

# EARLY SPRING HOME EXPO 2019 *Victoria*



## EXHIBITOR INFORMATION

SHOW LOCATION ► **Pearkes Community Centre, 3100 Tillicum Road**

SHOW DATES AND HOURS  
(PUBLIC) ► Friday, February 22 1:00 pm to 9:00 pm  
Saturday, February 23 9:30 am to 5:30 pm  
Sunday, February 24 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, February 21<sup>st</sup> to 4:00 pm on Sunday, February 24<sup>th</sup>.

MOVE IN ► Thursday, February 21 9:00 am to 8:00 pm  
Friday, February 22 8:30 am to 12:00 pm

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

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

**No helium balloons are permitted on the premises throughout the duration of the show.**

MOVE OUT ► Sunday February 24 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 **January 23, 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.

Campbell River • Comox Valley • Cowichan Valley • Nanaimo • Parksville • Port Alberni  
Qualicum • Victoria • Langley • North Vancouver • Tri-City

- PARKING ►** Exhibitor parking is free in **designated areas only!**
- SMOKING ►** As of April 1<sup>st</sup>, 2015, Pearkes is considered parkland, therefore **NO SMOKING is permitted on the premises, inside or outside in the surrounding area.** Tillicum Mall, Silvercity, and surrounding parking lots are also non-smoking areas.
- 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 February 13, 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 Early Spring Home Expo a success!

Sincerely,

Glenda Gall  
*Show Manager*

**www.HOMESHOWTIME.com**

Campbell River • Comox Valley • Cowichan Valley • Nanaimo • Parksville • Port Alberni  
Qualicum • Victoria • Langley • North Vancouver • Tri-City