



## Booth Cost

**\$1250.00 - per feature space**

## Washrooms

■ **SHOW CONDITIONS :** See next pages

# 2025 Vancouver Island Outdoor Show



## EXHIBITOR INFORMATION & CONDITIONS

SHOW LOCATION ► **Arbutus Meadows Event Centre - 1515 E Island Hwy, Nanoose Bay, BC**

SHOW DATES AND HOURS (PUBLIC) ►  
Friday, April 04 1:00 pm to 8:00 pm  
Saturday, April 05 10:00 am to 6:00 pm  
Sunday, April 06 10:00 am to 4:00 pm  
Doors open for exhibitors **1-hour** prior to show Saturday and Sunday.

MOVE IN ► Thursday, April 03 12:00 pm to 8:00 pm  
Friday, April 04 8:00 am to 12 Noon

***BULK/FEATURE BOOTHS - TO BE ARRANGED***

**No dollies or trollies on Friday. Carry-in only!**  
**NO TAPING TO VENUE FLOORS UNLESS APPROVED BY SHOW MANAGEMENT FIRST!**

MOVE IN ► Sunday, April 06 4:00pm to 10:00pm  
Monday, April 07 TBD

**No exhibitors may commence to dismantle, pack, or remove any part of their exhibit prior to 4:00 pm on closing day.**

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**.

**PAYMENT OF ACCOUNTS ►**

**DEPOSIT - \$250 per booth due at time of booking (Feature Space - \$1,250)**

**FINAL PAYMENT - Due 31 days prior to show date (March 04, 2025)**

**PAYMENT METHODS** - Cheque, E-Transfer (adminhomeshowtime@shaw.ca), VISA, MASTERCARD, AMEX by phone or 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 Management reserves the right to cancel bookings and retain monies previously received for any account not paid in full one week after final payment due date for the event.
- 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>  |

**\* No Popcorn Machines or Helium Balloons without show management approval\***

**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 years Vancouver Island Outdoor Show a huge success!

Sincerely,

Darcy Hope  
*President*

**www.HOMESHOWTIME.com**

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# Rental Request

***Booth Carpet and tables are optional and not included with a booth reservation. Rental items are available on a first-come, first-served basis. Rental requests received after March 21, 2025 will be considered a late order.***

**Note: may not be available on site at the show!**

RENTAL ITEMS	Pre-Show Discount	Late Order (After Mar 21)	Quantity	Amount
5' or 6' Table <b>non-skirted</b>	\$30.00	\$35.00		
8' Table <b>non-skirted</b>	\$30.00	\$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		
Booth Carpeting	\$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:***

**Show:** Vancouver Island Outdoor Show - April 04-06, 2025

**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!***

**Email completed form to [adminhomeshowtime@shaw.ca](mailto:adminhomeshowtime@shaw.ca)**

☐ Etransfer after receiving invoice

☐ Charge to my CC

# Promotional Opportunities

Each exhibitor booking is automatically included in the list of exhibitors printed in the show guide and listed on the show web page. 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.

<p><b>Featured Exhibitor – Limited Availability!</b>  <i>Make your booth listing stand out</i></p> <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>	<p><b>\$50 per listing</b></p>
<p><b>Premier Exhibitor – Only 6 Spots Available!</b>  <i>Showcase your brand leading up to the show</i></p> <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.vioutdoorshow.com">www.vioutdoorshow.com</a>, as well as Featured Exhibitor benefits</li> </ul>	<p><b>\$300.00</b></p>
<p><b>Door Prize Sponsor –Limited Availability!</b>  <i>Supply Grand Door Prize to show attendees</i></p> <ul style="list-style-type: none"> <li>▪ Sponsors receive extra promotion on show webpage, advertising and on site at the event. Conditions apply, please inquire for details</li> </ul>	<p><b>Prize must be \$250+ in value</b></p>

***Promotional fees are subject to 5% GST***

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