

saskatchewan april 13-15, 2018

LIVING GREEN EXPO

REGISTRATION INFORMATION

SASKATCHEWAN LIVING GREEN EXPO

The Saskatchewan Living Green Expo is the province's largest green living event: a festival and trade-show focused on sustainable products and services. Exhibitors will be showcasing products and services in the areas of health & wellness, energy & green building, transportation, food & beverage, and more!

BENEFITS FOR EXHIBITORS

Reach a rapidly growing audience of green, keen consumers. Attendees of the Living Green Expo care about the environment and are eager to learn how they can make an impact. Create positive brand recognition, demonstrate your corporate social responsibility, and generate connections with exhibitors, speakers and attendees.

SHOW DATES & TIMES

Friday, April 13, 2018	5:00 pm – 9:00 pm
Saturday, April 14, 2018	10:00 am – 6:00 pm
Sunday, April 15, 2018	12:00 pm – 5:00 pm

ADMISSION

Adults: \$10 Affinity CU members: \$5 Weekend Pass: \$17 12 & under: free

SKLIVINGGREENEXPO.CA

www.sklivinggreenexpo.ca features information about the Living Green Expo, including an online directory of 2018 Exhibitors. Each Exhibitor's contact information and website will be displayed. The website also includes information for the public about the Expo location, booth layout, show dates and times, and admission information.

BOOTH INFORMATION

Booth rental includes a 10' x 10' booth with pipe, drape and carpet. Exhibitors are not required to provide additional flooring. **Tables and chairs are not included with your booth.** Please let us know at the time of booking if your booth height will exceed 10 feet. Booth furnishings, wireless internet, electrical outlets, sign hanging and utilities hook-ups are available to rent at additional cost through Prairieland Park/Hub City Display. Rental forms will be available in your Exhibitor Information Package.

BOOTH LOCATION

Booth location will be assigned on a first-come, first-served basis, and is only secured once payment has been received in full.

PAYMENT INFORMATION

Booth registration may be secured through cheque or *Interac* e-Transfer. Cheques should be made payable to the *Saskatchewan Environmental Society* and mailed to Box 1372 Saskatoon, SK S7K 3Ng. *Interac* e-Transfers should be sent to finance@environmentalsociety.ca with the answer to your security question sent to the same address in a separate email.

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BOOTH PRICING

10x10 booth – \$650 (no GST added – we are a registered charity)
Additional booths – \$50 off after special pricing (see below)

EARLY BIRD & SPECIAL PRICING ***available until February 1, 2018***

Exhibitors will receive all discounts that apply off the regular registration fee. To qualify for the ACU business member discount, exhibitors must hold a business account with Affinity Credit Union and provide the location of their ACU branch.

- 1) Early Bird registration – \$50 discount
- 2) Returning Exhibitors – \$50 discount
- 3) Affinity Credit Union business members – \$50 discount
- 4) Multiple booths – \$50 discount off 2nd, 3rd, 4th booths

EXHIBITOR PASSES

Exhibitors will be provided with four (4) exhibitor passes per booth to the Expo. Additional passes may be purchased for a fee of \$10 each. Please email info@sklivinggreenexpo.ca if you would like to purchase additional passes.

CANCELLATION POLICY

Prior to February 1, 2018, a \$50 cancellation fee will apply. Exhibitor registration fee is non-refundable after February 1, 2018.

WASTE

The Expo aims to keep waste to a minimum. Please plan ahead for any recycling, composting and waste management needs at the Expo. Compost, recycling and waste management facilities will be provided at the Expo.

PROMOTIONAL MATERIALS

Exhibitors are encouraged to print promotional materials such as handouts and signage on FSC-certified paper, and/or 100% post-consumer recycled paper.

FOOD AND BEVERAGE SAMPLES

Exhibitors wishing to provide food and/or beverage samples at the Expo must complete the Food & Beverage Sample Form by March 1, 2018. All samples must adhere to the Saskatoon Health Region's Food Product Demo Requirements. If preparing samples on site, Food and Beverage exhibitors must also obtain a temporary food event license from the Saskatoon Health Region. **Food and beverage sampling containers must be certified compostable.** More information will be available in your Exhibitor Information Package.

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2018 EXHIBITOR REGISTRATION FORM

Company/Organization: _____

Address: _____ City: _____

Province: _____ Postal Code: _____

Contact Name: _____ **Title:** _____

Telephone: _____

Email: _____ Website: _____

Cell phone contact during the Expo: _____

Booth Name *(to appear in the Online Directory of Exhibitors)*

Exhibit Description *(Please provide a brief description of how your exhibit will showcase sustainable living, 75 wd max.):*

Exhibit Products/Services *(Only the products and services listed here may be displayed and advertised at the Expo):*

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2018 EXHIBITOR REGISTRATION FORM

*****Booth Discounts are available until February 1, 2018*****

Number of booths: _____ x **= Grand Total (no GST): \$** _____

Your ACU branch, if applicable: _____

Booth Number(s) Requested: 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Payment Options:

Cheque (please make payable to the *Saskatchewan Environmental Society*)

Interac e-Transfer to finance@environmentalsociety.ca (please send answer to security question in a separate email)

I am interested in making an in-kind donation to the Expo for a door prize.

Product/Service being donated: _____

Value: \$ _____

I understand my responsibilities as an Exhibitor, and agree to abide by the Expo Regulations as stated below, as well as any federal, provincial and municipal regulations that may apply.

I acknowledge that the aim of the Saskatchewan Living Green Expo is to promote sustainable and healthy living. Exhibits which do not support this goal may be denied at the discretion of the Saskatchewan Living Green Expo.

Exhibitor Signature: _____ **Date:** _____

Please contact the Saskatchewan Environmental Society at info@sklivinggreenexpo.ca or (306) 665-1915 for further information.

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SASKATCHEWAN LIVING GREEN EXPO REGULATIONS

1. Booth Location will be assigned on a first-come, first-served basis after payment has been received, and is subject to change.
2. All exhibitors will be provided with a 10' x 10' booth with pipe, drape and carpet. Additional services such as wireless internet, electrical outlets, sign hanging and utilities hook-ups can be rented through Prairieland Park/Hub City Display. **Tables and chairs are not included with your booth.**
3. All exhibitors must provide a certificate of liability insurance for \$1,000,000 with the event organizer (the Saskatchewan Environmental Society) listed as an additional insured party.
4. Sound levels must be kept to reasonable levels and microphones are not permitted on the show floor.
5. Sub-letting booth space and/or distributing 3rd party literature at the Expo is prohibited. Prior approval is required for exhibitors wishing to share booth space. Contact info@sklivinggreenexpo.ca for details.
6. Exhibitors may only display products and services which they are legally licensed to sell in Canada, and which have been listed in detail on the Exhibitor Registration Form. Soliciting and/or distribution of marketing materials and information are limited to the booth areas only, and are not permitted in the aisles.
7. Booths **must remain fully assembled** from 5:00 pm on Friday, April 13, 2018 until 5:00 pm on Sunday, April 15, 2018.
8. Exhibitors are responsible for the security of their own booths during the Expo.
9. Exhibitors are discouraged from distributing excessive promotional materials. Exhibitors are encouraged to print promotional materials such as handouts and signage on FSC-certified paper, and/or 100% post-consumer recycled paper.
10. Exhibitors wishing to provide food and/or beverage samples at the Expo must complete the Sample Authorization Form by March 1, 2018. All samples must adhere to the Saskatoon Health Region's Food Product Demo Requirements. If preparing samples on site, Food and Beverage exhibitors must also obtain a temporary food event license from the Saskatoon Health Region. **Food and beverage sampling containers must be certified compostable.**

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REGISTRATION CHECKLIST

To register for the Expo:

- ✓ Send pages 3 & 4 of your completed registration form including booth selection to the Saskatchewan Living Green Expo at:
info@sklivinggreenexpo.ca or Box 1372 Saskatoon SK S7K 3N9
- ✓ Pay registration fee through one of two options:
 1. Send cheque payable to the *Saskatchewan Environmental Society* to Box 1372 Saskatoon SK S7K 3N9; or
 2. Send *Interac* e-Transfer to finance@environmentalsociety.ca with answer to your security question in a separate email
- ✓ Provide certificate of liability insurance in the amount of \$1,000,000 listing the Saskatchewan Environmental Society as additional insured
- ✓ Watch for a confirmation email from the Expo including your booth location and Exhibitor Information package.

We look forward to seeing you at the Expo!

QUESTIONS?
EMAIL INFO@SKLIVINGGREENEXPO.CA OR CALL US AT 306-665-1915

ENTRANCE



"Setting you up for Success"

Hub City Display
1740 Ontario Avenue
Saskatoon Saskatchewan
Canada S7K 1T1

Phone: 306.653-3705

Fax: 306.665-3075

Email: info@hubcitydisplay.com

Web: www.hubcitydisplay.com

SHOW

SASK LIVING GREEN EXPO

DATES

April 13TH - 15TH, 2018

LOCATION

**PRAIRIELAND PARK
HALL A**

10'X10 BOOTHS

