



Terms and Conditions

1. Terms of Agreement

- 1.1. The Exhibitor agrees to abide by the following terms and conditions, including “Set-Up & Tear-Down”, listed separately.
- 1.2. 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. Location and Parking

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

3. Booth Rental Set-up and Placement

- 3.1. Set-up time is available to the Exhibitor from 12:00 p.m. to 6:00 p.m. on Friday, May 2, 2025. Earlier or later access granted by request only.
- 3.2. No cutting with power saw is permitted during set up (indoors).
- 3.3. Only approved tape may be applied to venue walls and floors. Check with Show organizers during set-up before applying any tape.
- 3.4. Telephone lines are to be arranged by the Exhibitor at the sole expense of the Exhibitor.
- 3.5. Permit required from Owen Sound Fire Marshall for any open flame devices.
- 3.6. 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 (645ft²) (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.
- 3.7. The Exhibitor is prohibited from posting advertising of other trade shows and vendor markets at the Exhibitor's booth.
- 3.8. 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 either their first choice of location or the same location as the previous year.
- 3.9. 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.

4. Not-For-Profit Booths

- 4.1. 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.
- 4.2. 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.

5. Staffing and Access Badges

- 5.1. 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.
- 5.2. The Show will provide four (4) free name badges for each booth. The Exhibitor will pick up name badges at the registration table (located in the corridor outside the arena floor entrance) during set-up on Friday May 2, 2025. Passes will not be available on Saturday or Sunday. You must distribute your passes accordingly, otherwise staff will be charged \$10 at the door.



5.3 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.

6. Liability, Insurance, and Payment

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

6.2. 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 City of Owen Sound.

6.3. Booths must be paid for at time of booking.

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 are responsible for and accepted as such once completed. When your registration is received The Owen Sound Home and Cottage Expo will e-mail the show applicant an invoice for your records in a PDF format. Payment is due upon delivery of the invoice. If a exhibitor unit is reserved and then cancelled, all monies will be forfeited. As a courtesy, we will attempt to re-lease the space. If the space is re-leased, at our discretion, a percentage of the total monies will be refunded.

7. Exclusivity

7.1. 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

8. Cancellation

8.1 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 and 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.

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.

Booth confirmation letters, along with invoices for any balance owing, will be sent out during the first two weeks of February. Full refunds (minus a \$10 administrative charge) will be sent to any exhibitors whose registrations are not accepted.

I have read and agree to the Terms and Conditions as listed above.

Business Name: _____

Signed: _____ Date: _____

