WOOLWICH HOME & GARDEN SHOW 2012

Book Your Space Now!

Space will fill up quickly and you may be unable to secure the booth of your choice. Prompt return of the completed form with payment is recommended.

Vendor Check List

Please make certain you have completed and enclosed the following:

- ☐ Vendor Application Form
- ☐ Cheque made out to "Township of Woolwich" for your total cost

Please mail or drop off the entire completed vendor application & cheque to:

2012 Woolwich Home & Garden Show
c/o Jennifer Horndl
Township of Woolwich
24 Church Street, West
Elmira, Ontario N3B 2Z6

All Vendor Applications & Cheques must be returned by

FRIDAY, MARCH 9, 2012

• QUESTIONS • COMMENTS • INFORMATION •

PLEASE CONTACT:
Jennifer Horndl
Township of Woolwich
Telephone: 519-669-6048
Email: jhorndl@woolwich.ca

1st Annual Woolwich Home & Garden Show
presented by The Elmira Sugar Kings & The Township of Woolwich

WOOLWICH HOME & GARDEN SHOW

You're invited to participate in the 1st Annual Woolwich Home & Garden Show!

The Township of Woolwich and Elmira Sugar Kings are pleased to present an opportunity to showcase your business or organization at the 1st Annual Woolwich Home & Garden Show, April 19th to 21st, 2012 at the Woolwich Memorial Centre in Elmira.

WHEN:

Thursday, April 19th – Saturday, April 21st, 2012

WHERE:

Woolwich Memorial Centre: Jim McLeod Arena, 24 Snyder Avenue, Elmira, N3B 1Y9

SHOW HOURS:

Thursday, April 19	5:30pm – 9:30pm
Friday, April 20	5:30pm – 9:30pm
Saturday, April 21	10:00am – 4:00pm

3-DAY BOOTH RENTAL COSTS:

1 10X10 Booth	= $395.50 (HST Included)
1 Premium Booth	= $452.00 (HST Included)
Includes 1 Skirted Table and 1 Chair	

WHAT IS A PREMIUM BOOTH?

- **Larger exhibit space**
- **Higher traffic area**
- **Only an additional $50**

BOOTH INSTALLATION HOURS

Tuesday, April 17	9:00am – 8:00pm
Wednesday, April 18	9:00am – 8:00pm
Thursday, April 19	8:00am – 11:00am

BOOTH BREAKDOWN HOURS

Saturday, April 21	4:30pm – 10:00pm
Sunday, April 22	7:00am – 5:00pm

BOOTH RENTAL COSTS INCLUDE:

- Exhibit Space
- Wireless Internet Access
- Table Drapery: draped back wall, 2 side walls, table covering
- 1 Skirted Table
- 1 Chair

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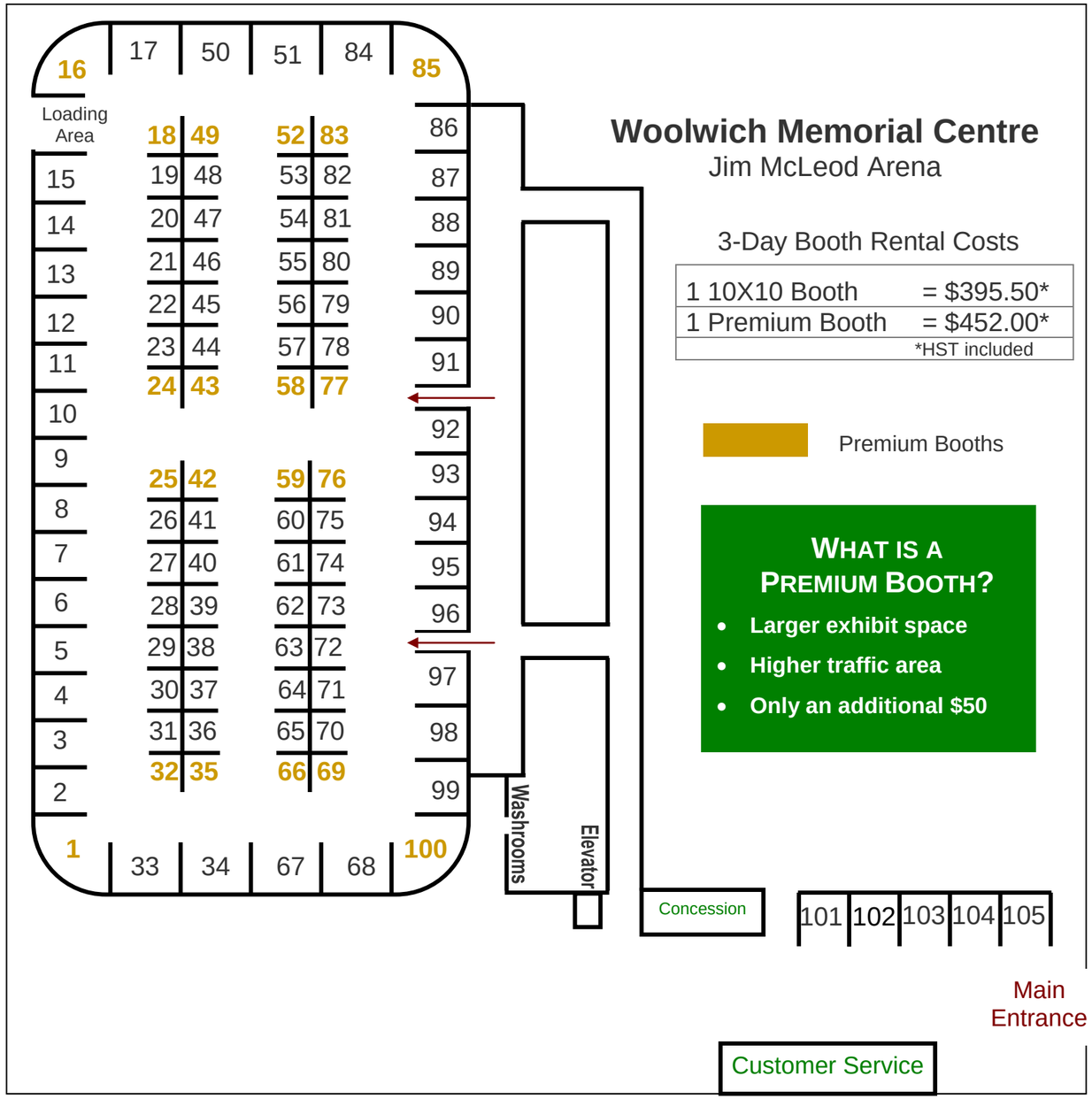
WOOLWICH

HOME & GARDEN SHOW

Terms and Conditions

The following Terms and Conditions define the Agreement between the Vendor and 2012 Woolwich Home & Garden Show. Participation in the show is contingent on agreeing to, as well as adhering to, these rules:

1. LAWS, RULES AND REGULATIONS: All pertinent fire code, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed. Vendor agrees to keep all merchandise, chairs, and other equipment within the marked boundaries of the booth.
2. CONTENTS OF BOOTH: Management reserves the right to approve the content and character of all exhibits, and reserves the right to prohibit or expel any merchandise that is out of keeping with the character of the show. Vendors are not allowed to remove anything during the show.
3. RELEASE AND HOLD HARMLESS AGREEMENT: The request to reserve a Vendor's exhibit constitutes an express contractual agreement between the Vendor and Township of Woolwich. It is understood and agreed that by signing this agreement the Vendor fully and finally release and hold harmless both the Township of Woolwich, its agents, and employees, and the Landlord of the venue, and its agents and employees from any of all liability for all claims of every nature and kind whatsoever, including death, personal injury, loss, theft, or damages to personal property, whether or not caused by the Township of Woolwich or Landlord's own negligence or the negligence of their agents and employees. The vendor must carry current liability insurance.
4. PAYMENT & CANCELLATION POLICY: Full payment for booth space is due on March 9, 2012 with the return of the enclosed application. Payment may be refunded in all or part for notice received up to 14 days prior to the show set up date. Refunds may be issued if the Home & Garden Show is able to re-rent your booth space.
5. VENDOR PARKING: Vendors may load and unload in the indicated area on the map and by the doors during set up hours and after the show is closed. After unloading, Vendors must park in designated parking spaces. Failure to park in designated parking spaces may lead to tickets or towing of the vehicle.
6. BOOTH SHARING: Partnering or sharing of booth space is not permitted. Vendors cannot advertise or market for another business. Subletting or donations of space is not permissible without consent of show management.
7. BOOTH MAINTENANCE: Vendors are not allowed to begin dismantling their booths until after the Home & Garden show is done on Saturday. Vendors must maintain their booth during show hours. Pins or attachments are not permitted on the curtains provided. Hooks will be available to rent.
8. SALES: If vendors are intending to sell products at their booth, a Salespersons Permit must be purchased. If the Salespersons Permit check box is checked on the Vendor Application Form, a Woolwich Home & Garden Show Staff Member will contact you to setup your Permit.

Tradeshow Layout