



*St. Thomas and Elgin
Home Builders' Association*

Home, Garden and Outdoor Living Show

Fri March 23 to Sun March 25, 2018

Exhibitor's Handbook

www.25percentmore.com

TO ALL EXHIBITORS;

This Exhibitors handbook has been prepared to guide and assist you in your preparation for the St Thomas & Elgin Home Builders' Association Home, Garden and Outdoor Living Show.

We request that you carefully read the general information, rules and regulations contained within. A small amount of reading now will save time and confusion later on.

If you have any questions regarding any aspect of the show, please contact myself at manager.stehbahomeshow@gmail.com or 519-932-0571.

Yours truly,

Chris Cox
Show Manager / Committee Chair

1. Location:

The Timken Centre
3rd Avenue
St. Thomas, Ontario
Just west of 1st Avenue, off Wellington Street

2. Dates:

Friday March 23 to Sunday March 25, 2018

3. Show Hours:

Friday March 23, 2018	5:00 pm to 9:00 pm
Saturday March 24, 2018	10:00 am to 8:00 pm
Sunday March 25, 2018	11:00 am to 5:00 pm

NOTE: STEHBA DOES NOT HAVE ACCESS TO A FORK LIFT OR OTHER HEAVY LIFTING EQUIPMENT – IF YOU REQUIRE SUCH EQUIPMENT FOR YOUR SET UP OR TEAR DOWN, PLEASE ENSURE THAT YOU HAVE ARRANGED FOR IT TO BE AVAILABLE WHEN NECESSARY.

4. Set-Up:

Thursday March 22, 2018	9:00 am to 10:00 pm
Friday March 23, 2018	9:00 am to 3:00 pm

Setup must be completed by 3:00 pm on Friday March 23, 2018 in order to have aisle carpeting installed. All heavy equipment and trucks requiring access must be in and out no later than Thursday evening. No access for trucks on Friday. **If you need earlier access for setup, please call us.**

IF EXHIBITOR HAS NOT CHECKED IN BY 1:00 PM ON FRIDAY, BOOTH SPACE MAY BE REASSIGNED AT THE DISCRETION OF SHOW MANAGEMENT!

5. Tear Down:

Sunday March 25, 2018	5:00 pm to 10:00 pm
Monday March 26, 2018	8:00 am to 11:00 am on Pad A and 8:00 am to 2:00 pm on Pad B

ALL EXHIBITS MUST BE REMOVED PRIOR TO 2:00 PM ON MONDAY!!!

EXHIBITS OR DISPLAYS MAY NOT BE REMOVED PRIOR TO THE CLOSING OF THE SHOW ON SUNDAY MARCH 25, 2018 AT 5:00 PM.

6. Publicity:

Show promotion will be carried out using all available methods of media, including radio, newspaper, posters, social media and signs.

7. Cost of spaces:

Booth space rental rates are listed on the last page of this booklet. If you require more than 4 spaces, contact Chris Cox for large volume rates.

8. Display Sizes:

Please note that booth sizes are approximate, and we cannot guarantee that all booths will be exactly as listed. We thank you for your understanding.

9. Electricity:

One (1) 110 volt electrical outlet is provided for each booth space. You must bring your own long extension cords. All electrical work must be done by our on site electrician.

10. Cleaning:

Aisles and aisle carpeting will be cleaned daily. Please ensure that none of your display blocks the aisles, at any time. Exhibitors are responsible for cleaning their own display areas.

11. Tables and chairs:

Tables and chairs will be available for the show, for a rental fee as listed on the Rental Rate Schedule. If you require a table or chair, you must indicate this on your contract, and include the fee with your booth payment. We will only order the number of tables and chairs requested!!

NOTE: Flooring for each booth area must be provided by the Exhibitor.

12. Security:

Security will be in place during the show setup, after show hours, and during tear-down. Please store small items in a safe place in your display each night after the show closes.

13. Insurance:

The St. Thomas & Elgin Home Builders' Association Home Show is insured against liability and property damage. Exhibitors are responsible for their own materials and therefore must carry their own appropriate insurance. **Evidence of coverage must be submitted not later than March 3, 2018.**

14. Format:

The St. Thomas & Elgin Home Builders' Association Home Show strives to be an exhibition of the highest excellence. The quality of the show is due, in great part, to the high caliber of the exhibitor and their displays. It is imperative that the quality remains high. Your staff and display are a direct reflection of your business. Although we permit sales to be made at the booth, please be aware that this is NOT the main focus of the show, and business should be conducted with due consideration for your neighbours. Show Management will handle any complaints.

15. Sound / Noise:

All exhibitors must have an equal opportunity to present their goods and services without interference from neighbouring exhibits. Undue sound or noise will not be tolerated, as determined by the show coordinator.

16. Personnel:

All displays must be adequately staffed during all show hours.

17. Payment for space:

Exhibit space must be paid in full at time of reservation under the terms of the exhibit space contract. Under no circumstances is the space to be sublet.

18. Exhibitor Passes:

Your company will be issued six (6) exhibitor passes during set-up. They are your admittance to the show. Passes will be waiting for you in your booth space when you arrive. Additional exhibitor passes are available for \$4.00 each. Please inform us of the number needed by March 1st at the latest.

19. Show Headquarters:

Show Headquarters will be located on the upper floor of the Timken Centre. Please check in there upon arrival to set-up your display.

20. Loading Door:

There are large loading doors available at each side and at the back of the building.

21. Correspondence:

Please send all correspondence and cheques to:

St Thomas & Elgin Home Builders' Association,
PO Box 20126
St. Thomas, Ontario,
N5P 4H4
Manager.stehbahomeshow@gmail.com

BOOTH RENTAL RATES

Corner Booths:

On Pad “A”: A-17; A-23; A-24; A-31; B-01; B-08; B-09; B-15; B-17; B-23; B24; B31; C-01; C-08; C-09 & C-15

On Pad “B”: D-20; D-25; D-26; D-32; E-02; E-08; E-09; E-14; E-19; E-24; E-26; E-32; F-02; F-08; F09 & F15

Rental rate for one (1) **corner** 10’ x 10’ booth is \$625.00 + HST and includes one (1) 110 volt electrical outlet.

Interior Booths: (any booth NOT listed above and designated a “corner” booth)

Rental rate for one (1) **interior** 10’ x 10’ booth is \$525.00 + HST and includes one (1) 110 volt electrical outlet.

Exhibitor’s requiring four (4) or more contiguous booths should contact Chris Cox at 519-932-0571 for rental rates.

ADDITIONAL ELECTRICAL REQUIREMENTS

IF YOU REQUIRE ADDITIONAL 110 VOLT OUTLETS PLEASE INDICATE THAT REQUIREMENT ON YOUR EXHIBITOR’S CONTRACT. ADDITIONAL 110 VOLT OUTLETS WILL BE PROVIDED AT A COST OF \$70.00 + HST EACH.

IF YOU REQUIRE ELECTRICAL OUTLETS OTHER THAN 110 VOLT (IE 220 VOLT) PLEASE CONTACT US TO MAKE THE NECESSARY ARRANGEMENTS AND TO DETERMINE THE COST.

TABLE and CHAIR RENTALS

Tables (8’ x 2.5’) are available to rent at a fee of \$45 per table + HST.

Chairs are available to rent at a cost of \$8 per chair + HST.

You must request tables and chairs on your contract. If no tables or chairs are requested, none will be available.

MEMBER DISCOUNTS

Current (paid up) members of the St. Thomas & Elgin HBA may deduct 10% from the booth rental rates.

NOTE

13% HST must be added to all rental rates!