



TRADE SHOW INFORMATION FOR EXHIBITORS

ARRIVAL AND SETUP

- DATE** **Tuesday October 8th, 2024**
- Set up:** 1:00pm - 2:30pm (all Booths must be set up by **2:45pm**)
- Keynote Event:** 2:00pm - 3:00pm (Keynote speaker event held in room adjacent to the Trade Show. Attendees will then be asked to attend the trade show)
- TRADE SHOW:** 3:00pm - 5:00pm (all fees must be paid before April 9th, 2024)
- Take down:** 5:00pm - 6:00pm (Vendors are to stay set up until at least **5:00pm**)
- The HDAA will show you to your table when you arrive
 - You are responsible for your own set up and take down
 - Discount coupons & promotional material are great items to give out at your table!

LOCATION & PRICE

Location:

Michelangelo Banquet Centre
1555 Upper Ottawa Street, Hamilton
www.michelangelos.com
Tel: (905) 575-9955
Email: info@michelangelos.com

Price:

Early bird special: **\$ 290.00***
Regular Price: **\$ 390.00**
Electrical fee: **\$ 25.00**

**Early bird special ends July 16th 2024; all vendors must be HDAA members with no outstanding fees*

SPONSORSHIP OPPORTUNITIES

Food Sponsorship \$500.00 — this sponsorship is for the refreshments during the Trade Show. There is a limit of sponsors set at 5. Sponsorship includes:

- Signage with your logo and Company Name at the refreshment tables
- A special thank you in the next Newsletter and Dinner meeting & on our website

Trade Show Sponsorship \$950.00 — this sponsorship is for the trade show running from 3:00pm - 5:00pm. There is a limit of sponsors set at 10. Sponsorship includes:

- Your pick of booth location and a special colour table cloth
- Recognition in the Newsletter
- Sign with your logo and Company Name throughout the show
- Company promoted in the handouts at the Trade Show & emails prior to event
- A special thank-you in the next Newsletter and Dinner meeting & on the website

Keynote and Trade Show Sponsorship \$1450.00 — This sponsorship is for the Keynote speaker event running from **2:00pm to 3:00pm, as well as Trade Show sponsorship**. Limited to 5 sponsors. Sponsorship includes:

- All the above, PLUS:
- Complementary tickets for you and your clients to the Keynote event
- A FREE booth at the trade show, including electrical fee, and your pick of location
- Sign with your logo and Company Name at both events

**Note: Platinum HDAA members receive a \$290.00 discount for Keynote and Tradeshow Sponsorship

2024 TRADE SHOW REGISTRATION FORM

Return with payment to: P.O. Box 33522 Dundurn St., Hamilton, ON L8P 4X4 or email to: info@hamiltonapartmentassociation.ca

EXHIBITOR INFORMATION	
Company Name: _____	
Contact name(s) at Booth: _____	
Email Address: _____	Telephone: _____
Type of Service you provide: _____	
BOOTH DETAILS	
<p>Do you require a table? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><small>*Tables and Table cloths are provided by HDAA. The table size is approximately 8ft by 2ft. If you do not require a table, your space (Approx. 4x8) will be empty for you to put up your own display.</small></p>	
<p>Do you require power? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><small>*There is a \$25.00 charge for power to your booth, please bring extra extension cords. Last minute power requests will not be accommodated.</small></p>	
<p>Indicate any additional requests:</p> 	
<p>DOOR PRIZES: If you are providing a door prize please make sure we have the following before September 27th: Company Name & Logo, contact name of the attendee & a description of the door prize. Types of door prizes acceptable are: wine, gift baskets, electronics, vacation packages, and gift vouchers/cards for restaurants or retail stores. We do not accept discount coupons from suppliers as door prizes; although they are a great to hand out at your booth. If your prize is not picked up that night it will be used as a door prize at our annual Golf tournament. Books & magazines can be given away at the registration table or at your booth.</p>	
Booth cost: \$ _____ Additional electrical cost: \$ _____ Sponsorship amount: \$ _____	Door prize item: _____ Comments: _____ _____
<p>Total payment: \$ _____</p>	
Signature _____	Date _____
<p><small>This Registration is not Valid until payment is received and confirmed by HDAA. Although we will try to accommodate everyone, all requests may not be granted due to space & availability. Everyone will be assigned a location by the HDAA. This location is Final. No one is permitted to change locations. We will not place any direct competitors next to each other. All membership fees, sponsorship and booth costs (if applicable) or other outstanding fees must be paid in full by September 27th 2024. Your Company is responsible for any damages done to the facility, please take care when setting up displays. If you have not indicated you want power to your booth, we cannot guarantee the ability to give you a power booth.</small></p>	