

## Public Exhibition Hours

- Friday April 21 5:00pm - 9:00pm
- Saturday April 22 9:00am - 5:00pm
- Sunday April 23 12:00pm - 4:00pm

## Vendor set-up and tear down

All displays must be set up by 1:00pm April 21 unless prior arrangements have been made with event organizer. Set up times are as follows:

- Wednesday April 19 9:00am - 4:30pm
- Thursday April 20 9:00am - 11:00pm
- Friday April 21 9:00am - 9:00pm

All displays must be taken down by 4:00 April 24. 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 show 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 and Darwin Event Group 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 and Darwin Event Group is not responsible for any lost incurred by any exhibitor.

## Cancellations

Cancellation of any reserved space must be received prior to March 22, 2023, Any cancellation after March 22 vendor may be responsible for 50% of the agreed upon registration fee.

## 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 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.

## Rental Details / Payment Options

All reserved booths must be paid for by April 7 to secure the Early Bird Fee. All payments received after April 8 will be subject to 25% increase above reserved pricing unless arrangements have been made through event organizer. If we do not received payment in full for rental of space as per terms of 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 (collections policy available upon request).