

January 16th, 2024

Re: Charlotte County Recreation and Home Show

Friday May 3rd, 2024 & Saturday May 4th, 2024

Garcelon Civic Center, St Stephen, New Brunswick

The Municipal District of St. Stephen invites you to participate in the inaugural ***Charlotte County Recreation and Home Show***.

In previous years, the St. Stephen Kiwanis Club hosted an annual Trade Show, with **1000+ attendees**, providing an exciting advertising opportunity to communicate face-to-face with potential customers while also networking with other business owners! People from all over Charlotte County would come to learn more about the resources, products, service clubs, etc. available, while enjoying time for socializing. While Kiwanis is no longer able to host this show, the Municipal Events Department looks forward to continuing their tradition, including a new recreation focus, as well as on the hom..

Choosing to be an exhibitor will allow you to promote your business or organization through give-aways or contests, offering exclusive coupons or special promotions, sharing samples, selling products, etc. while gathering contact information from those visiting your booth to follow up with post-show.

Event Details:

Friday May 3rd from 5:00 p.m – 9:00 p.m.

Saturday May 4th from 10:00 a.m – 4:00 p.m.

Set-up times: Friday May 3rd from 9:00 a.m. – 4:00 p.m. Garcelon Civic Center, St. Stephen NB

Booth Details and Fees:

Booth Info: 10' x 10' space with fabric 8' backdrop, 2 x 3' walls, 6' table with tablecloth and skirting, 2 chairs.

Fee for Booth: \$75.00 plus tax

Fee for Power: \$20.00 plus tax. Access to electricity available upon request, to be indicated on registration form. Please note we do not provide extension cords.

Fees applicable to indoor space on arena floor. Outdoor vendor fees will be considered on a case-by-case basis, at no cost.

Fees include admission for up to 4 representatives of your organization.

Booths must be completely set-up by 4pm on Friday May 3rd and take-down occurs **no sooner** than 4pm on Saturday May 4th.

Exhibitor Benefits:

- Direct link to your organization's Facebook page or website, from the event Social Media pages on registration.

- Name of organization printed in local newspapers, as part of vendor directory
- Opportunity to meet and chat with other exhibitors

The Trade Show will be promoted throughout the region in the following ways:

- Social Media, MDSS Website, MDSS Spring Tourism Brochure
- Local radio ads and interviews
- Local Community TV (CHCO)
- Posters and flyers distributed throughout the Charlotte Coastal Region
- Digital flyers and posters emailed to registered vendors upon request to promote at individual businesses

Payment is due in full at time of registration. Payment can be made online at Municipal District of St. Stephen or by cash, credit, debit, or cheque in person at the Garcelon Civic Center.

If you have any specific inquiries, please don't hesitate to get in touch. We look forward to having you join others as they showcase the variety and vitality of our Charlotte County area and beyond.

Best regards,

Municipal District of St. Stephen Events Team



Business/Organization Name: _____

Contact Person: _____

Mailing Address: _____

Phone: _____

Email: _____

What service or product does your business/organization offer?

For specific requests (indoors or outdoors), please explain your needs and we will discuss availability.

Total number of 10' x 10' spaces required:

Number of booths _____ @ \$75.00 plus tax = _____

Electricity required _____ @\$20.00 plus tax (*note: must supply own extension cords*)

Each 10' x 10' space includes 1 table & 2 chairs.

The Garcelon Civic Center will not be providing extra tables or chairs. If you require additional tables or chairs, you are welcome to bring your own.

How many organization representatives will be working at your booth over the two-day event?

_____ (Please note you will receive up to 4 free admission bracelets per booth)

I agree to the following vendor terms: _____
(initial)

- My booth set-up will be complete by 4pm on Friday May 3rd and I will not tear-down my booth until after 4pm on Saturday May 4th
- I am aware that a total of **4 representatives** of the organization are entitled to **free admission per booth** to work the booth over the two-day event. Any more than 4 representatives will have to pay the admission fee.
- Once registration is complete, MDSS Event staff will assign booths. Request for location will be considered but cannot be confirmed.
- Deadline to register is April 22nd, 2024.
- I am aware there are a limited amount of booths available, and payment of the registration fee, along with receipt of the registration form by MDSS Event Department will secure my booth(s). I'm aware booth availability is first-come, first-served (or waitlist if space permits).

Payment is due in full at time of registration.

Payments can be made by:

Cash, Cheque, Credit, or Debit in person at Garcelon Civic Center. Cheques to be made payable to MDSS and either delivered in person or mail to: MDSS, 22 Budd Avenue, St. Stephen, NB, E3L 2x3.

Online (Visa/Mastercard) [Activity search | Chocolate Town \(activecommunities.com\)](#)

Organization Contact: _____

Signature: _____

Date: _____

Your contact for any questions:

Micchelle Vest, MDSS Event Coordinator, 506-466-7700 ext 125

Patty Anderson, MDSS Event Staff, 506-466-7700 ext 126