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# BROCKVILLE

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CITY OF THE 1000 ISLANDS

The dates for the Home Show 2019 are:

**Friday April 26, 2019 and Saturday April 27, 2019**

Plans for the Home Show in 2019 are underway and registrations are being accepted now.

**There's no price increase from last year's booth costs.** Also, "Early Bird Pricing", will be in effect until February 28, 2019. Please note that booth locations and Reservations will ALL be based on First Come First Paid basis.

Our focus for the Show is businesses within the Design, Build, Buy and Renovate Platforms, and we will be allowing ONLY a MAX of 5 vendors in Similar Trades/Professions, so if you are interested, please reserve your space promptly.

This year we plan to expand to the community hall and incorporate other local businesses in that space.

I look forward to hearing from you!

Yours truly,

Ingrid Doucette  
Facilities Administration  
Operations Department  
City of Brockville  
613-342-8772, ext 3238  
Direct line: 613-341-2277



## TERMS AND CONDITIONS

**1) Show Dates:**

- ✓ Friday, April 26, 2019 - 3:00 p.m. - 8:00 p.m.
- ✓ Saturday, April 27, 2019 - 9:00 a.m. - 3:00 p.m.

**2) Set up times:**

- ✓ Thursday, April 25, 2019 - 8:00 a.m. - 8:00 p.m.
- ✓ Friday, April 26, 2019 - 8:00 a.m. – 2:00 p.m.
- ✓ Exhibitors must complete set up of their booth by 2:00 p.m. Friday.  
*Any booth that is not set up by 2:00 p.m. on Friday, will not be permitted to participate in the show. Booths must be attended at all times during the hours of the show.*

**3) Tear down times are as follows:**

- ✓ Saturday, April 27, 2019 - 3:00 p.m. – 9:00 p.m.
- ✓ Monday, April 29, 2019 - 8:00 a.m. – 12:00 p.m.
- ✓ No Exhibitor tear down on Sunday April 28, 2019
- ✓ Booths must remain on display until 3:00 p.m. on Saturday April 27, 2019.

**4) Security:**

- ✓ The City of Brockville will have 24-hour security through Falcon Security systems during the Home Show.

**5) Booth Locations:**

- ✓ The booths will be leased on a **FIRST COME, FIRST SERVE** basis.
- ✓ The Event Coordinator reserves the right to assign booth spaces as required.

### **LESSEE'S RESPONSIBILITIES**

a) The lessee will not be permitted to glue or nail any material to fixed portions of the community hall: walls, ceilings, floor, and curtains. Hanging or fastening display material to fixed items within the community hall must have the prior written approval from the Arena Supervisor.

b) The lessee will also be responsible for the daily clean-up of the immediate area within their booth, and to ensure that measures have been taken to protect the facility from spillage, oil, gasoline, grease and/or any other liquid products.

c) It is the responsibility of the lessee to ensure that all materials and furnishings required in their booth set up are taken down and removed from the building and assuring their booth area is left in the manner in which it was received.



## REGISTRATION FORM

COMPANY NAME: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

PLEASE PRINT CLEARLY

### Booth Location:

Booth Location Choice 1: \_\_\_\_\_ Booth Location Choice 2: \_\_\_\_\_

Zone: \_\_\_\_\_ Zone: \_\_\_\_\_

### Booth Prices:

a) **Early Bird Price (a \$100 savings): \$300.00** \$ \_\_\_\_\_

*Location: Arena Floor 10'x10' / Community Hall 8'x12' / 20'x40' Outdoor*

b) **Early Bird Price (a \$100 savings): \$400.00** 10' x 20' \$ \_\_\_\_\_

*Location: Arena Floor 20'x10'*

c) **Early Bird Price (a \$100 savings): \$500.00** 10' x 30' \$ \_\_\_\_\_

*Location: Arena Floor 30'x10'*

HST \$ \_\_\_\_\_

\_\_\_\_\_  
Sign for Authorization

Total \$ \_\_\_\_\_

*Signature of this contract / application signifies that you have read and will abide by the Terms and Conditions that form an integral part of this contract.*

VISA/Mastercard # \_\_\_\_\_ Exp.Date: \_\_\_\_\_

Name of Card Holder \_\_\_\_\_

(Make all Cheques payable to the City of Brockville)

**To take advantage of the "EARLY BIRD" Pricing, Vendors MUST Return  
Registration Forms and Payments in Full by February 28, 2019**

**\*\*No refunds will be issued for cancellations\*\***