



# 2026 DAWSON CREEK TRADE SHOW REGISTRATION PACKAGE

## Show Location

Ovintiv Events Centre  
#1 300 Highway 2,  
Dawson Creek BC

## Showtimes

Friday, April 17 <sup>th</sup>	5:00 p.m. – 8:30 p.m.
Saturday, April 18 <sup>th</sup>	10:00 a.m. – 7:00 p.m.
Sunday, April 19 <sup>th</sup>	10:00 a.m. – 3:00 p.m.

## **Exhibitor Move In and Move Out**

Thursday, April 16<sup>th</sup> 4:00 p.m. – 9:00 p.m. MOVE IN

Friday, April 17<sup>th</sup> 9:00 a.m. – 4:00 p.m. MOVE IN

Sunday, April 18<sup>th</sup> 3 p.m. – 8:00 p.m. MOVE OUT

## **2026 BOOTH RATES**

<b>Booth Size</b>	<b>Regular Rate</b>	<b>Building Partner Pricing (available to advertisers, naming rights partners and suite owners in the venue)</b>
10'w x 8'd 80sq Feet	\$425.00 + GST	\$382.50 + GST
20'w x 8'd 160sq Feet	\$800.00 + GST	\$720.00 + GST
30'w x 8'd 240sq Feet	\$1125.00 + GST	\$1012.50 + GST
20' x 16' or 40' x 8' 320 sq Feet	\$1400.00 + GST	\$1260.00 + GST
Food Vendors	Please Contact	
Outdoor Vendors	Please Contact	
Included in booth:	<ul style="list-style-type: none"><li>• 8' Pipe &amp; Drape Backdrop</li><li>• 3' Pipe &amp; Drape Side Wall</li><li>• 1 electrical outlet – 110/1000*</li><li>• Wifi – not suitable for streaming</li><li>• 1 6' Table &amp; 1 Chair</li></ul> <p>Additional Tables/Chairs - \$5/ea</p>	
	*Electrical outlet MUST be requested in advance.	

## Registration

Registrations are reviewed and allotted in order of the date of the application and payment received. Link to application can be found here:

<https://forms.gle/2JLtcx7cq2YVtdwz5>

## Payment

Full payment must be received to confirm registration. We accept major credit cards including Visa, Mastercard and American Express. We will contact you to confirm your registration and collect payment.

## Cancellations

In the event of a cancellation by an exhibitor, a full refund will be issued up to 8 weeks before the show. The deadline for a full refund is February 20<sup>th</sup>, 2025. **After this date there will be no refunds.**

## Insurance

It's necessary for all trade show exhibitors to provide a certificate of insurance to the Ovintiv Events Centre a minimum of 7 days prior to the start of the show on April 10<sup>th</sup>, 2026. Failure to do so will result in the booth being cancelled without refund. Information on insurance requirements is included on the application form and noted below.

Exhibitor shall obtain, at its own cost and expense, commercial general liability insurance in the name of Exhibitor that names "**Global Spectrum Facility Management, L.P as agent for the City of Dawson Creek, the City of Dawson Creek, and the Ovintiv Events Centre**" as additional insured, and which insures all operations of Exhibitor contemplated by the Exhibitor Agreement and the contractual assumption of liability reflected by this Agreement. Such insurance shall be written with a limit of at least Two Million Dollars (\$2,000,000) per occurrence combined single limit for bodily injury, property damage and personal injury.

Exhibitor insurance can be purchased online through a variety of providers.

## Booth Sharing

In some circumstances up to 2 vendors are allowed to share booth space. Please include the request and full details on your application form. All shared booths must be approved in advance. There is a \$100.00 booth sharing fee.

## Booth Subletting

Exhibitors will not be permitted to sublet the space allotted to them or any portion thereof. The exhibitor will not use the space for any purpose other than that shown on the application. Any breach of this clause will mean forfeiture of the space allotted and no refund of booth rental paid.

## **Food Vendors**

Vendors selling food must meet all Northern Health Food and Safety Requirements and have approved permits on site with them. Northern Health Inspectors will be doing site visits to ensure compliance. Need more information about requirements? Go to <https://www.northernhealth.ca/services/environmental-health/food/temporary-food-permits-and-markets>

Basic electricity can be included with all booths, however food vendors may require additional power which can be purchased. Please note: Not all booth sites will accommodate the additional power, therefore the Show Manager will coordinate booth placement.

## **Brand Exclusivity**

We do not promise exclusivity.

## **Photography Permission**

The Ovintiv Events Centre is the official photographer of the 2026 Dawson Creek Trade Show. A photo release is contained in the digital application and by checking the release, the Exhibitor agrees that photo's and/or videography of the booth and staff may occur during the 2026 show. The Exhibitor understands that the Ovintiv Events Centre may use such photographs/video with or without the Exhibitors name for such purposes as publicity, illustration, advertising and web content.

## **Forklift**

If an Exhibitor requires the assistance of a forklift for move-in and move-out, it must be booked in advance.

## Rules & Regulations

### Booth Display

No combustible materials

No propane bottles

No helium or helium filled balloons

Any vendor who brings into the facility any displays, props, decorations, materials or other personal property must fully comply with the Fire Code of the City of Dawson Creek. If you have questions regarding the items you wish to exhibit, please speak to the Show Manager prior to submitting application.

### Set Up Completion Time

Space allotments may be cancelled if exhibitors fail to occupy the space allotted to them by 3:00 p.m. on April 17<sup>th</sup> with the exhibit specified on their application on the first day of the show. This will mean forfeiture and non-refund of all monies paid.

### Space Creep

Exhibitors must confine all exhibit structures and activities to within the limits of the space allotted to them. Salespeople and demonstrators are prohibited from operating in the aisles and from extending their activities into the aisles in such a way as to be a nuisance or an interference to the public or other exhibitors.

### Noise

Undue noise made in the operation of exhibits or noisy methods employed in sales or demonstration activities will not be tolerated. All exhibitors must have an

equal opportunity to conduct their own demonstrations without interference from their neighbours.

### Amplifying Devices

The use of amplifying devices inside exhibit booths is prohibited.

### Giveaways

Exhibitors are not allowed to give away stickers or noisemakers.

### Height & Limitations for Displays

No display can exceed the contracted area. The height restriction for backwall and sidewalls for the standard draped booth areas also applies to the exhibitor's display. There is no limitation (within reason) to the height of equipment on display in bulk spaces, provided such equipment is self-supporting and free standing. Equipment on display platforms may be subject to display height regulations.

### Damages to Show Property

Exhibitors are responsible for all damage caused by them to show property and will be responsible for costs of repairs or replacement to damaged show property.

### Security

Security personnel is provided during show hours. The doors will be locked during non-exhibition hours.

## **Staffing of Booths**

Exhibitors are required to maintain staff in their exhibits at all times during the hours of the show.

## **Booth Cleaning**

Clean your booth at closing and deposit garbage in provided garbage cans. Exhibitors are expected to keep their booth neat and tidy at all times. All booth display items must be removed at the end of the show.

## **Alcoholic Beverages**

The use of liquor (spirits/wine/beer) by exhibitors in their exhibit area is contrary to regulations set out by the Liquor Branch and will not be permitted.

## **Food Vendors**

Menus for all food vendors must be approved by the Show Manager PRIOR to registration. All food vendors must have a valid health permit issued by Northern Health.

## **Entry to the Show**

Exhibitors will receive 2 Exhibitor Passes. Additional passes can be purchased for \$10.

Show Management reserves the right to refuse admission to the venue of any visitor, exhibitor, exhibitor employee, who in the opinion of the management is unfit, intoxicated, or in any way creating a disruption of the show.

## **Show Management on Site**

Throughout the entire show, Show Management will be available at the Venue. Supervisory personnel will be available during move-in and move-out periods.

## **Sales**

Ticket sales as well as product sales can only be sold at your own exhibit space. The Ovintiv Events Centre is unable to provide change or "break" large bills.

## **Registration Agreement**

Confirmation of your registration implies your acceptance of the rules and regulations described in this package.