

Booth Set-up and Tear Down

1. Set-up time is available to the Exhibitor from 9:00 AM to 5:00 PM on Friday, April 24, 2020. Earlier or later access granted by request only (call 519-376-4440 ext. 1237 or email specialevents@owensound.ca to arrange access).
2. The Home & Cottage Expo (referred to as the Show from here on) is open to the public on Saturday April 25, 2020 from 10:00 AM to 4:00 PM, and Sunday, April 26 from 10:00 AM to 4:00 PM.
3. Tear down is from 4:00 PM to 8:00 PM on Sunday April 27, 2020. All exhibits must be removed from the building on Sunday evening.

Booth Info

4. NO DUCT TAPE ON ARENA FLOOR, GLASS OR BOARDS. Only approved tape may be applied to venue walls and floors.
5. The Show committee will determine booth locations based on priority of order received and optimum layout. Regardless of registration date, exhibitors will not necessarily receive either their first choice of location or the same location as the previous year as show layout and visitor experience is important.
6. There is a maximum of four (4) consecutive booth spaces per business.
7. The Show will provide an eight-foot (8') high drapery backdrop and three-foot (3') side screening for the Exhibitor's indoor booth(s). One fold-out six-foot (6') table and two chairs will also be available to each Exhibitor to use during the Show (these must be picked up by Exhibitors during set up). Additional décor and staging supplies may be ordered directly through a supplier at Exhibitor's own expense.
8. Nothing may be attached to the draperies. Lightweight signs may be hung from the drape pipe around the booth using hooks supplied by the Show.
9. 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.

Outdoor Booths

10. The maximum space available per outdoor 'booth' is 2500 square feet.
11. 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. Generators need a proper ground electrode connection point and are subject to an electrical inspection at the Home & Cottage Expo.
12. Under provincial legislation, a permit is required from the City of Owen Sound Chief Building Official for any outdoor display tents or combination of tents exceeding 60 m² (646 ft²). The Show requires advance notice of any outdoor tent installation, and may assess an additional fee. Tents must be secured with weights, not stakes.

Electricity and Internet

13. If requested, the Show will provide two 110-volt electrical outlets (15 amps total) for each 10' indoor booth purchased. Additional electrical requirements may be arranged at an additional cost to the Exhibitor. The Show does not provide electricity for outdoor booths.
14. Wireless internet service is available indoors, at no additional charge. Please note that the amount of broadband available is limited; no downloading or uploading during the Expo. Exhibitors requiring high-speed internet are advised to supply their own "hot spot" or rocket hub.

Staffing and Access Badges

15. The Exhibitors' booths must be staffed at all times. No soliciting or conducting of surveys outside of booth area.
16. Exhibitor Name Badges serve as admission into the Show for Vendors & their staff. The Show will provide two (2) free name badges per booth. Additional badges will be available at a cost of \$2.00 each.



17. The Exhibitor will pick up name badges at the Exhibitor Check-in table (located in the corridor between the arena floor entrance and the banquet halls) during set-up on Friday, April 24, 2020.
18. Only authorized staff carrying or displaying name 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.

Liability, Insurance, and Payment

19. The Show will assume no liability, for any reason, for possessions or materials displayed at the discretion of the Exhibitor.
20. The Exhibitor Insurance fee will be included in registration payment, but a refund will be issued if a proper Certificate of Insurance is provided. 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.
21. Should the Exhibitor cancel their registration, for any reason, the Show will retain \$50 as an administration fee. Should the Show cancel the Exhibitor's registration, for any reason, the Exhibitor's full payment to date will be refunded.

Exclusivity

23. 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.
24. 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.

Security

25. The Show will provide overnight security in the South Parking Lot (outdoor display area) on the evenings of Friday, April 25, 2020 and Saturday, April 26, 2020. Vendors are responsible for the safety and security of their booths at all times.

Prizes and Giveaways

26. 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.
27. 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.
28. Nuts and nut products are not permitted to giveaway as the Bayshore Community Centre is a nut-aware facility.

Please note that completing this 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.

By signing below, I commit that I have read and agree to the Terms and Conditions as listed above.

Signed: _____

