

**All show information will be addressed to the following address unless otherwise indicated**

Company Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Website: \_\_\_\_\_ E-Mail (required): \_\_\_\_\_  
 Products Displayed: \_\_\_\_\_  
 Main Contact:(email) \_\_\_\_\_ Secondary Contact (email) \_\_\_\_\_  
 Location Request: 1st \_\_\_\_\_ 2nd: \_\_\_\_\_ 3rd: \_\_\_\_\_

### Rental Details / Payment Options

All reserved booths must be paid for by March 6th to secure the Early Bird Fee (see below). All payments received between March 6th and April 20th will be subject to 25% increase above reserved pricing unless arrangements and made through event organizer.

### Cancellations

Cancellation of any reserved space must be received prior to March 6th 2020, any cancellation after March 6th vendor may be responsible for 50% of the agreed upon registration fee.

### Space Rental Request (each space is considered 10ft x 10ft)

■ Single Booth (10x10)	\$495.00	Total: _____
■ Multiple Booths (2-3)	\$480.00	Total: _____
■ Multiple Booths (4-6)	\$465.00	Total: _____
■ Outside Space	To be negotiated with show	Total: _____
■ Front Entrance Space	To be negotiated with show	Total: _____

### Other Rental Requests

■ Tables	\$10.00 ea	Total: _____
■ Chairs	\$5.00 ea	Total: _____

### Advertising / Sponsorship Options

Platinum - Radio promotion, inclusion in all print media, full color page ad in show brochure, promotion on Town of Kentville Website w / website links	■ \$700.00
Gold - Full page ad in show brochure	■ \$400.00
Silver - 1/2 page ad in show brochure	■ \$250.00
Bronze - 1/4 page ad in show brochure	■ \$200.00

Subtotal = \_\_\_\_\_ HST (15%) \_\_\_\_\_ Total Owing: \$ \_\_\_\_\_

Payment Method - Circle payment request (Invoices will be issued to all signed contracts)  
 Cheque - will send via mail    Cash - will drop off payment to below address    Credit Card - if you wish to pay via credit card let us know and we will make arrangements

Printed Name: \_\_\_\_\_ Confirming Signature: \_\_\_\_\_ Date: \_\_\_\_\_



902-680-6407



kbennett@kentville.ca



www.kentville.ca/homeshow



Town of Kentville, Parks and Recreation Department  
 354 Main Street, Kentville N.S. B4N 1K6



## Public Exhibition Hours

- Friday April 24th 5:00pm - 9:00pm
- Saturday April 25th 9:00am - 5:00pm
- Sunday April 26th 12:00pm - 4:00pm

## Vendor set-up and tear down

All displays must be set up by 1:00 April 24th unless prior arrangements have been made with event organizer. Set up times are as follows:

- Tuesday April 21st 12:00 p m - 4:30
- Wednesday April 22nd 9:00am - 4:30
- Thursday April 23rd 9:00am - 11:00pm
- Friday April 24th 9:00am - 1:00pm

All displays must be taken down by 4:00 April 27th. No tear down of display is begin until all public have left the show.

## Booth Specifications

- 1.A standard booth is 10ft x 10ft, divided by draperies across the back 8 feet high and extending along the sides 3 feet high. These will be provided by the event organizers. All displays must be kept within the confines of the rented booth space.
  - Booth carpet, tables, chairs, extra lighting etc.. all are additional and not provided by the show.
- 2.Painting or fastening to walls, floors or any other part of the building is prohibited. Attaching signs or display material to the shows contractors equipment will be with approved methods only. Any damage to the building or show dressings will be the responsibility of the exhibitor.
- 3.Final allotment of booth space will be at the discretion of the event organizer.
- 4.Space is to be used for products and purpose of the exhibitor and cannot be sublet or used by anyone other than the exhibitor without consent from organizer.

## Lighting and Power

The show will provide each vendor 1 -15amp plug per booth. However, the exhibitor is required to supply all the necessary connections including CSA approved equipment (extension cords and power bars). Any additional power required by vendor must be communicated to show organizers (240v etc..). An electrical inspection will be done prior to show opening.

Agreement to abide by terms and conditions

i, (exhibitor name) \_\_\_\_\_ have read, understood and will comply with all terms and conditions of this contract.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Insurance

The exhibitor shall from the time of take over of rented space provide proof of Public Liability / Property Damage Insurance Coverage to the limit of \$2,000,000.00 with the Town of Kentville as an additional named Insured stated on the insurance form or contract, until such time as rented space is released back to the Town of Kentville. The Town of Kentville is not responsible for any lost incurred by any exhibitor.

## Passes

Each vendor will receive 4 passes for the show. If more passes are required for your business vendor must contact event organizer to request more.

## Selling at the show

Exhibitors are permitted to sell at the show. Any vendor selling or distributing food must provide the show will proof of food handlers certificate, prepared to display all weekend and be prepared for an inspection by Health Inspector.

## Parking

Exhibitors will be provided prior to start of show with a parking map for options to park. The show will have parking lot monitors during show hours to monitor and assist those looking for options.

## Show Contractor

The Kentville Home Show as stated will provide each exhibitor the space they reserved ONLY. Any other furnishing or necessary items must be brought in by vendor, or rented through: Darwin Event Group  
info@darwineventgroup.com / 1-902-679-7177

Price list and rental items list will be distributed to vendors prior to the show.

## Payment

If we do not receive payment in full for rental of space as per terms and conditions of contract the event organizer reserves the right to remove your business from the show. Any outstanding invoices will be subject to interest as per our collection policy (collection policy available upon request)