



APRIL 18 - 19, 2020

Southampton Coliseum

Saturday, April 18: 11-5 pm

Sunday, April 19: 11-4 pm

Dear Exhibitor;

This is your invitation to join us for the Annual Rotary Home & Recreation Show and Food & Drink Expo. The 2020 show will be a two-day event held on Saturday and Sunday.

The booth price is - \$350* per booth (11' x 10')

***Early bird discount for paid registration received by February 15, 2020**

	Regular Price	Early Bird Price
One Booth	\$450	\$350
Two Booths	\$850	\$700

A booth location will be allocated to you as soon as we receive your signed registration form and payment. In order to assist us in booth allocations, please indicate your preferred three locations on the attached floor plan and return it with the registration. **Early bird pricing and requests for booth locations will be processed on a first paid, first served basis.**

We appreciate your support in allowing us to extend our charitable works and community service through this Show. We look forward to receiving your registration and working with you for a profitable and successful show.

Please submit your registration form and cheque payable to
“Rotary Club of Port Elgin”

The Rotary Home and Recreation Show

Home Show Committee
Box 193, Port Elgin, Ontario, N0H 2C0

Sincerely,
2019 Homeshow Committee
Joanne Robbins, 519-389-3714
Dan Murawsky, 519-353-8863
portelginrotaryhomeshow@gmail.com



Southampton Coliseum 24 Albert Street, Southampton, Saugeen Shores, Ontario
Saturday, April 18, 2020 (11 a.m. to 5 p.m.)
Sunday, April 19, 2020 (11 a.m. to 4 p.m.)

EXHIBITOR'S AGREEMENT 2019

Company Name: _____

Contact Name: _____ Phone No.: _____

Mailing address: _____

Email: _____ Website: _____

Number of Booths requested: _____ Table and chairs: Yes ___ No ___ (1 table and 2 chairs per booth)

Hydro required: Yes ___ No ___ Total Payment Enclosed: \$ _____ -- _____

Description of Product/Service to be exhibited: _____

PLEASE NOTE:

Exhibit space will be available for setting up displays between 9:00 a.m. to 8:00 p.m. on Friday, April 17, 2020. Access to the venue for any set-up requiring use of a skid steer, tractor or loader is available from 5:00 p.m. to 8:00 p.m. on Thursday, April 16th. None of the above or similar equipment will be allowed in the venue after Thursday evening. Please contact the Rotary Club of Port Elgin by April 1, 2020 to discuss any set-up requirements requiring extraordinary access to the venue. All exhibits must be completely removed from the premises no sooner than 4 p.m. and by no later than 7 p.m. on Sunday, April 19, 2020. Other times by prior arrangement only.

I, the undersigned, acknowledge and agree that the fee paid to The Rotary Club of Port Elgin is rental for booth space only. I understand that the venue doors will be locked during all hours when the venue is not open to the public. I hereby expressly agree that neither I nor anyone on our behalf will hold The Rotary Club of Port Elgin responsible for loss, theft or damage to items in my booth, and I further agree to hold said club harmless from any claims however arising from any aspect of The Home and Recreation Show.

EXHIBITOR'S SIGNATURE AND ACKNOWLEDGMENT OF ATTACHED EXHIBITOR TERMS AND SCHEDULE:

_____ Date: _____

For Rotary use only
Fee:

Previous deposit:

Paid with registration:

Date received:

*****Please indicate on attached drawing your preferred booth location along with your 2nd and 3rd choices. Booths will be allocated on a "First Paid. First Served" basis. Please note that the Annex side is reserved for Restaurants and similar food type Vendors only.**



Exhibitor Terms and Schedule

Exhibitor agrees to staff booth at all times that the venue is open to the public.

Exhibitor agrees to maintain booth in a clean, orderly and safe condition throughout the booth.

Exhibitor acknowledges renting booth floor space approximately 11 feet by 10 feet only, including one table and two chairs only. All display materials are the responsibility of the exhibitor.

Exhibitor requiring electricity must provide their own extension cords.

It is recommended that Exhibitors provide their own carpet for their booth floor space.

Exhibitor acknowledges that Wi-fi and internet services will be provided if possible.

Set-up Schedule

Thursday, April 16/20, 5:00pm — 8:00pm: Only Exhibitors needing use of a skid steer, tractor, loader or other similar heavy equipment must set up during this time period. Please advise us by April 1, 2020 if you require access on Thursday night for set up. None of the above equipment will be allowed in the arena after Thursday evening. Other vehicular traffic will be allowed on the arena floor as instructed by the Rotary Club.

Friday, April 17/20, 9:00am — 8:00pm: Access to the Coliseum will be permitted for all display set up. Access shall be as instructed by the Rotary Club supervisor. Please contact us if you have any unusual requirements for display set up.

Saturday, April 18/20, 10:00am — 11:00am: Access to the Coliseum will be available to Exhibitors to bring in boxes, merchandise, water plants, make changes to their booth, restock supplies.

Sunday, April 19/20, 10:00am — 11:00am: Access to the Coliseum will be available to Exhibitors to bring in boxes, merchandise, water plants, make changes to their booth, restock supplies.

Tear-down Schedule

Sunday, April 19/20, 4:00pm — 7:00pm: TEAR-DOWN IS NOT PERMITTED PRIOR TO 4:00 PM. Vehicular traffic will not be allowed in the arena until 4:30 pm. Skid steer, tractor or loader traffic will not begin until 5:00 pm and will be available thereafter at the discretion of the Rotary Club.

Monday, April 20/20: Tear-down by arrangement only. Please notify the Rotary Club if items cannot be removed from the venue on April 14. Vendors must make prior arrangements with the Rotary club.

2020 Exhibition Floor Layout

TYPICAL BOOTH SIZE IS 11'x10' DEC 16/19

