





- 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 ►
  - 8ft high drapery back wall (registered flame retardant)
  - 3ft high drapery side walls (registered flame retardant)
  - One 750 watt single 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 ►  
(FOUR BOOTHS OR MORE)
  - 8ft high drapery back wall (registered flame retardant)
  - One 1200 watt double power outlet (CSA approved, installed by Licensed Electrician under permit)

**\* 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 Campbell River 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



P.O. Box 574, Parksville B.C., V9P 2G6  
Phone: (250) 248-4440 - Toll Free: 1-800-471-1112 - Fax: (250) 248-0640  
Email: [info@homeshowtime.com](mailto:info@homeshowtime.com) - Web: [www.homeshowtime.com](http://www.homeshowtime.com)

# 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 May 9, 2025** will be considered a **Late Order**.

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

RENTAL ITEMS	Pre-Show Discount	Late Order (After May 9)	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 - Black	\$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:** Campbell River Spring Home Show (May 23-25, 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)**

E-transfer after receiving invoice

Charge to my Visa/MC



**Evergreen Exhibitions** LTD.

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Email: [info@homeshowtime.com](mailto:info@homeshowtime.com) - Web: [www.homeshowtime.com](http://www.homeshowtime.com)

# 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.

<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</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.homeshowtime.com">www.homeshowtime.com</a>, as well as 'Featured Exhibitor' benefits</li> </ul>	<p><b>\$200</b></p>
<p><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></p>	<p><b>1/2 Page - \$300</b>  <b>Full Page - \$500</b></p>
<p><b>Door Prize Sponsor – One Spot Available Per Show!</b>  <i>Supply Grand Door Prize to show attendees</i></p> <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>	<p><b>\$250+</b>  <b>value/show</b></p>

***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.