

midwest buy mart

p.o. box 23116 – Market Mall

saskatoon, sk

s7j 5h3

GST # 123255531 RT0001

October 15, 2019

Dear Sales Representative:

**Re: Midwest Buy Mart – Fall/Winter 2020
February 21, 2020 through February 24, 2020**

Please accept this Buy Mart Application Package as your invitation to attend the upcoming Midwest Buy Mart. This Buy Mart Application Package contains the following items:

- an Application Form for the upcoming Midwest Buy Mart
- a Display Requirements Form for the upcoming Midwest Buy Mart
- a pre-addressed return envelope
- information on our Co-operative Funding program
- information on our Show Book Advertising program

BOOTH SET UP:

The Buy Mart will be located in Halls “D/E” of Prairieland Park’s World Trade and Convention Centre complex, 503 Ruth Street West, Saskatoon, SK, S7K 4E4. For those of you that are unfamiliar with our show, these halls are on one floor, under one roof. The setting up of booths is allowed on Thursday, February 20, 2020 from 12:00 noon until 6:00 p.m. and on Friday, February 21, 2020 from 8:00 a.m. until 4:00 p.m. The Buy Mart will be “open for business” to the Retailers on Friday, February 21, 2020 from 5:00 p.m. to 9:00 p.m. **No Retailers will be allowed into the halls on our “set-up” days, February 20, 2020 and on February 21, 2020, before 5:00 p.m. Please, DO NOT make any appointments that require Retailers to visit your booth before 5:00 p.m. on February 21, 2020.**

You may wish to start setting your booth up on Thursday, February 20, 2020 after 12:00 noon so that you are not rushed setting it up on Friday, February 21, 2020. This extra time should give all Sales Reps the ability to have their booths completely set-up and to be ready for the Retailers when they are allowed to come in for “open viewing” and/or to start working accounts at 5:00 p.m. on Friday. On average, we get 75 to 80 Retail Stores viewing and/or working their appointments on Friday.

The Buy Mart will close on Monday, February 24, 2020 at 3:00 p.m.

Due to the chaos created by numerous Sales Agencies packing their booths up early at some of our previous Buy Marts, NO Sales Agencies will be allowed to “take-down” and vacate their booths before 3:00 p.m. on Monday, February 24, 2020. To put it another way; your booth must appear to be open for business until 3:00 p.m.

This applies to ALL Sales Agencies ! No exceptions !

This means NO tape guns, NO shrink wrapping of samples, NO loading of pallets in the aisles, NO packing of samples, NO carrying of samples out to your vehicle, none of these things BEFORE 3:00 P.M.

If applicable, please ensure that you adjust your return airline booking schedules accordingly.

Also, YOU are responsible to ensure that the removal of your samples happens on Monday, February 24, 2020 after 3:00 p.m. NOTE: You may be charged extra storage and loading fees if your samples are not picked up by 10:00 p.m. on this day.

NOTE: BOOTH SET UP

All booths should be completely set up by 4:00 p.m. on Friday, February 21, 2020. The display company will be clearing the aisles of pallets etc. and will be leaving the building at 5:00 p.m. They will not be returning until the Buy Mart is over on February 24, 2020. It is up to you to ensure that you adjust your arrival schedule accordingly so that you have enough time to completely set up your booth by 4:00 p.m. on Friday.

PAYMENT INFORMATION:

NOTE: We DO NOT accept any credit card payments. You may pay via checks, bank drafts, money orders, or INTERAC e-Transfers sent to saskmac@shaw.ca .

Your application must be RECEIVED by December 2, 2019. Payment for the Midwest Buy Mart must accompany your application. We will accept a maximum of three payments for your booth. The first payment would, at least, have to be made for the Registration Fee and dated December 2, 2019. If you choose to send more payments; then the second and/or third payments must be made for the remaining balances and dated and RECEIVED no later than February 3, 2020.

If your application is received on or before December 2, 2019, and the above payment terms are adhered to, we will give you a minimum of a \$100.00 CASH REFUND at show time.

***** Remember, we always try to run our Buy Marts on a “break-even” basis. *****

FILLING OUT YOUR APPLICATION FORM:

I have assigned you the approximate booth dimensions/square footage that you previously had or have indicated you would need. If you have any changes to this, please indicate what size you would like on your application. **I will TRY to accommodate all changes.** Changes in booth location may be needed if your booth size changes. I will contact you if necessary. **Your booth location will be indicated in the “Final Billing Letter” that is sent to you along with your copy of the Buyer’s Guide. These Buyer’s Guides will be put in the mail to yourselves and the Retailers the week of January 6, 2020.**

You should fill out your application form exactly like you would like to see it on your booth sign and in our Buyer’s Guide. This includes the firms represented and their corresponding lines. **Please remember to print or write clearly!**

To calculate your total booth rental and the required payment(s); follow the steps outlined below:

1. Go to the “Charges” section of the **APPLICATION FORM**. The Registration Fee and Space Rental will already be filled in. If you require less or more space, please indicate and calculate less or more at **\$1.75 per square foot**.
2. Complete the **DISPLAY REQUIREMENTS FORM** if you require display fixtures. If you require any “special” display items (i.e. slat wall, carpet in your booth, etc.) please contact and make separate payment arrangements with Brian Schaan @ Handy Special Events, (306) 933-2727.
3. Calculate the **Total Display Costs on the Display Requirements Form**. This is done by calculating the cost for the number of racks, tables, chairs, lights, etc., you require. The display fixtures that you pre-order will be placed in your booth.

Transfer the Total Display Costs to the “Display Costs” line in the Charges Section of the Application form.

4. Any Charges or Credits from a previous show will be indicated on the “Previous Charges” line.
5. Add the Registration Fee, Space Rental, Display Costs and Previous Charges together. Calculate the **5% G.S.T.** and add, to give the Total Amount owed.

NOTE: If applicable, and indicated on the application form, the \$25.00, one-time, membership fee should also be added into the Total Amount owing. It is GST exempt.

6. Prepare the necessary payment(s) as indicated earlier in this letter.
7. Keep the **last** copy of the Application Form and the Display Requirements Form for your records and forward the top two copies of each form ensuring that we **RECEIVE them by December 2, 2019** to:

Midwest Buy Mart
Box 23116 – Market Mall
Saskatoon, SK
S7J 5H3

Unfortunately, due to printing lead time requirements for the Buyer’s Guide, there cannot be any changes made to your line listings or other information after **December 23, 2019.**

Also enclosed, you will find information and attachments for our **Co-operative Funding Program** and our **Show Book Advertising Program**. Both of these programs are self explanatory. Use them at your own discretion. Please make additional copies of the attachments if necessary. I will also be e-mailing you copies of these two programs if you wish to send them to your Manufacturers via email.

HOTEL ACCOMMODATIONS:

If you are in need of overnight accommodations at a hotel/motel; we have received group rates at the following hotels. **Please quote the Midwest Buy Mart and make your reservations early.**

- **Sandman Hotel**

310 Circle Dr. West
Saskatoon, SK
S7K 2Y5

Phone: 306-477-4844

RATE: \$105.00 plus taxes (single or double). QUOTE: The Midwest Buy Mart

- **Four Points by Sheraton, Saskatoon**

503 Cope Way
Saskatoon, SK
S7T 0G3

Phone: 306-933-9889

RATE: \$121.00 plus taxes (King or Double Queen). Quote: "Midwest Buy Mart".

Group Code: MI 1284.

NOTE: Press "0" for the Front Desk when calling to make your reservation.

- **Hampton Inn, Saskatoon South** (next to the Four Points by Sheraton)

105 Stonebridge Blvd.
Saskatoon, SK
S7T 0G3

Phone: 306-665-9898 or book online at www.saskatoonsouth.hamptoninn.com .

RATE: \$124.00 plus taxes (King or Double Queen). Quote: "Midwest Buy Mart".

Group Code: MBM. (Note: Includes Breakfast).

NOTE: Don't press anything, just stay on the line for the Front Desk when calling to make your reservation or you can book online using the above link.

- **ALT HOTELS by le GERMAIN** (a new hotel in Saskatoon's Downtown core, on the river bank)

480 - 2nd Ave. South
Saskatoon, SK
S7K 0L3

Phone: 833-258-4480

RATE: \$124.00 plus taxes (King), \$144.00 plus taxes (Double Queen). Quote: "Midwest Buy Mart February 2020 – 7442107".

If these hotels don't interest you, or are full, please visit Tourism Saskatoon's web site (www.tourismsaskatoon.com) and check out the various hotels that are listed under "Featured Accommodations".

Make your reservations early.

MIDWEST BUY MART TIMETABLE:

Thursday, February 20, 2020

- 12:00 noon to 6:00 p.m. – Set-up of booths only (all Halls)

Friday, February 21, 2020

- 8:00 a.m. to 4:00 p.m. – Set-up of booths only (all Halls)
- 5:00 p.m. to 9:00 p.m. – Retailers' Open Viewing (you may also work accounts)

Saturday, February 22, 2020

- 8:00 a.m. to 11:00 a.m. – Retailers' Open Viewing (you may also work accounts)
- 11:00 a.m. to 6:00 p.m. – Buying by appointment only

- 6:00 p.m. to 9:00 p.m. - Buying by appointment only (Night Security Rules in effect)

Sunday, February 23, 2020

- 8:00 a.m. to 11:00 a.m. - Retailers' open viewing (you may also work accounts)
- 11:00 a.m. to 6:00 p.m. - Buying by appointment only
- 6:00 p.m. to 9:00 p.m. - Buying by appointment only (Night Security Rules in effect)

Monday, February 24, 2020

- 8:00 a.m. to 3:00 p.m. - Buying by appointment only
- 3:00 p.m. - Show officially closed. **Booth take down allowed, starting at 3:00 p.m.**

Receiving of Samples and Booth Set Up:

If you plan to send samples via courier or shipping company; **these will be accepted at Halls "D/E" on Thursday, February 20, 2020 at 10:00 a.m. and Friday, February 21, 2020 starting at 9:00 a.m.** ***Please make your courier or shipping company aware of these times.***

For those of you that will be arriving in Saskatoon on Thursday, February 20, 2020, you are allowed to set-up your booth from 12:00 noon to 6:00 p.m. and then again on Friday, February 21, 2020 from 8:00 a.m. to 4:00 p.m. Although the display people may still be placing fixtures in the booths they will try to work around you. **Security personnel will be present overnight.**

Our priority, on the Thursday and Friday mornings, will be to unload any large semi-trailer units and get those samples to the various booths as quickly as possible.

There will be approximately 120 Sales Agencies setting up at this Buy Mart and we are trying to make the move-in and set-up run as smoothly as possible.

Sincerely,

Brian Davis, Manager
Midwest Buy Mart
(www.midwestbuymart.com)

Phone: (306) 931-8778
(306) 220-4567 cell

E-Mail: saskmac@shaw.ca

NOTICE:

A Special Meeting for the members of the Saskatchewan Men's Apparel Club Inc. will be held at 3:00 p.m. on Friday, February 21, 2020 in the Hall 'E' – Breakout Room. Attendance will be taken.
