



Sioux Lookout
**CHAMBER of
COMMERCE**



Sioux Lookout Chamber of Commerce 43rd Annual Home, Craft, and Trade Show!

Thursday, July 31st 2:00pm - 8:00pm

Friday, August 1st 10:00am - 6:00pm

Sioux Lookout Memorial Arena

Register your booth now to ensure your spot at the show

As part of the contractual rental we would like to remind you of the following policies in effect at the Sioux Lookout Chamber of Commerce Home, Craft & Trade Show. Courtesy to fellow exhibitors will help to make this show successful for all parties involved. We thank you for your cooperation.

1. The Sioux Lookout Chamber of Commerce (herein after referred to as The Chamber) agrees to provide show exhibit space.
2. The Exhibitor agrees to abide by all guidelines adopted by The Chamber in the best interests of the show, and agrees that The Chamber shall have the final decision in adopting any guidelines deemed necessary - prior to, during, or after the show.
3. The Chamber reserves the right to reject or prohibit Exhibits which The Chamber considers objectionable or to relocate exhibitors, when in The Chamber's opinion such moves are necessary to maintain the character and/ or good order of the show.
4. The Exhibitor agrees it shall only use the exhibit space allocated to them and will not block or take up any of the aisles between booths. Please conduct your exhibit in a professional and reputable manner and ensure it is adequately staffed.
5. The Exhibitor shall not sublet, trade, sell or allow others to occupy any space allocated to them and no other company/person shall occupy or share possession of the Trade Show space without the prior written consent of The Chamber.
****One business per booth**** Termination to the show may apply to non-compliant vendors.
6. Undue noise or unseemly methods of demonstrations made in the operation of exhibits will not be allowed. Sound levels of amplification equipment must not interfere with any other persons or exhibits. The Chamber may stop the use of any such equipment or methods. The final decision of what constitutes undue noise and unseemly methods shall rest with The Chamber.
7. The Chamber cannot accept responsibility for items lost or damaged during the Trade Show. Trade Show staff will be at the arena for 9:00am. Exhibitors are responsible for obtaining liability and theft/damage coverage as The Chamber and its Trade Show organizers and volunteers will not be able to cover you, your staff or your property. As a condition of participating in the Home, Craft & Trade Show, the Exhibitor shall make certain that it carries a 'Comprehensive General Liability Insurance Policy' and it shall be submitted to the Trade Show Coordinator before entry into the event.
8. Soliciting and/or distribution of literature outside of your allocated exhibit space will not be allowed. The Chamber's approval is required for all giveaways.
9. All exhibits must remain within the confines of their own space and no exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, block other exhibits (especially those in adjoining booths), cause injury or disadvantageously affect the display of other exhibitors. Exhibit backdrops are not to exceed 10 feet in height, including signs and display units. No part of exhibits sidewalls shall be higher than 4 feet in the front half of the booth. The aisles, passageways and overhead spaces remain under control of the show. The Chamber reserves the right to control or prohibit any exhibit violating these guidelines. Special location requirements may be arranged to avoid any infractions. Contact the Chamber directly if you are worried of any infractions.
10. There will be no additional security in place outside of the security procedures practiced by the Memorial Arena & Fitness Centre staff.
11. Exhibitors must not block any entrance to the arena, or any vehicular traffic routes around the arena when loading and unloading items.
All exhibitors requiring electricity will need to provide extension cords to reach the electrical outlet. In some cases, up to 100 feet will be required depending on your booth location. All electrical cords must be covered or taped down. All cords must run along designated cord crossings.
12. Exhibitors requiring a phone line or access to WI-FI are responsible for the cost and arrangements of the same.

**** WI-FI is not publicly available throughout the Trade Show. ****

Please note: Your booth must be on an outside wall if a phone line is required.
13. The Chamber cannot guarantee participation in events and promotions to exhibitors who are not registered or paid in full before July 1st, 2025. Events and promotions include but are not limited to the Exhibitor ads and announcements to be read during the Trade Show.
14. Two exhibitor passes are provided per registration. Exhibitors must wear their badge to gain entry to the Trade Show. One pass allows entry for one person for the entire show. Anyone not wearing their exhibitor pass will be charged admission, without exception. Additional passes are available for \$3.00 per pass. Please inform The Chamber if additional passes are required at the time of booking.

CANCELLATION POLICY

If an exhibitor cancels 30 days or more prior to the Trade Show a 50% refund will be issued by The Chamber of Commerce. If an exhibitor cancels 15 - 29 days prior to the Trade Show a 25% refund will be issued.

NO REFUNDS will be issued for CANCELLATIONS BETWEEN 1 AND 14 DAYS prior to the Trade Show.

**** ONLY ONE BUSINESS PER BOOTH WILL BE DISPLAYED **** Initials: _____

The Chamber aims to make this a fair and equal event for all participants and failure to comply may result in termination from the show and no refund will be provided.

Exhibitor Requirements: Load-in and Setup Wednesday PM and Thursday AM (your move in time will be scheduled and provided to you in advance of the show). Booth must remain intact until 6pm on Friday. All materials must be removed by 9pm on Friday Aug. 2nd. You MUST provide your own CSA Extension Cords (up to 100ft may be required). Provide your own table covering and skirting. ALL TABLES MUST BE COVERED.

EXHIBITOR INFORMATION				
Contact Person				
Business Name				
Mailing Address				
City		Province		
Postal Code				
Phone		Fax		
Email		Website		
Description of Items Sold				
If you are an independent salesperson of any of the following, please contact the chamber office to make us aware.	<input type="checkbox"/>	Scentsy	<input type="checkbox"/>	Tupperware
	<input type="checkbox"/>	Thirty One Gifts	<input type="checkbox"/>	South Hill Designs
	<input type="checkbox"/>	Jeunesse Global	<input type="checkbox"/>	Watkins
	<input type="checkbox"/>	Young Living Essential Oils	<input type="checkbox"/>	Jamerry Nails
	<input type="checkbox"/>	Younique	<input type="checkbox"/>	Simply Aroma
	<input type="checkbox"/>	Arbonne	<input type="checkbox"/>	Avon
	<input type="checkbox"/>	Partylite	<input type="checkbox"/>	Other:
	<input type="checkbox"/>	It Works!		

PLEASE RETURN THIS FORM WITH YOUR PAYMENT AND BOOTH RENTAL FORM TO:

**THE SIOUX LOOKOUT CHAMBER OF COMMERCE.
11 First Avenue S, PO Box 577 - Sioux Lookout, ON P8T
1A8 Ph: (807) 737 1937 | chamber@slkt.ca**

Your booth registration fee includes a backdrop and divider curtains, access to one 15 amp circuit, two chairs, one table, access to the public address system, pre-show and on-site media coverage, two exhibitor passes, and floor covering for power cables.

BOOTH RENTAL INFORMATION ** please indicate your first and second choice booths

QTY	Item	Chamber Member	Non-Chamber Member	Cost	Booth Choice
	10' x 10' Booth (1-4, 16-28, 30-33)	\$200.00	\$220.00		
	10' x 20' Booth (5-9, 11-14, 30-33)	\$240.00	\$260.00		
	Large Corner Booth (10, 15, 29)	\$260.00	\$280.00		
	Outside Space (Maximum 20 feet)	\$120.00	\$120.00		
	Additional Exhibitor Pass	\$3.00			
	Additional Table (1 included)	\$10.00			
	Electricity Outlets	No Charge			
	Additional Chairs (2 included)	No Charge			
TOTAL					

PLEASE NOTE: If you do not specify on THIS form that you will require Electricity, Additional Exhibitor Passes, or Extra Tables & Chairs, we cannot guarantee that we will be able to provide you with these requests. These additional requests must be submitted at the time of payment, or at the payment deadline as per the Rules and Regulations.

PAYMENT INFORMATION

Payment Type	CASH/CHQ M/C VISA AMEX
Name on Card	
Card Number	
Expiry Date	
CVC	
Authorization Signature	

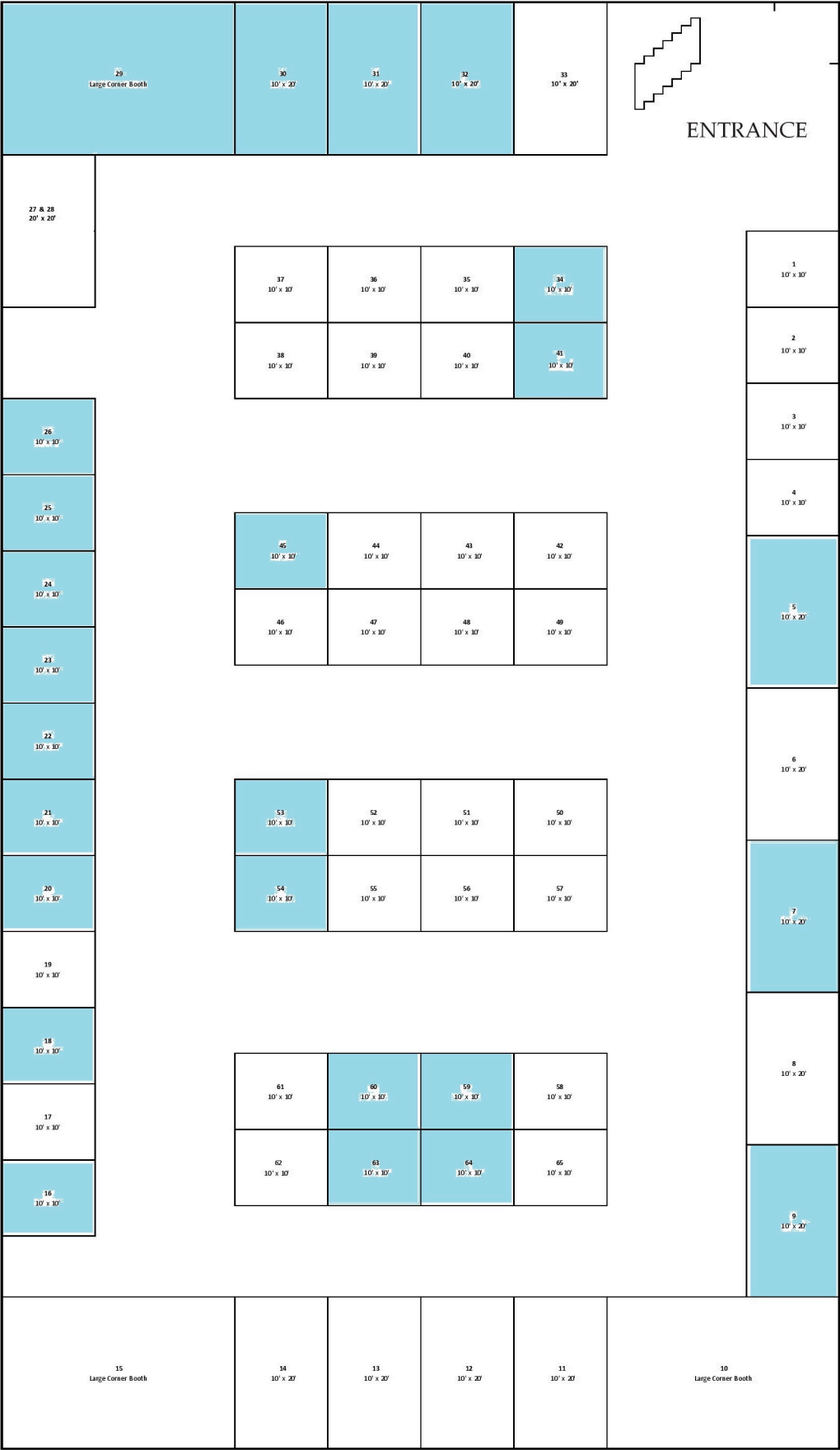
Authorized By: _____

Date Signed: _____

Signature: _____

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Highlighted booths indicate that the space was reserved in 2024 for 2025. We will be reaching out to see if those vendors confirm , if not then space will open up.

Register now to secure your space as they are selling out fast!