

2019 Victoria SPRING HOME EXPO



EXHIBITOR INFORMATION

SHOW LOCATION ► **West Shore Parks & Recreation, 1767 Island Hwy, Victoria**

SHOW DATES AND HOURS
(PUBLIC) ► Friday, April 12 1:00 pm to 9:00 pm
Saturday, April 13 9:30 am to 5:30 pm
Sunday, April 14 10:00 am to 4:00 pm
Doors open for exhibitors **1-hour** prior to show Saturday and Sunday.

SHOW OFFICE ► Located at Show Entrance. Open from 9:00 am on Thursday, April 11th to 4:00 pm on Sunday, April 14th.

MOVE IN ► Thursday, April 11 9:00 am to 8:00 pm
Friday, April 12 8:30 am to 12 Noon

No dollies or trollies on Friday. Carry-in only!

NO TAPING TO VENUE FLOORS UNLESS APPROVED BY SHOW MANAGEMENT FIRST!

MOVE OUT ► Sunday April 14 4:00 pm to midnight
No exhibitors may commence to dismantle, pack, or remove any part of their exhibit prior to **4:00 pm on closing day.**

PAYMENT OF ACCOUNTS ► Exhibit space must be paid in full by **March 13, 2019**. Show management reserves the right to refuse entry to any exhibitor whose account has not been **PAID IN FULL.**

SIGNS ► Must be professionally made. No signs may be higher than your drapes without Show Management approval.

PRODUCTS EXHIBITED ► Products exhibited are restricted to those products identified and approved on exhibit contract.

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Qualicum • Victoria • Langley • North Vancouver • Tri-City

- PARKING ► Exhibitor parking is free in **designated areas only!** ^{NEW} Please see attached Exhibitor Parking Information.
- FIRE REGULATIONS ► All decorative materials must meet with flame-proofing and other requirements of the Fire Marshall.
- BOOTH LOCATIONS ► Show Management reserves the right to move exhibitors for the overall benefit of the show.
- INSURANCE ► We have \$5,000,000.00 liability insurance and provide security; however, Show Management will not assume any responsibility for the safety of exhibits against theft, robbery, fire, accidents or other mishaps. In all cases, exhibitors must insure their goods, both personal and exhibits, against any such loss.
- EXHIBIT RESTRICTIONS ► Show management reserves the right to restrict those displays that unduly hamper visibility of other displays. At all times, Show Management reserves the right to make final decisions in this regard. **Please remember, sidewalls are to be a maximum of 4ft in height.**
- STAFFING OF EXHIBITS ► Please ensure your staff is present during all show hours.
- SINGLE BOOTHS ►
 - 8ft high drapery back wall (registered flame retardant)
 - 3ft high drapery side walls (registered flame retardant)
 - One 750 watt power outlet (CSA approved, installed by Licensed Electrician under permit)
- DOUBLE BOOTHS ►
 - 8ft high drapery back wall (registered flame retardant)
 - 3ft high drapery side walls (registered flame retardant)
 - One 1200 watt double power outlet (CSA approved, installed by Licensed Electrician under permit)
- TRIPLE BOOTHS ►
 - 8ft high drapery back wall (registered flame retardant)
 - 3ft high drapery side walls (registered flame retardant)
 - One 1200 watt double power outlet (CSA approved, installed by Licensed Electrician under permit)
- BULK BOOTHS ►
 - 8ft high drapery back wall (registered flame retardant)
 - One 1200 watt double power outlet (CSA approved, installed by Licensed Electrician under permit)
- (FOUR BOOTHS OR MORE)

ELECTRICAL & DISPLAY SERVICES ► See Evergreen Exhibitions Rental Request Form. Exhibitors are responsible for special requests.

Skirted tables are \$50.00 for the weekend, non-skirted tables are \$30.00; booth carpet is \$0.50/sq. ft. Please email or fax rental form early to ensure availability. A late fee will apply to orders submitted after April 3, 2019.

NOTE

Show Management is not responsible for losses due to labor disputes or criminal activities

CONTACT US ► If you need additional information, please contact:
Glenda Gall or Darcy Hope at 1-800-471-1112

All of us at Evergreen Exhibitions look forward to working with you to help make this year's Victoria Spring Home Expo a success!

Sincerely,

Glenda Gall & Darcy Hope
Show Managers

www.HOMESHOWTIME.com

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