



## Attention Business Owners:

It's time for the:

### 22<sup>st</sup> Annual Pelham Home & Garden Show.

We are keeping the theme of the show to reflect the needs of the community by stressing the Home and Garden needs of the home owner. This is your opportunity to gain exposure for your business. The show sells out quickly so act now to secure your booth.

**Something new this year** – We will have a Demonstration Stage. Vendors are invited to present a topic associated with your service. To add value to the show we are encouraging vendors to provide something with an educational value not a product driven sales pitch.

Please indicate your preference in the space provided on our Application form.

Please note the following:

1. **YOU MUST BE INSURED.** Although we provide security during the show, signing this application is acknowledgement that you are adequately covered for any personal loss and that the Town of Pelham, the Kinsmen Club of Fonthill & District and its association as well as associate exhibitors are held harmless from your actions. Documentation from your insurance provider is required to accompany your application and payment. **Please send page 3 of this application to your insurance provider to ensure the certificate of insurance is prepared in accordance with our requirements.**
2. At the discretion of the organizers, vehicles will be allowed to enter the arena floor for unloading and loading during the designated hours. At no time will you be allowed to block the entrance/exit door at the rear of the arena.
3. You may NOT dismantle your booth before 4pm at the close of the show on Sunday. Prospective customers will still be in the building until the show ends at 4pm. We don't want YOU or other Vendors to miss out on a contact or a sale. Also, you may pose a safety issue.
4. All exhibitors MUST staff their booths at all times, including during demonstration shows. Need a break? Ask a Kinsman to man you booth for a short period of time.
5. We reserve the right to limit the number of vendors within a business category. This is necessary to maintain the Home & Garden theme of the show.

**Booth set-up times are: Thursday from 5pm – 9pm and Friday from 8am – 4pm.  
Show hours are: Friday 5pm – 9pm; Saturday 10am – 5pm; and Sunday 11am – 4pm  
Tear down is Sunday 4pm – 6pm (You are not allowed to start before 4pm)  
Monday morning tear downs can be arranged for a \$75. fee (7:30am - noon)**

To book your booth please complete the attached form and mail it with your payment and proof of insurance to: Fonthill Kinsmen, PO Box 906, Fonthill, ON, L0S 1E0. Please provide your email address for communication purposes.

## BOOTH DETAILS:

Single booths are 9 - 10 foot frontage by approximately 8 ft deep, with 7 ft high curtains along the back and 3 ft high curtains on each side. The booths marked with a "D" are 8 ft deep by 16 ft wide with 7 ft high curtains along the back. 15 amp electrical service is provide to all booths.

Note: Exhibitors from the previous year's show will be given first option for booth space, providing their application and payment in full is received by February 12<sup>th</sup>. The remaining booths will be offered to new vendors beginning February 13<sup>th</sup>.

Booth rental rates are: **\$275.** for a single booth and **\$475.** for a double.

Any Questions??? Please call our Booking Chairman  
Dave Ripley at 905-892-5598 or email him at  
[dave.kinsmenhomeshow@gmail.com](mailto:dave.kinsmenhomeshow@gmail.com)  
Please allow 48 hours for a response.



# APPLICATION FOR BOOTH RENTAL

*(Please complete carefully and sign)*

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

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Booth Location and size (See attached Floor Plan)

1<sup>st</sup> choice: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_ 3<sup>rd</sup> choice: \_\_\_\_\_ Single \$275 \_\_\_\_\_ Double \$475 \_\_\_\_\_

*\*For larger than a double booth, please email: [dave.kinsmenhomeshow@gmail.com](mailto:dave.kinsmenhomeshow@gmail.com) or call Dave at 905-892-5598. We reserve the right to make changes to booth assignments as deemed necessary*

If you require Monday access to remove your booth; check here  and add \$75. to you rental price.

Tables, chairs and floor coverings are NOT included in your booth rental. A limited number of 8 ft tables with 2 chairs are available at a cost of \$20. Please indicate how many tables you require \_\_\_\_\_ and include the cost with you booth rental payment.

Please detail the products or services you will be offering during the

show: \_\_\_\_\_

Are you interested in presenting on the Demonstration Stage:  Yes;  No

If you indicate "Yes" we will be in touch with you to schedule a time slot. Demonstrations will be scheduled one per hour on the ½ hour: 3 on Friday; 6 on Saturday; and 4 on Sunday. Slots will be filled on a first come, first served basis.

**Your payment and certificate of insurance are required with your application. Booths will not be held pending receipt of payment.**

Please make payment payable to: "Kinsmen Club of Fonthill"

Name: \_\_\_\_\_ ; Signature: \_\_\_\_\_

*by signing above I acknowledge all terms and conditions within this application.*

**Fonthill & District Kinsmen Club, Box 906, Fonthill, ON, L0S 1E0**  
**Booking Chairman: Dave Ripley email: [dave.kinsmenhomeshow@gmail.com](mailto:dave.kinsmenhomeshow@gmail.com)**

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PLEASE DO NOT DETACH. FOR OFFICE USE ONLY

Booth \$ \_\_\_\_\_ Table(s) \_\_\_\_\_ at \$20 = \$ \_\_\_\_\_ Monday -\$75. Total: \_\_\_\_\_



## Certificate of Insurance

**We require a Certificate of Insurance before we can confirm your participation in the show. This is usually provided FREE of charge by your Insurance company.**

**You are required to contact your Insurance provider to obtain a certificate of Insurance. Please forward this page to your insurance provider to ensure our insurance requirements are met. It must include the following information:**

1. Certificate Holder: The Kinsmen Club of Fonthill & District.
2. Policy number and effective date.
3. Minimum liability coverage must be \$2,000,000.
4. Additional Insured – 1) The Kinsmen Club of Fonthill & District  
PO Box 906  
Fonthill, ON, L0S 1E0  
  
2) The Town of Pelham  
20 Pelham Town Square  
Fonthill, ON, L0S 1E0
5. Indicate the Show dates of April 21<sup>st</sup>, 22<sup>nd</sup>, & the 23<sup>RD</sup> of 2017.
6. Cancellation Notification – has a minimum of 30 day notification of policy change cancellation.

**Safety is always our priority**