



# SHOWCASE EXHIBITOR REGISTRATION

## WHAT IS RAECON?

RAECON is a one-day conference, hosted by the REALTORS® Association of Edmonton for REALTORS® to continue their professional development. Real estate is continually changing, and the top REALTORS® adapt and improve to meet the increasing demands of the industry.

With over 400 attendees in previous years, RAECON proves to be one of the Association's most well attended events. One of the highlights of RAECON includes a four-hour vendor showcase, highlighting the tools and service providers working to serve local REALTORS®. We are looking to bring in local vendors who empower our membership and strive to improve the Edmonton real estate industry.

## WHAT ARE THE DETAILS OF THE SHOWCASE?

Our Showcase will take place at RAECON on September 17, from 12:30pm – 4:15pm at the River Cree Casino, Enoch Ballrooms. The Showcase provides a valuable opportunity to be face-to-face with some of Edmonton's most influential and engaged REALTORS®.

With a limit of 48 booths, your company will have a prime opportunity for exposure and to highlight your products/services.

## WHAT'S INCLUDED WITH MY BOOTH?

Showcase booths are \$500.00 each. All booths are 8'x8' and include:

- 8' high black draping on the back and 3' high black draping for the sides
- One 6' table, skirted in black
- Two chairs
- Two exhibitor badges, including boxed lunch

**Please note:** Power is not included in the booth price and must be arranged separately. Power cost is \$116/booth.

## ADDITIONAL EXHIBITOR BADGES

Two exhibitor badges are included per booth. Additional badges can be purchased for \$75 each and includes boxed lunch.

## SET-UP AND STRIKE

Vendors will have access to the space for set-up on September 17 between 9:00am and 12:00pm.

All booths must be fully set up and occupied by 12:00pm and the Showcase will begin at 12:30pm.

Booth take down will be between 4:30pm and 7:00pm, immediately following the Showcase. Booths are not to be dismantled prior to the Showcase ending at 4:15pm.

GES will be on-site to assist in coordinating any last-minute services on show day, find them at the GES Service Desk between 8:00am – 5:00pm.

### RAECON 2024 AGENDA \*Subject to change

**8:00 – 9:00 AM:** Breakfast

**9:00 AM – 12:00 PM:** Keynote Speakers

**12:00 – 1:00 PM:** Lunch

**12:30 – 4:15 PM:** Vendor Showcase

**1:30 – 4:15pm:** Breakout Sessions Every Hour

**4:30 – 5:15pm:** Closing Keynote

**5:15 – 7:00pm:** Member Mixer

## TRADESHOW SUPPLIERS

Any other booth requirements are the sole responsibility of the exhibitor. You can reach out to the following providers for services.

**Company:** GES

**Contact:** Amy Krautt

**Booth Requirements:** Booth furnishings, exhibit accessories and product display, graphics and design, set-up and strike labour, material handling, etc.

**Deadlines:** Discounts are available if services are ordered before September 3. Orders must be received with full payment on or before September 3.

Order forms for GES are provided at the back of this package.

**Company:** Production World

**Contact:** Glenn Davidson

780-554-5029

glenn.davidson@productionworld.com

**Booth Requirements:** Booth furnishings, exhibit accessories and product display, graphics and design, set-up and strike labour, material handling, etc.

**Deadlines:** Advanced price discounts are available if services are ordered before September 1. Orders must be received with full payment on or before September 1.

## SHIPPING

Advanced shipments may be sent to the GES warehouse between Monday, August 21 - Friday, September 15, between 9:00am – 4:00pm. All post-show shipments must be picked up from the GES warehouse by September 20, between 9:00am – 4:00pm.

c/o GES / Event Name Company Name &  
Booth Number 6292 - 50 St. NW  
Edmonton, Alberta T6B 2N7

Direct shipments may arrive at the River Cree Resort & Casino on September 16, from 8:30am - 4:30pm.

c/o REALTORS Association of Edmonton - RAECON  
River Cree Resort & Casino  
300 East Lapotac Blvd, Edmonton AB T7Z 3Y3

## ACTIVATIONS / DRAW PRIZES

To experience the highest potential for success in drawing traffic to your booth, we are encouraging exhibitors to incorporate an interactive activation / incentive into their booth design.

This could be something as simple as a prize draw, special offers, or a game for attendees to play. The booths that have received the most traffic in the past have been ones offering free trial samples, draw prizes and promotional events. This is a great way for your company to gain visibility and drive traffic to your booth. All draws and prize distribution to the winner will be your company's responsibility.

For questions or to return completed form, please contact:

Marlena Lesmister

Phone: 780-453-9368 | Email: [marlena.lesmister@therae.com](mailto:marlena.lesmister@therae.com)

REALTORS® Association of Edmonton: 101,18354 118 Avenue, NW, Edmonton, AB T5S 2G2

SEPTEMBER 17, 2024 • RIVER CREE CASINO

# EXHIBITOR REGISTRATION FORM

## CONTACT INFORMATION

COMPANY:

TITLE/NAME:

ADDRESS:

CITY/PROVINCE/POSTAL CODE:

PHONE #:

CELL PHONE #:

EMAIL:

## EXHIBITOR DETAILS

8' x 8' BOOTH \$500 (per booth) x (# of booths)

ADD POWER TO MY BOOTH (\$116)      YES      NO

COST OF POWER \$

SUBTOTAL \$

5% GST (R101577716)

\$ TOTAL \$

This application must be accompanied by the total amount due.  
Display location will not be confirmed until payment is received in full.

## PAYMENT METHOD

CASH\*      CHEQUE      VISA      MASTERCARD

CARD NUMBER:

EXPIRY DATE:

CVV CODE:

CARDHOLDER NAME:

SIGNATURE:

## EXHIBITOR NAME BADGES

Two exhibitor personnel included per booth.  
Additional passes are \$75 each.

- 1.
- 2.

## BOOTH SELECTION

Please make your 1st, 2nd and 3rd booth selection according to the floor plan. The REALTORS® Association of Edmonton will send you confirmation of your booth number upon receipt of your registration form.

RAE reserves the right to determine booth assignments. Requests are given consideration with priority for RAE's partners and sponsors and are confirmed on a first pay, first serve basis.

FIRST

SECOND

THIRD

Please do NOT locate me adjacent to:

RAE will try to make every effort to accommodate your request.

\* Please do not mail cash.

\*\* Make cheques payable to REALTORS® Association of Edmonton.

Please complete and return this form along with payment via e-mail or post to the REALTORS® Association of  
4 Edmonton to secure your booth. Booths will be distributed on a first come, first served basis.

# EXHIBITOR TERMS AND CONDITIONS

**SHOW DATE:** Tuesday, September 17, 2024

**SHOW TIME:** 12:30pm – 4:15pm (times may shift)

**VENUE:** River Cree Casino, Enoch Ballroom

**MOVE-IN:** 9:00am – 12:00pm

**MOVE-OUT:** 4:15pm – 7:00pm

## **PAYMENT TERMS**

Full payment must accompany your completed registration form. Booths are assigned on a first-pay, first-served basis. Early registration is recommended to secure your booth space. Please make all cheques payable to the REALTORS® Association of Edmonton.

Exhibitors will be required to abide by all rules and regulations as established by the REALTORS® Association of Edmonton (RAE). These regulations become part of the contract between the firms and organizations exhibiting at the summit (the “exhibitor”) and the REALTORS® Association of Edmonton (the “RAE”) before, during and after the exhibit. Firms and organizations agree to abide by these conditions by accepting space assignments at RAECON 2024.

## **TERM**

The Exhibitor with proper name tag shall be entitled to use the assigned space from 9:00am to 6:00pm. Booths must be dismantled immediately following show closing at 4:00pm. There is NO provision to leave product and pick up on other dates.

## **CONTRACT FOR SPACE**

This signed application and formal notice of assignment by RAE and the full payment of rental charges constitute a contract for the right to use the space. Booth assignment is on a first-come, first-served basis. Exhibit booths must be staffed for the duration of the display hours. RAE shall enforce acceptable noise levels. No exhibitor shall operate any equipment that would be detrimental to the welfare of the show or other exhibitors.

## **USE OF SPACE**

Booth includes an 8’ high back wall drape, 3’ side wall drape, skirted table and two (2) folding chairs. General internet access is available. RAE reserves the right to relocate exhibitors when in RAE’s opinion such moves are necessary to maintain the quality, traffic, flow, character and good order of the show.

## **PAYMENTS AND CANCELLATIONS**

All booth space must be paid in full prior to the start of RAECON 2023. Cancellation notification must be submitted, in writing, to the REALTORS® Association of Edmonton. Cancellations before the event date will be charged a \$100 administration fee. In the event of a cancellation less than 20 days before the event date, no refund will be made. Refunds for cancellations less administration fee will only be made if booth space has been filled. Contracts accepted less than 20 days before the event date and subsequently canceled, will receive no refund.

## **FOOD/BEVERAGE DISTRIBUTION**

The River Cree Resort and Casino is the exclusive caterer for all food and beverage. Exhibitors are not permitted to sell or distribute food or beverages within the exhibit space.

# EXHIBITOR TERMS AND CONDITIONS

## SPACE ASSIGNMENT

Space will not be held without payment. If space is unoccupied by 10:30am, on event day, RAE reserves the right to use or reassign the unoccupied space as seen fit. No refund will be made. The exhibitor agrees not to dismantle their displays or remove goods during the agreed upon show times. Tear-down may begin only after guests have exited premises. Failing to do so, the exhibitor agrees to pay all such additional costs as may be incurred. All show information will be made available to exhibitors.

## CARE OF BUILDING AND EQUIPMENT

RAE assumes no liability for loss or damage thereto. The exhibitor shall assume all responsibility for loss or damage to his property due to theft, fire, flood or any other cause beyond control of RAE. Exhibitors shall be liable for any damages to the building or furniture or fixtures contained therein, or the approaches and entrances therein and thereto, by virtue of the terms of this agreement. All display materials must comply with fire regulations and codes.

## DUE DILIGENCE

RAE makes no guarantee or endorsement of the quality of the exhibiting companies or the products and services exhibited.

## EXHIBITOR SAFETY GUIDELINES

- Smoking is prohibited in the exhibit venue.
- Standing on chairs, tables, and other furniture is PROHIBITED. The furniture is not designed to support your standing weight.
- Please use a ladder or ask GES personnel for assistance.
- Forklifts and pallet jacks are to be used by authorized GES personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify the electrical service company if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Apply good housekeeping. Dispose of any waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES representative of any safety issues or concerns.

**Thank you for your business and we look forward to seeing you at RAECON 2024!**





# ORDER FROM GES

## PRICING INFORMATION

Ordering online is the best way to save – up to 25%!

[Order online here!](#)

PRICE	DEADLINE	DESCRIPTION
Advance Price	September 1, 2024	To take advantage of the advance price, all completed forms and full payment must be received on or before this date.
Standard Price	September 16, 2024	The standard price will be charged after the advance price deadline date has passed and up until the show date.
On-Site Price	September 17, 2024	Orders received on show day through to the completion of the event are subject to on-site pricing, which begins on September 17.

Full payment is required at time of order. Please complete and return the enclosed Credit Card Authorization Form.

Need assistance or additional information? Reach GES directly at 780-469-776.