



LG SMALL BUSINESS & TRADE SHOW

VENDOR REGISTRATION PACKAGE

Dear Potential Exhibitor:

We are starting the planning & preparations for the upcoming LG Small Business and Trade Show is coming Spring 2023!

We are reaching out to you today to see if you/your business is interested in participating in the LG Small Business & Trade Show? We have enclosed the proper documents to guarantee your business a space in the show. This show is scheduled to be held:

**Thursday, March 2nd through Saturday March 4th, 2023
at the Leo Boivin Community Centre, Prescott, Ontario**

Our focus for the show is small business and trades, and we will ONLY be allowing a MAXIMUM of 4 vendors in similar trades/professions. If you are interested, reserve your space promptly (please see attached map).

Booth availabilities and rates are detailed on the attached sheet. To confirm your space for this years' show, we ask that you return your completed form and booking deposit **PRIOR TO February 10th, 2023**. Payment will be invoiced and due within the final 30 days before the show. Please, no payments before. Booth spaces will be assigned on **FIRST CONFIRMED** basis.

Please ensure the Registration Form attached is complete in full. Be sure to include your first and second choices for booth locations and we will do our best to accommodate you. Final layout is subject to change at the discretion of the event coordinator.

New this year for our Non-Members! Become an Ontario Approved Professional via a 1 Year Divisional Membership you are eligible for a **\$350.00 Discount** on your 2023 Booth Prices. Contact Dave Annable at dave@ONTApproved.ca for the Membership Application.

As always, If you have any questions, suggestions, or concerns, please contact David Annable by phone or email. We look forward to seeing you at the show!

Sincerely,

A handwritten signature in red ink, appearing to read 'Dave Annable', written over a light blue circular stamp.

David Annable
Event Coordinator for:

2023 LG Small Business & Trade Show
Presented by your:

Ontario Approved Professionals
A Division of CDN Approved Professionals Program Inc.

Local, Vetted & Trusted Professionals

Tel: 613-865-8999 || events@ONTApproved.ca

EVENT TERMS AND CONDITIONS

EXHIBITOR RATES:

	<u>Member(s)</u>	<u>General Vendor</u>
1) 10 ft x 10 ft Trade/Business Booth:	\$375 +HST	\$450 +HST
2) Premium Corner Booth (A, B, C, D):	\$560 +HST	\$625 +HST
3) Additional 10 ft Booth Space:	< - - - \$175.00/space +HST - - - >	

* All vendors are limited to a MAX double booth (20ft) aka double booking.

CANCELLATION POLICY:

If written notice is received prior to 45 days from the show, 100% of monies will be returned, less a \$50.00 administrative fee. All payments are non-refundable if cancellation is made within 45 days of the show.

ADDITIONAL ITEMS:

- 1) Parking, hydro & wi-fi are included within booth costs as listed.
- 2) The event will arrange radio, print and social media advertising for the show.
- 3) Exhibitors are encouraged to do their own advertising in support of the show.
- 4) Table and chairs are to be made available from the arena facility.

GENERAL INFORMATION

- 1) The dates and times of the Trade Show are as follows:
Thursday, March 2nd, 2023 || 3:00pm ~ 8:00pm
Friday, March 3rd, 2022 || 3:00pm ~ 8:00pm
Saturday, March 4th, 2022 || 9:00am ~ 2:00pm
- 2) The booths will be leased on a **FIRST COME** basis. **The event coordinators reserve the right to assign booth spaces as seen fit*
- 3) The lessee will be able to set up their booth as follows:
Large Vendors Only – Tuesday February 28th, 2023 || 12:00pm ~ 4:00pm
All Vendors Day 1 – Wednesday March 1st, 2023 || 8:00am ~ 4:00pm
All Vendors Day 2 – Thursday March 2nd, 2023 || 8:00am ~ 2:00pm
**Any booth that is not set up by 2:00 p.m. on Friday, will not be permitted to participate in the show. No refunds will be offered.*
- 4) Tear down times are as follows: **Saturday March 4th ~ 2:00pm - 7:00 p.m.**
- 5) Booths **ARE NOT PERMITTED** to be taken down before: **Sat. March 4th 2:00pm**
- 6) The booths will be leased on a **FIRST COME** basis. **The event coordinators reserve the right to assign booth spaces as seen fit.*

LESSEE'S RESPONSIBILITIES

- 1) The lessee is responsible for providing all required items, carpets or matting, fixtures, extension cords and other items for their booth and its operations.
- 2) The lessee will not be permitted to glue or nail any material to fixed portions of the arena: walls, ceilings, floor, and curtains. Hanging or fastening display material to fixed items within the arena must have the prior written approval from the event coordinator and/or arena supervisor.
- 3) The lessee will also be responsible for the daily clean-up of the immediate area within their booth, and to ensure that measures have been taken to protect the facility from spillage, oil, gasoline, grease and/or any other liquid products.
- 4) It is the responsibility of the lessee to ensure that all materials and furnishings required in their booth set up are taken down and removed from the building and their booth area is left in the manner in which it was received.



LG SMALL BUSINESS & REGISTRATION TRADE SHOW FORM 2023:

www.OAPEvents.ca

COMPANY NAME: _____

Contact Person: _____ Type of Business: _____

Email: _____ Website: _____

Address 1: _____

City: _____ Postal Code: _____ Phone: _____

Booth Location: Booth Choice 1: _____ Booth Choice 2: _____

Booth Prices:  **Approved Professional Members Only**

a) \$375.00 Standard Primary Booth Qty: _____ \$ _____

b) \$175.00 Additional 10' Space Qty: _____ \$ _____

c) \$550.00 Corner Booth (A, B, C or D) Qty: _____ \$ _____

Booth Location: Booth Choice 1: _____ Booth Choice 2: _____

Booth Prices: **General Vendor** (*Non-Approved Professional Member*)

d) \$450.00 Standard Primary Booth Qty: _____ \$ _____

e) \$175.00 Additional 10' Space Qty: _____ \$ _____

f) \$650.00 Corner Booth (A, B, C or D) Qty: _____ \$ _____

New this year, with a New Divisional Membership with ONT Approved Professionals you will receive \$350 DISCOUNT towards your Booth Rates for 2023!

Sign me Up!

Date: _____

Sub-Total \$ _____

HST \$ _____

New Member Discount \$ _____

Sign for Authorization

TOTAL \$ _____

BOOKING DEPOSIT: **Deposit** \$ 100.00

*Booking deposit will be subtracted from total booth costs at time of final invoicing

**The signing of this contract/registration form signifies that you have read and will abide by the event terms and conditions as a whole. In addition to confirming that your registration is complete and binding to this event.

- Final invoices will be issued 30 days before event, on the terms of DUE UPON RECEIPT-

Please make cheques payable to: Approved Professionals – Events
Ontario Approved Professionals PO BOX 575, Brockville, ON, K6V 5V7
(EMT) Email Money Transfers payable to: events@ONTApproved.ca

SETUP & EXHIBITION SAMPLES



PREMIUM CORNER BOOTH ~ 34FT x 10FT



EXPANDED BOOTH ~ 20FT x 10FT



STANDARD BOOTH ~ 10FT x 10FT

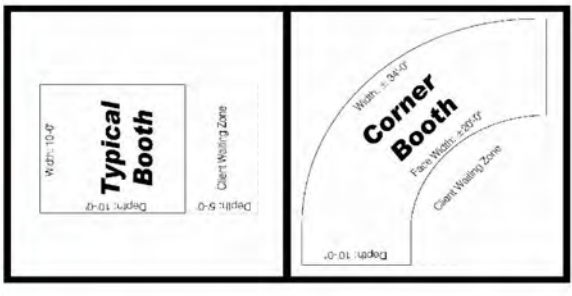


2023 LG
Small Business
& Trade Show

LG SMALL BUSINESS & TRADE SHOW
Showcasing Local Small Business
& Skilled Trades
www.LGTRADESHOW.ca

PROUDLY BROUGHT TO YOU BY:
PRESCOTT EST. 1784
THE FORT TOWN

APPROVED ONTARIO PROFESSIONAL
and
Local, Vetted & Trusted PROFESSIONALS



What is the ONTARIO APPROVED PROFESSIONALS?

We are a fast growing and expanding B2B Membership Group with a strong presence in Municipal Advocacy. In addition, our strength is focused on Small Businesses as a whole, connecting, educating, and advertising for the small business community. Did you know that over 72% of businesses in Ontario are deemed Small to Medium Business? That's who we represent and who we are here for **YOU!**

Upon your request for Information / Introduction, we can provide our Information Package and our Membership Application. In these documents you will find detailed information about our program, our mission and additional information with regards to meetings, membership levels and fees. Ask and we will deliver them to you via email.

Key Benefits for our Members:



- **Alignment** with other Vetted, Trusted and Approved Professionals
- **Public Listing** that is utilized by the general consumers and professionals.
- **Advertising** we promote you before us! Monthly ads on Social Media, Website and More!
- **Networking** such as B2B Networking and After 5pm Events.
- **Special Events** such as, Christmas Gala, Trade Shows, Group Sponsorships.
- **Community** - We are heavily involved with our local Charity Organizations and Community.
- **M2M** - Save money through Member-to-Member referrals and discount offers.
- **Advocacy** - Local Municipal Representation and Advocacy
- **Support** - Education, Training and Support for all your Small Business needs.
- **Professional** - Membership is a symbol of quality, integrity, and consistency of service.

The **Ontario Approved Professionals Program** is currently operating within four local counties as the following "Divisions;

- **LG Approved ~ Leeds & Grenville**
- **SDG Approved ~ Stormont, Dundas, Glengarry**
- **KSF Approved ~ Kingston South Frontenac and**
- **OON Approved ~ Ottawa Orleans Nepean.**

Being sure to take advantage of the membership option that best suits the current state and potential growth of Your Business! **Divisional Memberships** start at **\$375 +hst/year** for one division, **Provincial Memberships** start at **\$700 +hst/year** and include all four (4) divisional programs. *Other Options are available.*



Be sure to stay in-the-know with all upcoming events and information by subscribing with us; [Click Here to Subscribe!](#)

Want to become a Member? Email dave@ONTapproved.ca