



**ONE DAY ONLY!**

**Sunday, November 25th, 2018**

**10:00 a.m. - 4:30 p.m.**

**KINGSWAY  
COLLEGE  
1200 Leland Road  
Oshawa**

- The most aggressively promoted Christmas craft show with ads running 4 weeks prior in Metroland Community Newspapers in Durham Region
- Advertising on durhamregion.com, with over one million page views per month!
- Street signage and radio advertising
- Information available to vendors/consumers online.

**SHOW MANAGER**

**Donna McNally** 905-215-0484 [dmcnally@durhamregion.com](mailto:dmcnally@durhamregion.com)

# 2018 EXHIBITOR CONTRACT



*Kingsway College, Oshawa  
November 25th, 2018 10:00 a.m. - 4:30 p.m.*

Booth(s) Assigned	
Acct. #:	
Ad #:	
For office use only	

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

Directory Listing (if different): \_\_\_\_\_

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

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

Contact: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Hand Made Craft Description: \_\_\_\_\_  
(Please be specific)

Giftware Item Description: \_\_\_\_\_

Exhibit Space	
<input type="checkbox"/>	8' X 10' Booth \$199 + HST
<input type="checkbox"/>	8' X 15' Booth \$299 + HST
<input type="checkbox"/>	8' X 20' Booth \$379 + HST

PAYMENT INSTRUCTIONS
Please fax your contract to 905-579-2742 Attention Donna or Susan
<input type="checkbox"/> Paying by credit card? You will be contacted to obtain this information.
<input type="checkbox"/> Paying by cheque? Please include <b>BOTH</b> your \$100 deposit cheque <b>AND</b> a post-dated cheque for the balance owing.
Make cheques payable to: Metroland Media Group 865 Farewell St. S., Oshawa, L1H 6N8

Payment Schedule	
Booth Cost	\$ _____
Corner	add \$30 \$ _____
Hydro	add \$40 \$ _____
6' Unskirted Table & 2 Chairs	add \$25 \$ _____
Plus HST (# R137752424)	\$ _____
<b>GRAND TOTAL</b>	\$ _____
Deposit (DUE WITH CONTRACT)	\$ 100.00
Balance Due Oct. 25, 2018	\$ _____

A portion of your booth cost will be used to promote this show on [durhamregion.com](http://durhamregion.com)

*I/We have read the Exhibit Rules & Regulations pertaining to this event & agree to abide by the conditions set forth.*

Signature of Exhibitor \_\_\_\_\_



# CRAFT SHOW RULES & REGULATIONS

- Please be set up in your booth at least 30 minutes before the doors open to the public (9:30 am Sunday).
- You **MUST** remove your vehicle from the loading area after unloading and park in the designated vendor parking area.
- Please wear name tags at all times, especially when entering or leaving the show area.
- All items may be left overnight, but we ask that any valuables, money or items of an expensive nature be removed from the show area at night. We are not responsible for lost or stolen items.
- You may be asked to remove any products that did not meet prior approval, that are in direct conflict with category quotas, duplications, copyright infringement, and that are not within show qualification standards.
- Your booth set up must be safely constructed and pleasantly decorated, adding charm and appeal. Booths are your store front so display your products as creatively as you can. An attractive booth not only adds to the overall look of the show, but will entice more customers to shop your booth which leads to greater sales. Tents/canopies cannot be used.
- If you are using lighting, it must meet safety standards.
- Tables must be covered.
- Your display must be within the space you have reserved.
- If you are displaying your company name on a sign, it must be a professionally printed sign. Hand written signs are not permitted. Bright neon sale signs and stickers are not allowed.
- You should come prepared with enough seasonable quality products to sell. Please remember to bring shopping bags to give to your customers.
- Contract and payment in full must be received prior to the show deadline.
- You will not be guaranteed the same location at any show, however we will do our best to accommodate you.
- Your booth number, location and exhibitor badges will be given out at show registration on show set-up date.



# GENERAL RULES & REGULATIONS

1. **SHOW MANAGEMENT** - The words, Show Management: as herein refers to Metroland Durham Region Media Group its employees or agents. The enforcement of the following rules and regulations is the responsibility of Show Management.
2. **SPACE RENTAL** - The application for exhibit space, when duly signed by the exhibiting firm and Show Management, shall constitute a valid contract between the parties. If payment is not received within the prescribed time limit, the contract is considered null and void and the space will be reassigned to another applicant. Should any rented space remain unoccupied on the opening day, Show Management reserves the right to rent such space to any other applicant or use it for any other purpose without refund to the original applicant. Each space comes with 8' tall back drop and siderail drapery (color to be picked by Show Management). Tables, chairs, carpet and internet are available for an additional charge.
3. **CANCELLATION OF DISPLAY SPACE** - Display space fees are non-refundable if cancelled within 60 days of show. 50 per cent of total booth fees are refundable if cancellation is more than 60 days from show date. All fees are refundable in event of show cancellation.
4. **USE OF SPACE AND RESTRICTIONS** - The space contracted is to be used solely by the exhibitor whose name appears on the application, as agreed to by both parties and only products and/or services of the exhibitor may be exhibited. Any promotion of other products or services is strictly prohibited and will result in ejection from the exhibition without refund or other appeal. No exhibit will be permitted which interferes with the exhibits of other exhibitors or obstructs the visibility of other exhibits. Exhibits must be confined to the exact space allocated and where an exhibitor's display is built beyond limitations set forth in this contract. Show Management reserves the right to correct such violations by having the exhibitor alter, remove or rearrange any or all of the display so that it will comply with the regulations or, if the exhibitor is not available, to make such corrections at the exhibitor's expense. Show Management reserves the right to restrict exhibits which, because of noise, operation of equipment, creation of safety hazards or any other reason, become objectionable or otherwise distract from neighbouring exhibits. No representation of the exhibitor, his/her products or services may be carried on in the aisles, corridors, feature area or other designated common area of the facility.
5. **INSTALLATION, EXHIBIT HOURS AND DISMANTLING** - Installation will be done as per move in package. Exhibiting and dismantling will be specified by Show Management. Goods received after the opening of the exposition must be delivered to the booth and arranged at a time other than official exhibit hours. Exhibits shall be manned at all times when the exhibition is officially open. **No exhibitor will be permitted to commence dismantling any portion of the exhibit whatsoever, to commence packing crates or cartons, or abandon his display prior to the official closing. Failure to comply with this regulation will result in the exhibitor being barred from participation at future exhibitions conducted by Show Management.** All exhibit material must be removed by designated time in the move in package, and all storage and handling charges for failure to remove exhibit material by that time shall be the responsibility of the exhibitor. Show Management reserves the right to remove any exhibit not removed by the conclusion of the exhibition and charge the expense to the exhibitor.
6. **FIRE REGULATIONS** - All exhibitors must comply with local fire regulations. Only fireproof materials may be used in displays and wiring must conform to CSA or UL specifications. Fire exits and aisles must be kept clear at all times. The exhibitor assumes full responsibility for insuring that exhibits meet these standards.
7. **ELECTRICAL SAFETY CODE REQUIREMENTS** - All exhibitors must comply with the Electrical Safety code Requirements. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards.
8. **DAMAGE TO PROPERTY** - Exhibitors are liable for all damage caused by them to the exhibit facility, booth equipment or to other exhibitor's property and shall indemnify the Facility Management, Show Management and/or Official Service Contractor against and hold them harmless from, any complaints, suits or liabilities resulting from negligence from the exhibitor in connection with the exhibitor's use of the exhibit space.
9. **CARE OF BUILDINGS** - Painting, nailing or drilling of floors, walls, ceilings or any part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive that will not damage the floor and is easily removed. No signs or other articles are to be fastened to the ceiling, walls, pipes or electrical fixtures. A Full set of venue regulations will be provided by the venue in the move in package.
10. **SECURITY** - Show Management will provide adequate and reasonable watch-persons and/or security on a 24-hour basis for the duration of the exhibition and will take reasonable precautions to safeguard exhibitor's property. However, Show Management assumes no liability for loss or damage, howsoever caused, of goods, exhibits or other materials owned, rented or leased by the exhibitor.
11. **CLEANING** - Show Management will clean all common areas of the Show (i.e. feature areas, aisles). The exhibitor is responsible for the cleaning of their rental booth space.
12. **EXHIBITOR BADGES** - Exhibitor badges will be supplied by Show Management for exhibit personnel. These must be worn at all times while in the show building and exhibit area and are required for entry to the show.
13. The selling, sampling, preparation and/or serving of food or beverages of any kind without proper permits is prohibited. **PLEASE CONTACT SHOW MANAGEMENT TO ENSURE ALL NECESSARY PAPERWORK HAS BEEN SUBMITTED AND APPROVED. FAILURE TO DO SO MAY RESULT IN FINES AND REMOVAL FROM SHOW FLOOR.**
14. **EXCLUSIVE RIGHTS** - participating exhibitors have the exclusive right to promote or sell goods or services in the show. All other parties who attempt to make any sales solicitations without the expressed written consent of Show Management will be permanently removed from the show area. Exhibitors are asked to report any infractions to the show office so that immediate remedial action can be taken.
15. **ENTRY TO SHOW** - Show Management reserves the right to refuse admission to any visitor, exhibitor, or exhibitor's employee who, in the opinion of Show Management is unfit, intoxicated, or in any way creating a disruption of the show.
16. **BOOTH ASSIGNMENT** - Metroland Durham Region Media Group reserves the right to assign any and all booth space as it best determines, but will be guided by a first received deposit system. To be eligible for priority, a signed contract and proper deposit must be received by Metroland Durham Region Media Group.
17. Show Management reserves the right at its sole discretion to change the date or dates upon which the exhibition is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, Show Management shall not be liable in damages or otherwise for failure to carry out the terms of this agreement in whole or in part where caused directly or indirectly by or in consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike or by any cause whatever beyond the control of Show Management whether similar or dissimilar from the causes enumerated herein. In the event that the exhibit space to be used by the exhibitor should be in any way rendered unusable, the exhibitor shall pay for such space only for the period during which it was or could have been used as determined within the sole discretion of Show Management. A refund of all monies paid by the exhibitor to Show Management will be made by Show Management in the event that the exhibition is not held by Show Management.