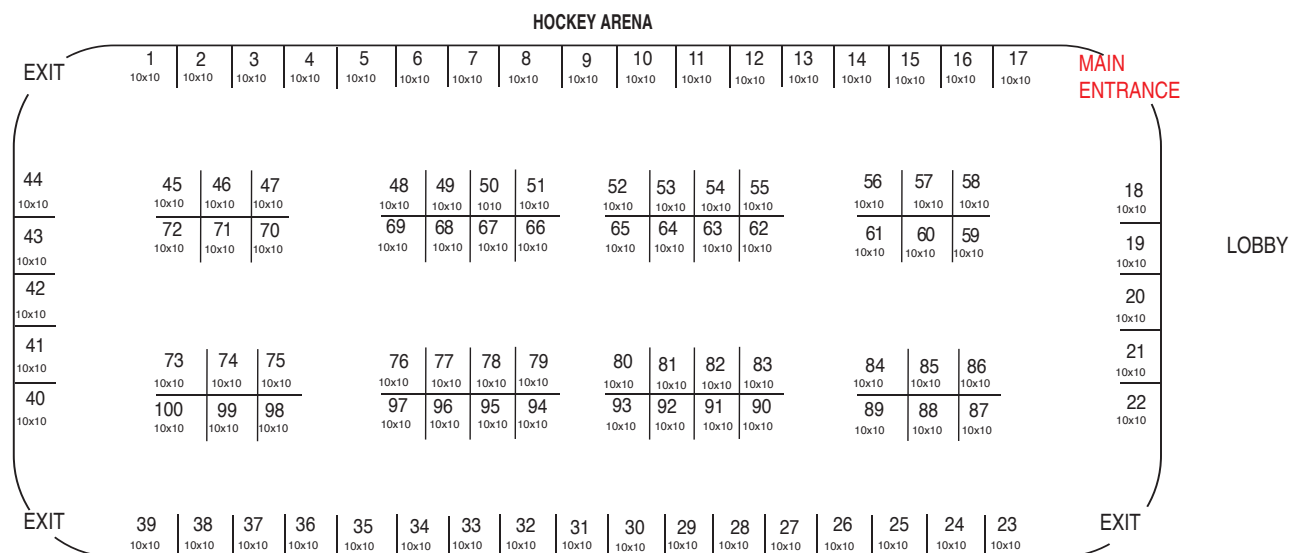


# Cowichan Spring Home Show

May 03, 04, 05, 2024

Cowichan Community Centre

2687 James St, Duncan BC



# 2024 Cowichan Spring Home Show



## EXHIBITOR INFORMATION & CONDITIONS

SHOW LOCATION ► **Cowichan Community Center - 2687 James St, Duncan BC**

SHOW DATES AND HOURS  
(PUBLIC) ►

Friday,	May 03	1:00 pm	to	6:00 pm
Saturday,	May 04	9:30 am	to	5:30 pm
Sunday,	May 05	10:00 am	to	4:00 pm

Doors open for exhibitors **1-hour** prior to show Saturday and Sunday.

MOVE IN ►

Thursday,	May 02	2:00 pm	to	8:00 pm
Friday,	May 03	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 May 05 4:00 pm to 10:00 pm

**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 show date. Show Management reserves the right to refuse entry to any exhibitor whose account has not been **PAID IN FULL.**

**DEPOSIT - \$250 per booth due at time of booking**

**FINAL PAYMENT - Due 31 days prior to show date (April 2, 2024)**

**PAYMENT METHODS** - Cheque, VISA, MASTERCARD, AMEX, E-Transfer to  
adminhomeshowtime@shaw.ca, ONLINE @ [www.homeshowtime.com/  
exhibitors/make-payment/](http://www.homeshowtime.com/exhibitors/make-payment/)

**AGREEMENT - By making payment you are agreeing to the  
terms and conditions set out in this document**

- CANCELLATION/REFUND POLICY ►** Booth cancellation **more than 61 days** prior to show are eligible for a refund of 50% of monies paid.
- Cancellations **61 days or less** to show dates are **NOT** eligible for a refund of any monies paid.
- SHOW CANCELLATION/ POSTPONEMENT ►** Show Management reserves the right at all times to change the dates/location or cancel/postpone the show outright in cases or circumstances beyond the control of Evergreen Exhibitions Ltd.
- In the event of show cancellation, exhibitors will be refunded monies paid **less** any unrecoverable expenses already paid by show management to suppliers, facilities and contractors.
- PARKING ►** Exhibitor parking is free in **designated areas only!**
- SMOKING ►** **NO SMOKING is permitted on the premises, inside or outside in the surrounding area except in designated smoking zones**
- 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.
- ALTERING OF EXHIBITS ►** Show management reserves the right at any time, without prior notification to alter exhibits, aisles, common carpets, feature size, locations or those exhibits which encroach on other exhibits or common areas and/or pose a safety hazard to the public or other exhibitors. **Show Management's decision in this regard is final**
- STAFFING OF EXHIBITS ►** It is expected that all booths will have staffing at all times during show hours.
- SIGNS ►** Must be professionally made. No signs may be higher than your drapes without Show Management approval.
- PRODUCTS EXHIBITED ►** Products/Services exhibit ed are restricted to those identified and approved by show management in advance.
- SUBLETTING ►** No exhibitor may sublet any portion of their booth space to another supplier without the express consent of the Show Management.

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

**ALL BOOTHS SUPPLIED WITH THE FOLLOWING;**

- |   |   |
|---|---|
| SINGLE BOOTHS ►                                 | <ul style="list-style-type: none"><li>• 8ft high drapery back wall (registered flame retardant)</li><li>• 3ft high drapery side walls (registered flame retardant)</li><li>• One 750 watt single power outlet (CSA approved, installed by Licensed Electrician under permit)</li></ul>  |
| DOUBLE BOOTHS ►                                 | <ul style="list-style-type: none"><li>• 8ft high drapery back wall (registered flame retardant)</li><li>• 3ft high drapery side walls (registered flame retardant)</li><li>• One 1200 watt double power outlet (CSA approved, installed by Licensed Electrician under permit)</li></ul> |
| TRIPLE BOOTHS ►                                 | <ul style="list-style-type: none"><li>• 8ft high drapery back wall (registered flame retardant)</li><li>• 3ft high drapery side walls (registered flame retardant)</li><li>• One 1200 watt double power outlet (CSA approved, installed by Licensed Electrician under permit)</li></ul> |
| BULK BOOTHS ►<br>( <u>FOUR BOOTHS OR MORE</u> ) | <ul style="list-style-type: none"><li>• 8ft high drapery back wall (registered flame retardant)</li><li>• One 1200 watt double power outlet (CSA approved, installed by Licensed Electrician under permit)</li></ul>  |

**NOTE**

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

All of us at Evergreen Exhibitions look forward to working with you to make this year's *Cowichan Spring Home Show* a success!

Sincerely,

Darcy Hope  
*President*

**www. HOMESHOWTIME.com**

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

# Rental Request

Booth carpet and tables ***are optional and not included with a booth rental.*** Booth carpet and table rentals are available on a first-come, first-served basis. Rental Requests received **after April 19, 2024** will be considered a **Late Order**.

**Note: tables may not be available at the show!**

RENTAL ITEMS	Pre-Show Discount	Late Order (After Apr 19)	Quantity	Amount
5' or 6' Table <b>non-skirted</b>	\$25.00	\$35.00		
8' Table <b>non-skirted</b>	\$25.00	\$35.00		
5' or 6' Table <b>skirted</b> (top with skirt three sides)	\$40.00	\$50.00		
8' Table <b>skirted</b> (top with skirt three sides)	\$40.00	\$50.00		
Carpet	\$0.50 sq ft	\$0.60 sq ft		
<b>TOTAL DUE</b> (PST & GST will be added to invoice)				

***Please complete the following before submitting:***

**Name of Show/Attending:** Cowichan Spring Home Show (May 03-05, 2024) \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Credit Card:** \_\_\_\_\_

**Expiry Date:** \_\_\_\_\_

**CVV:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_

***Rental fees are subject to 5% GST and 7% PST and will be added to your invoice!***

☐ e-transfer after receiving invoice

☐ Charge to my Visa/MC

# Promotional Opportunities

Each exhibitor booking automatically included in the list of exhibitors printed in the local newspaper and on the show webpage the week of the show. There are three additional opportunities available for exhibitors to promote themselves before and during the show. ***They are optional and not included with booth rental.***

Promotional options are available on a first-come, first-served basis.

<b>Featured Exhibitor – Limited Availability!</b> <i>Make your booth listing stand out</i> <ul style="list-style-type: none"> <li>▪ Bolded company name, phone number, and website printed in colour, with booth number in colour on show map</li> </ul>	<b>\$50</b>
<b>Premier Exhibitor – Only 6 Spots Available!</b> <i>Showcase your brand leading up to the show</i> <ul style="list-style-type: none"> <li>▪ Full colour logo included on all full page ads for specific show, and logo linked to your website on Event page at <a href="http://www.homeshowtime.com">www.homeshowtime.com</a>, as well as 'Featured Exhibitor' benefits</li> </ul>	<b>\$200</b>
<b>Supplemental Newspaper Ads</b> <i>Full Colour ad on back page of show wrap around local Newspaper(s), circulated week of show and handed out at event</i>	<b>1/2 Page - \$300</b> <b>Full Page - \$500</b>
<b>Door Prize Sponsor</b> <i>Supply Door Prize to show attendees</i> <ul style="list-style-type: none"> <li>▪ Conditions apply, please inquire for details</li> <li>▪ includes promotion leading up to and on site at event</li> </ul>	<b>Prize must be \$250+ value</b>

***Promotional fees are subject to 5% GST and will be added to your invoice!***

**Limited Availability – Act Now!** To secure your enhanced listing, please contact [adminhomeshowtime@shaw.ca](mailto:adminhomeshowtime@shaw.ca) or 1-800-471-1112 today.