

## **2024 Antiques, Collectibles & Gun Show – Additional Information**

### **Hours of Operation:**

- Saturday, June 15<sup>th</sup>, 2024 from 10:00 AM – 6:00 PM
- Sunday, June 16<sup>th</sup>, 2024 from 10:00 AM – 4:00 PM

### **Set up & Move in:**

#### **MOVE IN TIMES:**

- **Friday, June 14<sup>th</sup>, 2024 from 1:00 PM until 4:30 PM and/or**
- **Saturday, June 15<sup>th</sup>, 2024 from 8:00 AM until 10:00 AM**

\*NOTE - We hope to allow you to drive your vehicle into the arena to unload, but be prepared with a dolly, if need be, in case there is too much traffic in the arena at that time. When driving your vehicle into the arena, you will need to immediately shut off your vehicle, unload as quickly as possible and then remove your vehicle from the arena to allow other vendors a chance to drive in. **NO SETTING UP** your table/station until your vehicle is removed from the arena, please!

- **\*\* All vendors MUST be set up by 9:45 AM on the Saturday Morning. \*\***
- The doors will open to the public at 10:00 AM on Saturday.
- The Arena will **ONLY** be equipped with **full security on Saturday night** so that you can leave your stuff set up for the event to continue on Sunday. If you are worried that there will be no security overnight on Friday, then you may wish to unload only on the Friday and set up Saturday, or choose to only come to set up Saturday to ensure your merchandise is never left unattended. Vendors setting up Friday do so at their own risk and the Fort Macleod & District Chamber of Commerce will not be held liable for stolen or damaged items.
- On Sunday (June 16<sup>th</sup>) the doors will be open at 8:00 AM for the vendors to come back and restock/reassess their tables prior to the doors opening to the public again at 10:00 AM.

## **FREQUENTLY ASKED QUESTIONS**

### **Leaving Early:**

We ask that there is no leaving before the end of the event. The event ends at 4:00 PM on Saturday, June 16<sup>th</sup>, 2024, and we expect all vendors to be open the entire time of the event. If you need to leave before the event is done you will need to arrange for someone to watch your table. If you have an emergency or pressing concern at the event, please contact Ashley before packing up.

### **Where is the venue located?**

Fort Macleod & District Sports Complex (Arena)

21<sup>st</sup> Street, between 2<sup>nd</sup> & 3<sup>rd</sup> Avenues in Fort Macleod, Alberta

### **Is there parking?**

Yes, there is plenty of FREE parking. Vendors will have a separate entrance to unload at the rear of the arena (North side of the building) and then it would be preferred if Vendors Park in the Northern area of the West parking lot.

### **Should I bring anything else for my table?**

Yes! We encourage all vendors to bring whatever you would like to decorate your space/tables (table clothes, shelves, anything!)

\*NOTE – Business signage and merchandise must be free standing (No tacks, nails or tape may be used), and must remain within your booth space.

### **What if I need to cancel my table?**

A full refund will be available if you cancel prior to May 31<sup>st</sup>, 2024.

### **What if the event is cancelled by the organizers?**

If at any point in time the event needs to be cancelled by the organizers due to lack of registrations or for any other reason, the Fort Macleod Chamber of Commerce will provide a full refund to our vendors.

### **How do I know what table/space is mine?**

We will have a floor plan set up and provide you with that information upon your arrival.

## **PROMOTION and SOCIAL MEDIA**

We will be advertising via radio, newspaper, posters, and Facebook, but we need all the help we can get from our vendors to help promote the event! Make sure you “like” the Facebook page: “Fort Macleod’s Antique, Collectibles & Gun Show” and invite your friends and family to the event. We have included our event poster in this package and encourage you to post it in your stores, on your website, and social media as well so your customers will know that you will be at the show!

### **More information, please contact:**

Ashley Tebbutt, Executive Director

Fort Macleod & District Chamber of Commerce

email: [fmchamber1888@gmail.com](mailto:fmchamber1888@gmail.com)

## **RULES & REGULATIONS:**

1. Acceptance of payment by The Fort Macleod & District Chamber of Commerce under this contract **does not guarantee** space at the event. If space is available and assigned, the vendor will receive a confirmation email.
2. Administration will make every effort to accommodate all vendors and the space requested. Due to limited availability and selection, we cannot guarantee space allocations and we reserve the right to make changes as necessary. **Please note:** As we have always done, those dealers in good standing from the preceding year's show may guarantee their same booth spaces by submitting their applications and payments by a deadline of **May 31<sup>th</sup>**.
3. All monies will be forfeited for cancellations by vendors after May 31<sup>st</sup>, 2024.
4. All cancellations must be received by the Fort Macleod & District Chamber of Commerce in writing prior to the 31<sup>st</sup> day of May, 2024 to receive a refund.
5. The Fort Macleod & District Chamber of Commerce reserves the right to refuse space in the Antiques, Collectibles and Gun Show to any vendor.
6. No vendor will have exclusive rights to products.
7. Other vendors will be allowed to sell similar products; however, we will do our best to ensure a variety of products and that there is not an abundance of similar items.
8. Vendors are required to keep their exhibit space and surrounding aisle ways free and clear of obstructions. Vendors shall not operate equipment so as to interfere with adjoining space and will conduct business in a quiet and orderly manner.
9. No threatening or aggressive behavior towards Arena & Chamber of Commerce staff, volunteers, security, members of the public, or other vendors will be tolerated. We reserve the right to remove the vendor, and/or employees/workers from the arena for any violation of this contract at our discretion.
10. Sub-letting and sharing of exhibit space or transfer of application to persons or companies not indicated as a vendor is not permitted. A contract must be completed for every vendor. If you plan to share your space with another artist, please inform us in your application.
11. All sales must take place within your allotted booth. You are not permitted to leave your booth and solicit business from the aisles or adjacent booths.
12. Vendors will be required to follow the health and safety guidelines set out by Alberta Health Services and our organizing committees' subsequent protocols in this regard.
13. Take down is to begin immediately after the show ends at 4:00 PM Sunday, June 16<sup>th</sup>, 2024.