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Dear 2016 Spring Home & Business Show Vendor

Thank you for participating in the 2016 Ladysmith Spring Home & Business Show at the Aggie Hall.

The Ladysmith Home & Business show is an effective way to market your products and services to this community as well as the mid-island. Where else can you get hundreds of people into your business showcasing your products and services.....AT THE HOME SHOW.

In order for the Show to run smoothly, here are a few things to keep in mind:

1. Show Hours are Friday, April 01st from 2:00pm– 8:00pm and Saturday, April 02nd from 10:00am – 4:00pm
2. Set-up will be Friday April 01st from 11:00am to 2:00pm at the Aggie Hall.
3. There will be security from 8:00pm to 8:00am on Friday, courtesy of C.O.P.S.
4. Take Down will be Saturday, April 02nd commencing at 4:00pm. Participants are strongly encouraged to set up and take down at the recommended time, it is upsetting to some if booths are taken down early
5. Pacific West Displays has requested that the table clothes and skirts be left as is as they have a procedure in place for their take down.
6. A copy of the floor plan of the Aggie Hall is enclosed so that you know where your booth is located. Alana, Jacquie or Mark will be at the show for set up if you have any questions. In case of **emergency only** call 250-802-1137 (Jacquie)
7. We encourage vendors to have a prize draw box at their booth. It will be the vendors responsibility to draw the winning tickets, call the winner and deliver the prize.
8. Each Vendor will receive a 2 for 1 coffee coupon for the 49th Café on Saturday morning and a pastry item (One per booth) that the Chamber will supply and deliver to your booth on Saturday Morning.
9. Vendors are asked not to solicit or distribute outside their designated booth.
10. Signage provided by the Chamber must be displayed in the centre of the draped backdrop provided.
11. Displays must be kept within the space provided and no higher than draped backdrop provided.
12. Table skirts must not be replaced or covered by signage
13. Please remember NOT to park in the Aggie lot or roundabout other than to quickly bring in your materials and equipment for the show. Ask event organizers for parking options and they will be available to drive you to and from your vehicle.
14. PLEASE DO NOT PARK IN THE 49TH PARALLEL PARKING LOT WHEN YOU PARK YOUR CAR FOR THE DAY.

Home & Business Show Advertising initiatives that the Chamber has implemented for the benefit of the event:

Coast Outdoor Electronic Billboards: Advertisement on 2 Billboards North of Ladysmith for 5 weeks prior to Homeshow. (Dependant on \$1500 Sponsorship secured)

Chronicle:

4 page full color flyer on ebrite paper

Total Flyers Printed: 7231 copies

100 copies for the Chamber

6532 copies to be inserted in Ladysmith, Cedar, Chase River, Westholme, Chemainus, Crofton and Saltair.

3 - quarter page ads

Chronicle Website & Event Calendar

Chamber Website

Facebook

Harbour Living

Take 5 Website & Event Calendar

Take 5 March Edition ad in the Commerce Connection

Tourism Cowichan Website

Island Radio/ Wave/Wolf

Community Events listing with all local radio stations.

Link to Spring Home & Business Show Flyer will be sent out as soon as available

Multiple Emails sent to Chamber membership and media (over 200 contacts)

Local Signage:

First Avenue Banner

2 Highway Signs

Additional signage around town and on the highway on days of the event.

Posters posted throughout the area which are also attached to this email for you to post and distribute.

If you have any questions please do not hesitate to contact the Chamber office at 250-245-2112.

Finally, we hope the Ladysmith Chamber of Commerce Spring Home & Business Show meets all of your expectations and you encounter many positive contacts and future business opportunities through the show. Thank you and we look forward to seeing you on April 1st 2016.

Sincerely,

Jacquie Chellew, Administrator

Mark Drysdale, Chamber Manager

Ladysmith Chamber of Commerce Board of Directors