



March 2, 2017

Dear Exhibitor:

On behalf of the Kingsway District Association, SEBA and WEBA, I would like to take this opportunity to thank-you for booking an exhibit space at our **2017 After-Business Mixer on Thursday, May 11, 2017**. This event should be a valuable tool for you to meet and network with other businesses.

Details of the mixer are as follows:

Mixer Date:	Thursday, May 11, 2017
Location:	Ramada Hotel & Conference Centre 11834 Kingsway, Edmonton, AB
Set-up Times:	1:00PM - 3:00PM
Mixer Hours:	4:30PM - 7:00PM
Takedown Times:	7:00PM - 8:00PM

EXHIBIT SPACES - will be assigned and designated information will be available at the registration desk during set-up. You will be supplied with a six foot draped display table. Your exhibitor package will be available at the registration table between 1:00pm & 3:00pm.

PARKING - Please Park on the North side of the Ramada Hotel and unload at the Wildrose Ballroom. Please provide your own dollies for loading and unloading your displays, electrical cords if you requested power, tape, etc. The Ramada does **NOT** have these items available for your use.

PRIZES -

Please promote this event! Free Admission Tickets can be printed from our website www.edmontonkingsway.com

We look forward to seeing you on **Thursday, May 11, 2017**. Should you have any questions or require any additional information please feel free to contact the KDA office at 780.454.9716 or email office@kingswaydistrict.ca

Best regards,

Cheryl Bedard, Executive Assistant
Kingsway District Association

