



**The Edmonton Chamber of Commerce World Trade Center
After Business Mixer & Trade Show
Exhibitor Information Sheet**

EXHIBITOR REGISTRATION

The event will be held on Wednesday, March 29th, 2017 from 5:00pm-7:00pm at the World Trade Center Edmonton (9990 Jasper Avenue). We will be there to welcome you and show you to the exhibition space. The evening will be taking place on the 2nd Floor of the World Trade Center Edmonton.

Exhibitors will be given their exhibitor table card and will select their table location on a first-come, first-serve basis.

EXHIBIT TABLE

You will be supplied a six-foot table with linen.

PARKING/ UNLOADING

There is a loading zone in front of the building. Alternatively there is a paid impark lot nearby or the library parkade.

MOVE-IN HOURS

The set-up of exhibits will take place between 3:00 and 4:30 p.m. on March 29th. Please note there will be a small separate function taking place in the event space from 3:30-4:30pm, exhibitors are still able to set up during this time, however we request that you kindly try to maintain a low level of unloading/setup noise.

MOVE-OUT HOURS

The event will end at 7:00 p.m. The tear down of exhibits will take place between 7:00 p.m. and 8:00 p.m.

IMPORTANT

Due to the layout of the event space we are unable to offer any power booths.

CONTACT / QUESTIONS

- Emma Surette, Event Coordinator, Edmonton Chamber of Commerce
Email: esurette@edmontonchamber.com, Ph: (780) 426-4620