



2025 Clearance Centre Information



BMO Centre - Hall D
March 22-23





Professional Golfers' Association of Alberta
THE MOST TRUSTED RESOURCE IN GOLF

December 1, 2024

Dear Head Golf Professional:

As we ready ourselves to close out 2024 and swing into a New Year, it is also time to tee up planning for the 2025 PGA of Alberta Golf Show schedule to take place at Calgary's BMO Centre (Hall D), March 22-23.

BMO Centre – Hall D
Saturday, March 22 (9 a.m. – 5 p.m.)
Sunday, March 23 (10 a.m. – 4 p.m.)

The PGA of Alberta's famous Clearance Centre will once again be a feature attraction of the SHOW, providing golf professionals/clubs the opportunity to clear out last years' inventory and engage with the community.

If you would like to participate this year, please complete the 2025 Clearance Centre Admittance Form (Last page) and return it to me at your earliest convenience.

If you are unable to participate, let me know as soon as possible as there is a waiting list of clubs wanting to join.

FOR FACILITIES THAT PARTICIPATED IN 2024, THE DEADLINE FOR SECURING YOUR SPOT WILL BE MONDAY, JANUARY 13, 2025.

THE DEADLINE DATE FOR ALL OTHER ENTRIES INTO THE CLEARANCE CENTRE IS MONDAY, FEBRUARY 10, 2025.

Contact Marlene Sanderson if you have any questions.

Kind regards,

Marlene Sanderson | Executive Assistant
PROFESSIONAL GOLFERS' ASSOCIATION OF ALBERTA
517 – 23 Ave NW | Calgary, AB | T2M 1S7
T 403.256.8894 | TF 1.888.866.6140
www.PGAofAlberta.com

CALGARY CLEARANCE CENTRE INFORMATION PACKAGE

ENTRY PARAMETERS

A first right of refusal will be given to the clubs who participated in 2024, however, **ONE** of the following requirements must be met to secure your spot.

- **Your club has purchased booth space.**

OR

- **If your Club did not purchase booth space, a minimum of four (4) volunteer hours is required per day (8 hours total) in other areas of the Show to include: the lesson area, junior area, and activities area. These hours are in addition to the hours required in the Clearance Centre which are outlined below. Michelle Moody will reach out to you directly to confirm the volunteer details, including timing and area.**

Past participants must register before Monday, January 13, 2025, to secure their spot.

COST OF ENTRY

- Each club will be charged approximately 10-15 percent of their gross sales for expenses and participation in the Clearance Centre. This amount will be subtracted from their gross sales before the PGA Office directly deposits the funds into the clubs' accounts.

Expense and participation charges include:

- Floor rental space
- Bags
- Table rentals
- Rolling racks
- Administration
- Bank charges
- Till rentals, etc.

MERCHANDISE REGULATIONS

1. General

- 2025 stock will **NOT** be permitted
- Logoed merchandise is permitted
- Presentable merchandise only
- No untagged merchandise will be accepted (See below)

2. Pricing of Merchandise

- All items submitted to the Clearance Centre must be clearly tagged and priced using the provided inventory system. This system will be emailed out to each club about one month before the Show. It will suggest something similar to what is listed below:
- Hard Goods - (Clubs, bags, and balls) - Specific hard goods must be priced the same for every club. These prices will be determined and communicated to participating clubs.
- Soft Goods - (apparel and shoes) - 2024 products must be marked at the original 2024 cost. For example, if the cost of a 2024 shirt was originally \$40 but was cleared out in the fall by the manufacturer at \$15, the shirt must be priced at a minimum of \$40 in the Clearance Centre. Soft Goods from 2023 or earlier may be priced at the club's discretion.

- **ID stickers must be approved by the PGA of Alberta office.** ID stickers are the responsibility of the participating club and all merchandise must be marked with the corresponding colour and initials/name. It is recommended that if your merchandise doesn't already have existing-coloured tags on them to use white labels with your club's name on them. This will help to eliminate any mistakes at the till if there happens to be multiple clubs with the same-coloured sticker.
- ID stickers **MUST** go on all merchandise. If any of your products do not contain a tag, your club will not receive credit for this product.
- Clubs will not be required to submit an inventory sheet prior to the SHOW.
- Each club will be solely responsible for what they take in and out of the SHOW.
- Each club will be provided with their total sales amount at the end of the SHOW.
- **Direct Deposit** will be sent to each club from the PGA of Alberta office once all expenses are received. **Please submit your clubs' banking info to the office (void cheque and best e-mail address) to receive the direct deposit.**

3. Merchandise Drop-Off and Set-Up

- All Clearance Centre participants will need to use voyage control for the loading dock to drop-off merchandise unless hand carrying through the front door is your preference. Further details on voyage control will be available as the date approaches.
- **All Clearance Centre Merchandise must be delivered and set up on Friday between 10 a.m. and 3 p.m.** This is the only day that delivery vehicles will have access. It is expected that all merchandise be tagged and ready for sale **BEFORE** drop-off. Please schedule an adequate amount of time to set up and display your product. Please be considerate and avoid placing your product on top of existing displayed merchandise.
- Clubs within Calgary City limits can be set up between **10 a.m. - 12 p.m.**
- Clubs outside Calgary City limits can be set up between **1 p.m. - 3 p.m.**
- Items will be secured inside the Hall (security will be on-site).

4. Racks, Hangers, and Merchandise Bags

- **Please supply your wire hangers for clothing (There is a good chance that many of your hangers will not be returned).** **SOME** hangers will be provided by Global Canada. If you use the Global hangers please return them.
- **It is also recommended to supply your apparel racks for your merchandise.** Please let the Clearance Centre Committee know if you cannot. There will be **SOME** racks provided by Global Canada.
- Merchandise bags will be supplied by the PGA of Alberta.

5. Staff Requirements/Scheduling

- Each participating club **MUST** provide a minimum of one member to always work in the Clearance Centre. When your club has a till shift, please ensure you still have a member on the Clearance Centre floor. A schedule of till shifts will be emailed to you the week before the show.
- **Parking and food will not be provided for the Clearance Centre. Please plan your shifts and carpooling accordingly to help offset any additional costs to your facility.**

6. Miscellaneous

- All sales at the Clearance Centre will be final (No returns).
- There will be three (3) tills and three (3) POS swipe units at the counter with a minimum of six (6) members always working the tills.
- A club will be assigned to always manage the change room.
- All participating clubs **MUST** have at least one member who remains in the Clearance Centre until all merchandise has been removed on Sunday.
- The PGA of Alberta is **NOT** responsible for any leftover merchandise in the Clearance Centre. It is the clubs responsibility to gather their product before leaving.

Business Hours of the Clearance Centre will be:

Saturday: 9 a.m. - 5 p.m.

**(All afternoon shift members are to stay until 5:30 p.m.
to help reorganize the Clearance Centre for Sunday)**

Sunday: 10 a.m. - 4 p.m.

(Move out will tee off at 4:01 p.m.)



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2025 CALGARY CLEARANCE CENTRE ADMITTANCE AGREEMENT

I have read and hereby agree to the terms and conditions outlined in the Information and Requirements Package and wish to participate in the Clearance Centre at the 2025 PGA of Alberta Golf Show.

Please initial that you understand the requirements to secure your spot, and if your club has either purchased booth space or will provide a volunteer for a minimum of four (4) hours on Saturday and Sunday (8 hours total).

The PGA office will schedule your volunteer to specific areas (Lesson area, junior area, or activities, etc.) based on whether that individual is a PGA Member or not.

(Initial here)

Booth Purchase -----
(Initial here)

Provide Volunteer -----
(Initial here)

Name (Printed) -----
(Head Professional)

Signed by: -----
(Head Professional)

Club: -----

Date: -----

Colour and Description of Price Tag on all Merchandise:

Please email to:
PGA of Alberta
Attn: Marlene Sanderson
517 - 23 Avenue NW
Calgary, AB T2M 1S7
marlene.sanderson@pgaofalberta.com
Phone: (403) 256-8894 or (888) 866-6140

For facilities that participated in 2024, the deadline for securing your 2025 spot will be Monday, January 13, 2025.

The deadline date for all other entries into the Clearance Centre is Monday, February 10, 2025.