



Terms, Conditions & Helpful Info

1. Terms of Agreement

- 1.1 The Exhibitor agrees to abide by the following terms and conditions.
- 1.2 The Home & Cottage Expo, hereinafter known as “the Show”, agrees to provide the exhibitor with the display space and amenities contracted for, as well as advertising and promotions to attract the public.

2. Booth Set-Up

- 2.1 Set up time: 12:00 PM to 6:00 PM on Friday, May 10, 2024.
- 2.2 Exhibitors with larger exhibits may request earlier access. We ask that all exhibitors complete set-up by 6:00 PM to allow for carpet installation.
- 2.3 No cutting with power saw is permitted during set up (indoors).
- 2.4 Only 'painters' tape may be applied to venue walls and floors. Do not use duct tape.
- 2.5 Permit required from Owen Sound Fire Marshall for any open flame devices.
- 2.6 The Exhibitor is prohibited from posting advertising of other trade shows and vendor markets at the Exhibitor's booth.
- 2.7 The Show will determine booth locations based on priority of order received and optimum complementarity of exhibitors and displays. Regardless of registration date, exhibitors will not necessarily receive their choice of location or the same location as previous years.
- 2.8 Only one business per registration. Any supplemental business must be represented on a separate registration form. All booth sharing or cost sharing must be approved in advance by the Show.

3. Take-Down

- 3.1 No display may be dismantled or items removed from it (other than sale goods) until after 4:00 PM on Sunday, May 12.
- 3.2 Take-down is from 4:00 PM to 8:00 Pm on Sunday, May 12. All exhibits must be removed from the building on Sunday evening. A few exhibitors may be given special permission to remove their exhibits on the morning of Monday, May 13. These requests must be made in advance of the Show and will be assessed on a case-by-case basis. Please be advised that late vendor take down will only be permissible if the Owen Sound Attack do not require the ice on the day following the Home & Cottage Expo.

4. Electricity and Internet

- 4.1 If requested on the registration form, the Show will provide two 110-volt electrical outlets (15 amps total) per booth purchased.
- 4.2 The Show does not provide electricity for outdoor booths.
- 4.3 Additional electrical requirements may be arranged at an additional cost to the Exhibitor.
- 4.4 Wireless internet service is available indoors, at no additional charge. Please note that the amount of broadband available is limited. Exhibitors requiring high speed internet are advised to supply their own 'hot spot' or rocket hub.

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5. Booth Amenities

- 5.1 The Show will provide an eight-foot (8') high drapery backdrop and three-foot (3') side screening for the Exhibitor's indoor booth(s). Nothing may be attached to the draperies.
- 5.2 Lightweight signs may be hung from the drape pipe around the booth using hooks supplied by the Show on request. Display height is restricted to 14'. Two-sided signs are not permitted.
- 5.3 The Exhibitor will confine their booth to the designated space. Any encroachments from the Exhibitor's booth into an aisle or adjoining booth will be removed by the Show.

6. Outdoor Booths

- 6.1 Please indicate on the Registration Form if a tent is included in your display, and provide the Show with a site layout showing the dimensions.
- 6.2 Under provincial legislation, a permit is required from the City of Owen Sound Chief Building Official for any display tent or combination of tents exceeding 60 m² (645ft) (outdoor displays only). The Show requires advance notice of any outdoor tent installation, and may assess an additional fee. Tents must be secured with weights, not stakes.
- 6.3 The maximum space available per outdoor 'booth' is 2500 square feet.
- 6.4 Generators are permitted for outdoor booths at the Exhibitor's expense, but must be operated in such a manner so as not to interfere with neighbouring exhibitors' ability to conduct business.

7. Not-For Profit Booth

- 7.1 No third party fundraising allowed (i.e. selling tickets on behalf of a charity) unless they have been pre-approved by the Home & Cottage Show Committee.
- 7.2 If a charity wishes to take part in the Home & Cottage Expo, they may apply to register a booth at the special not-for-profit rate.

8. Staffing and Vendor Badges/Passes

- 8.1 The Exhibitors' booths must be staffed at all times. Staff are to stay within booth boundaries. No soliciting or conducting of surveys outside of booth area.
- 8.2 The Show will provide four (4) free Vendor badges/passes for each booth, two (2) for Marketplace booths. The Exhibitor will pick up Vendor badges/passes at the registration table (located in the corridor outside the arena floor entrance) during set-up on Friday May 10, 2024.
- 8.3 Badges/passes will not be available on Saturday or Sunday. You must distribute your passes accordingly, otherwise staff will be charged \$10 at the door.
- 8.4 Only authorized staff carrying or displaying Vendor badges provided by the Show are permitted access to indoor areas during the hours of the Show. The Show reserves the right to bar any person not carrying or displaying an official name badge provided by the Show.

9. Security

- 9.1 The Show will provide overnight security in the South Parking Lot (outdoor display area) on the evenings of Friday, May 10 and Saturday, May 11. The Show is staffed with security personnel at all times while the facility is open. Vendors are cautioned to monitor their booths during set-up and tear-down.

10. Location and Parking

- 10.1 The Show will be held at the Harry Lumley Bayshore Community Centre, 1900 3rd Avenue East, Owen Sound, Ontario. Exhibitor parking is allowed in the North Parking lot ONLY, as designated by signs, immediately after unloading.

11. Prizes and Giveaways

11.1 Each Exhibitor is welcome to conduct prize giveaways within their booth as long as there is no purchase or commitment of any kind on the part of the consumer required to enter the contest. Giveaways at the Exhibitor's booth are permitted, with the exception of popcorn and other loose food items. The sale of any food items is prohibited except in the designated area.

12. Liability, Insurance, and Payment

12.1 The Show will assume no liability, for any reason, for possessions or materials displayed at the discretion of the Exhibitor.

12.2 The Exhibitor is required to provide proof of public liability and property damage insurance, naming the City of Owen Sound as Additional Insured, with minimum policy value of \$2 million. Acceptable proof is a certificate or letter from a recognized insurance agency. The Exhibitor also has the option to purchase Exhibitor Insurance from the Show.

12.3 Booths must be paid for at time of booking. Payment must be received by the City of Owen Sound within seven (7) business days of registering. If payment is not received within seven (7) business days following completion of this registration, the Vendor forfeits any reserved space. Please contact the Events Coordinator to arrange payment plan. All fees are due and payable upon registering for the Show; this registration is a legal binding contract that the applicant, company or individual completing it are responsible for and accepted as such once completed.

12.4 If an exhibitor unit is reserved and then canceled, all monies will be forfeited. As a courtesy, we will attempt to re-lease the space. If the space is re-leased, at the Home & Cottage Expo's discretion, a percentage of the total monies will be refunded.

12.5 Completing registration does not confirm you as an exhibitor at the show, nor does it confirm your booth location. All registrations are reviewed to ensure that the products and services being offered conform to the Home & Cottage Expo Exhibitor Policy.

13. Exclusivity

13.1 The Show endeavors to feature as wide a range of goods and services as possible. However, the Exhibitor is not guaranteed that they will be the sole exhibitor of their product or service

14. Cancellation

14.1 In the event the facility in which the Show is to be held is destroyed or becomes unavailable for occupancy, or if for any reason the Show Management is unable to permit the Exhibitor to occupy the facility or the Rental Space, or if the Show is cancelled for any reason beyond the control of the Show Management, including but not limited to casualty, explosion, fire, lightning, flood, weather, epidemic, earthquake or other natural disasters, acts of public enemies, acts of terrorism, riots or civil disturbances, strike, lockout or boycott, The Home & Cottage Expo, the show management and sponsors will not be responsible for any loss of business, loss of profits, damage or expense of whatever nature that the Exhibitor may suffer.

