

20TH ANNUAL SPRING SHOW
HOME
style + garden
SHOW

**SHOW
SETUP AND
GUIDELINES**



c/o The Barrie Advance
21 Patterson Road Barrie, ON L4N 7W6
(705) 734-1728 Fax: (705) 739-7037
Attn: MBM SHOWS

Next Show: March 24 & 25, 2012

- Set up:** The Arena will be open for move and set up on Friday, March 23, 2012 from 10 a.m. to 8:00 p.m. All booths must be completely set up one hour prior to opening. At the discretion of the Lessor, the Exhibitor may be denied right of entry to the exhibitor space if he/she has not set up his/her exhibitor by 9 a.m. Saturday March 24, 2012. Vehicles inside the building must be removed by 5 p.m. Friday March 23, 2012
- Move Out:** Will take place no earlier than 4:01 p.m Sunday March 25, 2012 until 8 p.m. Default shall entitle the Lessor to remove the exhibitor at the Exhibitors expense and to retain the exhibitor until such expenses are paid or if not paid within ten days to sell the exhibit and apply the proceeds toward such a cost. Following MOVE OUT of the exhibitor Exhibitors are responsible for clean up of the space.
- Exhibitor Badges:** will be provided up to a maximum of 4 per booth (6 for sponsor booths) In an effort to recycle, we request that badges are turned in to MBM shows staff at the end of the day on Sunday. We will also ask that you indicate the names of the staff who will be working in your booth when you fill in your contract. Note that ONLY exhibitor staff will be permitted at the show at no cost.
- Character of Exhibits:** Products pertaining to the character of the show only will be permitted. Exhibitors will request approval of doubtful articles and the Lessor also reserves the right to prohibit or remove any exhibit, which in the judgment of the Lessor may detract from the general character of the show. This reservation includes persons, things, conduct, printed material, or anything of character which may be detrimental to the Home Show as a whole.
- Literature:** Exhibitors are free to distribute their own literature and bags at their respective booth(s). only. However, no other pamphlets, flyers, magazines may be distributed outside the booths. It may be possible to have bags handed out by greeters, contact your sales rep in this regard.
- Staffing:** For the best possible public displays, we would ask that all booths be staffed during Show Hours. Failure to do so may result in the cancellation of Exhibitor status for the next Home Show exhibition.
- Booth Setup:** Exhibitors are given the dimensions of their booths and we ask that they ensure no encroachment into aisles, walkways, or other booth areas. Dimensions of the booths are outside measurements.
- Insurance:** All Exhibitors shall carry sufficient liability insurance to ensure that third party liability and contents coverage and protection during the set-up and removal of exhibit.
- Health & Safety:** Care should be exercised ensuring that the general public is protected from potentially dangerous equipment including fans, mobile equipment, fires and items where heat is generated, etc.
- Any exhibitor planning to use or demonstrate combustion equipment or appliances must get prior written approval from the governing authorities and they must abide by any conditions of such approval. A copy of the written approval must be submitted to the Show Manager prior to set up the display.
- All compressed air or liquid gas containers must be secured to prevent accidental tipping.
- No booth will be constructed as to interfere with, impede, or in any way detract from another booth. No booth or part thereof will be constructed beyond eight (8) feet in height unless the Exhibitor gets approval in writing from the Show Manager.
- The Exhibitor will be responsible for the continued cleaning and removal of garbage or other refuse from his-her booth at all times including set up and move out.
- Electricity:** Specified booths will be supplied with one 750 watt electrical outlet. All other wiring and power connections including for heavy equipment or machinery or special lighting displays or appliances shall be installed by the designated Electrical Contractor at the expense of the Exhibitor. Exhibitor is also required to provide extension cords for their own exhibit.
- Drapery:** Each booth, where possible, will be supplied with an eight foot high back drape and low side drapery.
- Product Liability guarantees are the sole responsibility of the Exhibitor.
- Display Signs:** All signs must be kept within the confines of the booth.
- Draws:** it is up to the Exhibitor to obtain permission, permits and/or licenses for their own booths where required. It is understood and agreed that any booth holding a draw must submit actual forms (ballots) that will be ensued. Provide our office with a definite date and location of the draw and be prepared to provide actual winners, names, addresses and telephone numbers of any prizes to the Organizer within one (1) week of said draw, and be prepared to sign a statement declaring your agreement to do so prior to set up.
- Outdoor displays are permitted only in designated outdoor booth sites.
- For Your Information:** We ask that if your display contains heavy equipment or merchandise, you consult with the Arena staff as to placement. Also, Exhibitors may not use two sided tape to attach carpeting or other floor covering to the arena floor.
- Show Management reserves the right to relocate booths with limited notice.
- Home Show Office:** At the arena will be open during Show Hours.
- Balloons:** The use of helium filled balloons is prohibited. Only air filled balloons may be used or given away at your booth(s).

Show Management, nor any of its officers, agents, employees and other representatives, shall be held liable for, and the same are hereby released from accountability or liability for any damage, loss, harm or injury to the other person or any property of exhibitor or any of its officers, agents, employees or other representatives, resulting from theft, fire, water, accident, or any other cause whatsoever including the change in the date, time or place of the Show or as a result of the enforcement of the Rules and Regulations by Show Management. Exhibitor hereby agrees to indemnify, defend, protect and hold harmless Show Management and its officers, agents, employees and other representatives from and against all claims, demands, suits, liability, damages, loss, costs, attorney fees, and expenses of whatever kind or nature which might result, in whole or in part from or arise in whole or in part, out of any action or failure to act of Exhibitor or any of its officers, agents, employees, contractors, invitees or representatives. Show Management's liability arising out of or in connection with the Show shall be limited to the amount of the fees paid by the Exhibitor under the Exhibitor Agreement.

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Authorized Signature: _____