



Attention Business Owners:

It's time for the:
24th 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.

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 4 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.
3. You may NOT dismantle your booth before 5pm at the close of the show on Sunday. Prospective customers will still be in the building until the show ends at 5pm. 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. Need a break? Ask a Kinsman to man your 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: Friday from 8am – 9pm. The main loading doors will close at 7pm to allow the vendors in those booths to set up.

Show hours are: Saturday 10am – 6pm; and Sunday 11am – 5pm

Tear down is Sunday 5pm – 7pm (You are not allowed to start before 5pm)

Monday morning tear downs can be arranged for a \$75. fee (7:30am - noon)

Additional activities expected at the MCC on the Home Show Weekend could significantly increase attendance at the Show.

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:

White standard booths are 10 foot frontage by 8 ft deep. Red premium oversized booths are 10 ft frontage by 10 ft deep. Green premium corner booths are 20 ft frontage by 8 ft deep. The Yellow Aisle booths are 16ft frontage by 10ft deep. All booths have a 7ft high curtain along the back and all have a 3 ft high curtain on each side, except the Yellow Aisle double booths. 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 January 29th. The remaining booths will be offered to new vendors beginning January 30th.

Booth rental rates are: \$295. for a White Standard single booth, \$345. for a Red Premium Oversize booth, and \$495. for a Yellow Aisle or Green Premium booth.

Exhibitors Checklist:

1. Public Parking only in lot adjacent to the main doors. Exhibitors parking by the main loading doors on the east side.
2. The admission booth is your source for information and Show Badges.
3. Three prong grounded electrical cords only are allowed to be used in your booth. One connection is provided for each booth.
4. The arena will open early each day to allow exhibitors to prepare booths.
5. DO NOT encroach on the aisles for Safety and Fire Regulations.
6. Kinsmen Show Services will be patrolling the floor at all times.
7. NO PETS other than assistive are allowed on the floor of the show.
8. No abusive language or aggressive behaviour is allowed.
9. Absolutely no outside solicitation or promotion is allowed in the show. Please report any such activity to a Kinsman.

**Any Questions??? Please call our Booking Chairman
Dave Ripley at 905-414-7804 or email him at
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)

1st choice: _____ 2nd choice: _____ 3rd choice: _____ Standard Single \$295 _____
Premium Single \$345 _____ Double \$495 _____

**For larger than a double booth, please email: dave.kinsmenhomeshow@gmail.com or call Dave at 905-414-7804. 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 with your booth rental payment. _____

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

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

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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 6<sup>th</sup> & 7<sup>th</sup>, 2019.
6. Cancellation Notification – has a minimum of 30 day notification of policy change cancellation.

**Safety is always our priority**