd Booths will be at a reduced rate of \$50.00 EA.

2nd OR 3rd Booths for Chamber Members: _____ @ \$50.00/EA. = _____

Passport to Win: 1 @ \$50.00/EA. = _____ (see attached passport from 2019 – every patron will be given a passport that must be signed at the participating vendor booths to be eligible for a Chamber Bucks Giveaway. This will generate more traffic to your Exhibit and was very well received in 2019)

Cheque #: _____



Terms and Conditions

Exhibit Size: 10 ft x 10 ft, backdrop and side walls, one 30x96 table c/w table cloth, skirt & 2 chairs



Exhibit Allocation: Space will be allocated in the order in which the applications were received. Exhibitors are responsible for providing staff to be present at their booth at all times.

Set-up Hours: Friday, May 1st from 3:00 – 8:00 p.m. & Saturday, May 2nd from 8:00 – 10:00 a.m.

Expo Hours: Saturday, May 2nd from 10:00 a.m. – 6:00 p.m.

Tear-down Hours: Saturday, May 2nd from 6:00 p.m. – 8:00 p.m.

Registration Date: All registration forms received after April 14th 2020 will not be considered

Cancellation Policy: The exhibitor is eligible for a 50% refund if written notice is emailed to president@macklinchamber.com prior to April 14th 2020

Security: Overnight security will be provided by Macklin & District Crime Watch Division

Food & Beverage

Lunch available: 10:00 a.m. – 2:00 p.m.

To Be Determined

Supper available: 4:00 p.m. – 6:00 p.m.

To Be Determined

Food Booths: To Be Determined

Refreshments and Cookies: 10:00 a.m. – 6:00 p.m. (donated by Macklin Chamber of Commerce)

Water Refill Station – located in front Lobby

Macklin Food Bank – located in front Lobby