



### 3rd Annual Akwesasne BUSINESS EXPO - Registration

Saturday, August 26, 2017 9:30 a.m. - 4:00 p.m. Anowara'ko:wa Arena

Company Name (hereinafter "Exhibitor"): \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person (to appear in Business Expo Show Directory): \_\_\_\_\_

Name of person handling Registration for Business Expo: \_\_\_\_\_

Email of person handling Registration for Business Expo (this will not be publicized): \_\_\_\_\_

Brief Business Description for Expo Directory: \_\_\_\_\_

\_\_\_\_\_

List specials you will offer at booth. *IMPORTANT: This information will be used for promoting the event and will draw participants to your booth. Specials could include product giveaways, drawings specifically for those who visit our booth, etc.* \_\_\_\_\_

\_\_\_\_\_

The public attendance for last years Business Expo was close to 200 . For 2017 we anticipate attendance to increase so please be prepared. The Expo committee will also be providing door prize draws to the public attendees.

*Please register by July 17, 2017 for your business info to be printed in the 2017 Business Expo Directory.*

Check your selection below: (Canadian and US Dollars at par.)

Exhibition Booth Pricing	Akwesasne Chamber Members	"Not-Yet" Chamber Members
One Standard Booth	\$ 40.00 <input type="radio"/>	\$ 50.00 <input type="radio"/>
Two Standard Booths	\$ 75.00 <input type="radio"/>	\$ 95.00 <input type="radio"/>
Electricity (limited connections available)	\$ 10.00 <input type="radio"/>	

Total amount submitted \$

NOTE: Booths are approximately 10' X 10'. Booth Number/Location will be assigned to you.

**Best Booth Competition.** Win a Prize (TBD) for your Business! Booths will be judged in two (2) categories: Most Professional and Most Creative. See the Exhibitor Information Page for more details.

**CONTRACT AGREEMENT:** Upon execution of this agreement, the Exhibitor shall be responsible for the payment of all charges contemplated herein and no refund shall be made to the Exhibitor if cancellation is made less than 7 days prior to the Expo. The Exhibitor also agrees to the terms outlined on the Exhibitor Information Page. The Exhibitor acknowledges that he/she has read the entire agreement and understands the contents thereof.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**YOUR REGISTRATION MUST INCLUDE YOUR PAYMENT.** Cash, bank drafts or money orders are acceptable. Hand deliver your registration and payment to the Akwesasne Chamber of Commerce, 261 Frogtown Road, Akwesasne, NY 13655 or to MCA Economic Development, 101 Tewesateni Road, Akwesasne, Ontario, K6H 0G5. If you would like to make payment by credit card, please visit the Akwesasne Chamber of Commerce office.

#### For Office Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_

Payment Form (circle): Cash Bank Draft Money Order Credit Card

## Exhibitor Information Page

The **Akwesasne Business Expo 2017** will be held on Saturday, August 26, 2017 at the Anowara'ko:wa Arena located #36 Arena Road, Kawehno:ke, Ontario. This is a drug and alcohol free event.

<b>Exhibitors Only AGENDA:</b>	8:00 am - 9:30 am	<b>Booth Set Up</b>
	9:30 am - 10:30 pm	<b>Networking Activity</b>
	10:30 am - 11:00 am	<b>Canada Revenue &amp; Your Business</b>
	11:00 am - 11:15 am	<b>Break</b>
	11:15 am - 12:00 pm	<b>Tourism Presentation/Feedback</b>
	12:00 pm - 12:30 pm	<b>Lunch</b>

**Open to the Public:** 12:30 pm—4:00 pm

- Expo Booth Info:**
- Booth space measurement is approximately 10' X 10'
  - 8' high back curtain and 3' side curtains
  - 8' Table (*Table coverings might be provided. Exhibitors will be notified.*)
  - 2 folding chairs
  - One assigned booth number sign
  - Please **DO NOT** pin anything to the curtains, hooks will be provided.

**Be prepared:** Bring tape, scissors, batteries, and anything you might need to set up your booth. Don't forget a supply of business cards to hand out throughout the day. Keep all isles clear. Do not extend your booth beyond the designated space.

**Loading Zone:** Offloading and loading is at the back entrance of the Arena. Follow signs. Event staff will be on hand to assist you.

**Parking:** All parking is to be in the parking lot only. No parking allowed on the front driveway or front entrance area.

**Electricity:** Electrical connections are available for a small \$10 fee. Bring a surge protector and extension cord! The exhibitor assumes all responsibility for equipment damage caused by power issues.

**Internet Services:** Wi-Fi internet service will be available. Password access will be provided the morning of event.

**Smoking:** The Anowara'ko:wa Arena is a smoke free facility. The designated smoking area is located near the parking lot foot bridge.

**Food:** There will be fundraiser benefit lunch (TBD) at the Arena Pavilion starting at 12 noon. Cost will be between \$10—\$12. Each Exhibitor booth will receive 1 free lunch coupon with their paid booth registration. Additional meals will need to be paid by Exhibitors.

**Break Room:** The upstairs "Turtle Room" is the designated Break room where exhibitors and Expo staff may enjoy refreshments (provided) throughout the day. It is a quieter place to take a break or to have a one on one meeting with another exhibitor.

**Best Booth Competition:** There will be two (2) categories for Best Booth. **Most Professional** booth will be judged on Representation, Product Display, Promotional Materials, Overall Appearance and Enticing Booth. **Most Creative** booth will be judged on Customer Participation/Interest, Appealing and Creative Use of Space, Innovative and Original Marketing, and Effort Shown in Booth Display. *Exact prizes yet to be determined.*

**Dismantling:** Saturday, August 26th **NO EARLIER THAN 4:00 pm**. There is no security in the building on the evening of August 26th so you must remove all of your belongings after the show.

**Booth Camp Workshop:** All Exhibitors are invited to attend a **FREE** workshop on tips, best practices and suggestions on booth set up. The workshop will be held Tuesday, August 1, 2017, 10 am - 12 noon, at the Anowara'ko:wa Arena, Turtle Room. (Kawehno:ke.)

**LIABILITY:** *It is agreed that the exhibitors shall assume all responsibility for any loss, damage, or injury that they shall have or cause and that they shall indemnify and hold harmless the Mohawk Council of Akwesasne, the Akwesasne Chamber of Commerce, the Saint Regis Mohawk Tribe, the Akwesasne Area Management Board and their respective directors, officers, employees, volunteers, contractors and representatives from all liability which may ensue, from whatever cause. Exhibitors bear all risk and expense for any loss, theft or damage to their booth and its contents, and to bear the risk of injury to myself and those working with them.*

**For more information:** Call Mary Lafrance at (518) 358-2835, Nola Benedict at (613) 575-2250, extension #1052 or Trysten Thompson (at 613) 575-2250, extension #1058.

