



Yellowknife
CHAMBER

SPRING

TRADE SHOW

Vendor Set-up:

Friday, May 8 from 10am until 8pm

Check in at Registration & Info Desk to receive your vendor badges and WiFi password.

Public Hours:

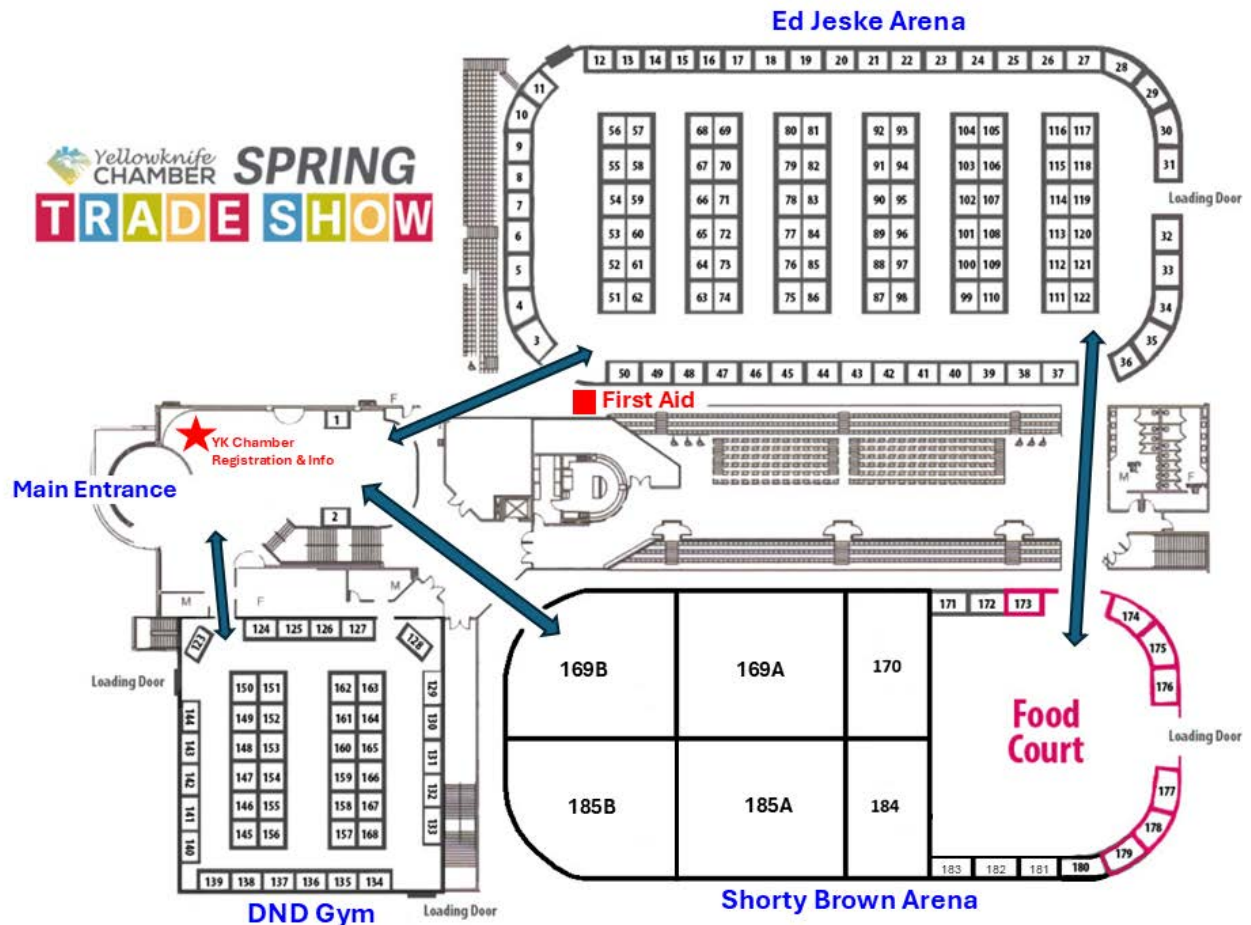
Saturday, May 9th from 10:00am until 5:00pm

Sunday, May 10th from 10:00am until 4:00pm

THANK YOU TO OUR TITLE SPONSORS!



Wesclean
NORTHERN SALES LTD.



Exclusive Hotel Discounts for Spring Trade Show Vendors!

Member hotels are offering **special discounted rates** for our Spring Trade Show Vendors. To access the discount links and/or booking codes, visit the Spring Trade Show section of our website, found under the **EVENTS** tab.

LOCATION: YELLOWKNIFE MULTIPLEX: 41 Kam Lake Road

WHAT COMES WITH EACH BOOTH?

Ed Jeske Arena:

- 8 ft deep x 10 ft wide area, draped exhibitor booth with 6 ft table and two chairs. Table linens are **NOT** provided. Linens and extra tables and chairs can be rented from Event Rentals Yellowknife, please contact them directly at: 867.444.4889.
- One 600-watt (120 volt) outlet will be provided. This will allow exhibitors to run booth lighting, a cash register or a small appliance in their booth.

Shorty Brown Arena:

- Booths 169A, 169B, 185A and 185B are approximately 50 ft x 42 ft and come with a 6 ft table and two chairs. Table linens are **NOT** provided, and power is limited to wall outlets.
- Booths 170 and 184 are approximately 25 ft x 42 ft and come with a 6 ft table and two chairs. Table linens are **NOT** provided, and power is limited to wall outlets.
- Booths 171 & 172 and 179 to 183 include:
 - 8 ft deep x 10 ft wide, draped exhibitor booth with a 6 ft table and two chairs.
 - Table linens are **NOT** provided.
 - Include one 600-watt (120 volt) outlet. This will allow exhibitors to run booth lighting, a cash register or a small appliance.
- Booths 173 to 179 are reserved for food vendors and include an 8 ft x 10 ft draped exhibitor booth with a 6 ft table and two chairs. Table linens are not provided. **When registering, you must provide a full list of your equipment and electrical needs.**
- Linens and extra tables and chairs can be rented from Event Rentals Yellowknife at 867.444.4889.

DND Gym:

- **6 ft deep x 8 ft wide** area with one 6 ft table and two chairs. These booths are **NOT** draped, and do **NOT** come with table linens. Linens and extra tables and chairs can be rented from Event Rentals Yellowknife, please contact them directly at: 867.444.4889.
- **Power is not supplied to booths in the DND Gym** and is limited to outside wall outlets. Extension cords are not provided.

IMPORTANT INFO for Booths 145 to 168

- Booths measure 6' d x 8'w. Please ensure your booth, including backdrops and displays, fits entirely within your assigned space. Vendors are expected to respect their neighbors' areas and avoid extending into adjacent spaces.
- **No power is available.** Extensions cords are **strictly prohibited** from being ran across walkways and therefor **power is not available to booths 145 to 168.**



EXHIBITOR SET UP AND TEAR DOWN:

Set Up: Friday, May 8th, 10:00am to 8:00pm

Tear Down: Sunday, May 10th after 4:00pm.

We ask vendors to not initiate tear down anytime before 4:00pm on Sunday.

ARRIVING FOR SET-UP:

When you arrive for vendor set-up on Friday, May 8th **please register with representatives with the Yellowknife Chamber of Commerce in the front lobby.** At this time you will be provided with your exhibitor badges, the specific location of your booth and the WIFI password.

VENDOR & PUBLIC ADMISSION:

Starting Saturday, May 9th at 10:00am, all exhibitors must show their exhibitor badge, or check in at the registration desk, to enter the Spring Trade Show.

Public admission is \$20/family or \$5/person. Children 3 and under are free.

FOOD VENDORS:

All exhibitors serving food or drink at their booth are required to complete a Temporary Food Establishment Permit.

The Yellowknife Chamber of Commerce is not responsible for any fines that may be accrued by exhibitors who fail to comply with regulations.

PEPSI AND FRITOLAY PRODUCTS ONLY:

The Yellowknife Multiplex is a Pepsi and Frito Lay Products facility. As such, Coke and Old Dutch products are **not permitted on-site.**

Please note that the Yellowknife Chamber of Commerce will not issue refunds to vendors who are required to remove products or leave the venue due to non-compliance with this policy.

A detailed products list will be emailed to all food vendors upon booth registration.

Territorial Beverages will offer complimentary coolers, including delivery and pickup, for vendors purchasing products for use. For inquires, or to place an order, please contact Territorial Beverages directly at: 867-873-5220 or email terra@terrbev.ca



GARAGE DOOR HEIGHT:

The maximum height of the overhead door is 9 ft 10 in, the width is 10 ft. The overhead door is to be operated solely by City of Yellowknife Staff. The door will be unavailable on Saturday, May 9th, and will remain inaccessible until 4:00 PM on Sunday, May 10th, 2026.

EXHIBITOR PARKING & NO OUTDOOR EXHIBITORS:

The parking lot at the Multiplex is open to both exhibitors and trade show visitors. Parking is limited, and we do not permit outside exhibitors.

SHIPPING AND RECEIVING:

Exhibitors are responsible for organizing their own shipping and receiving. No materials may be sent early and stored for you or kept after the show. You must be present at the Yellowknife Multiplex to receive anything you've shipped.

The Yellowknife Chamber of Commerce will not accept any products that are shipped to the Yellowknife Multiplex on your behalf.

WIFI:

We will provide the network name and password at vendor registration on set-up day.

NO HELIUM BALLOONS OR HELIUM TANKS:

The City of Yellowknife does not allow helium balloons or helium tanks inside the Multiplex.

SECURITY:

Security services will be provided during Spring Trade Show public hours, and begin at 7:00 a.m. on both Saturday and Sunday to allow vendors time to prepare for the day. Security will also be present during designated set-up and tear-down periods.

Please note that the Multiplex will be locked overnight; however, there will be no on-site security during those hours.

MUSIC:

Exhibitors who play music are asked to do so at a level that does not disturb their neighboring booths.

BUSINESS PERMITS & LICENSES:

The Yellowknife Chamber of Commerce does not require exhibitors to have a business license or permit to participate in the annual Spring Trade Show. It is the responsibility of all exhibitors to ensure that they are complying with regulations. The Yellowknife Chamber of Commerce is not liable for any fines that exhibitors may incur if they are not following regulations.

CANCELLATION POLICY:

Refunds for cancellations will **NOT** be issued after April 3, 2026. To cancel your booth, please call the Yellowknife Chamber of Commerce office at: 867.920.4944 or email admin@ykchamber.com.

ADVERTISING:

The Spring Trade Show guidebook will be available via QR code on the days of the Spring Trade Show and **a minimum of 1000 copies will be printed** and handed out at the front and arena entrances of the show. The guidebook will include floor plan maps and an exhibitor directory, where all exhibitors will be listed.

Advertising in our guidebook is available and will provide exhibitors with an excellent opportunity for maximum exposure! Please see the price grid below and email: programs@YKChamber.com if you'd like to purchase an advertisement.

Premium Directory Listing	Exhibitors and their booth location will be identified in our exhibitor directory and floorplan map.	\$50.00 + GST
¼ Page Advertisement	Advertisements must be submitted to the YK Chamber by April 20th at 4:00pm. Refunds will not be issued to anyone who fails to submit their advertisement on time.	\$125.00 + GST
½ Page Advertisement	Advertisements must be submitted to the YK Chamber by April 20th at 4:00pm. Refunds will not be issued to anyone who fails to submit their advertisement on time.	\$250.00 + GST
Full Page Advertisement	Advertisements must be submitted to the YK Chamber by April 20th at 4:00pm. Refunds will not be issued to anyone who fails to submit their advertisement on time.	\$500.00 + GST

Full Page Ad Size: 6.5" wide x 8" high	1/2 Page Ad Size: 6.5" wide x 4" high or 3.25" wide x 8" high	1/4 Page Ad Size: 3.25" wide x 4" high
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Please send in your advertisement by April 20, 2026