



## 1. IMPORTANT DATES & DEADLINES

- A. Spaces are booked on a 'first paid is first booked' basis and final placement/allocation of space is subject to change if it is determined best by the organizers, as the Show takes shape.
- B. Vendor space is considered booked once a deposit covering 50% of the total value of investment has been received by the CHBA Northern BC office.
- C. Full payment is due on or before Friday March 28, 2025, at 5pm.
- D. Vendor spaces booked **after** Friday March 28, 2025, must accompany full payment to be considered booked.



**Bookings are accepted beginning on Tuesday October 1, 2024, 9am**



**EARLY BIRD SAVINGS! Pay in full** on or prior to **Friday October 25, 2024, 5pm** and receive a **15% discount!** CHBA Northern BC members always receive a 25% discount. Please see section #5.

## 2. HOW TO BOOK & CONTACT US

- A. Please complete the attached **Application & Agreement** form and return signed, to Heidi Martel (see contact info below in this section).
  - If booked prior to **March 28, 2025, at 5pm** you will be invoiced for 50% of the total cost.
  - After this date/time, you will be invoiced for the full amount.
- B. **Invoices** will be issued after your application has been received. Payments can be made in the following ways (*Payments will not be accepted in person in the office*):
  - **Mail** Cheque payable to: CHBA Northern BC #115-1705 Third Avenue, Prince George, BC V2L 3G7
  - **E-transfer** to email: [eo@chbanorthernbc.ca](mailto:eo@chbanorthernbc.ca). **Do not pay without receiving an invoice.**
  - **Online:** Invoice will be emailed to you and may be paid online with a credit card or debit visa.
- C. **Contact information:**

Heidi Martel, Events Coordinator

  - **Email:** [admin@chbanorthernbc.ca](mailto:admin@chbanorthernbc.ca)
  - **Ph.** 250 563-3306 **Cell:** 250 981-3485

Executive Officer

  - **Email:** [eo@chbanorthernbc.ca](mailto:eo@chbanorthernbc.ca)
  - **Ph.** 250 563-3306 **Cell:** (250) 617-0129
- D. **Home Show Address:** [Exhibition Park, Prince George, BC](#). For deliveries to the Home Show venue at Exhibition Park, please make arrangements with Heidi well in advance.

## 3. CANCELLATION POLICY

- Cancellation of any booked space after **March 1, 2025, 5pm** will result in a \$250 cancellation fee being held back from any monies already paid and the space will be re-sold.
- Cancellation of any booked space after **March 28, 2025, 5pm** will result in no refund processed and the space(s) will be re-sold.



#### 4. MOVE IN, SET-UP, OPERATIONS AND TEAR-DOWN

##### A. Move In times:

- Thursday April 24, 2025 between 8am-6pm OR;
- Friday April 25, 2025, between 8am and NOON
- Spaces not occupied by Noon Friday April 25, 2025, will revert to the CHBA of Northern BC with no refund owed.
- **Check In:** There will be a *Guest Services & Show Office* located on site to check-in immediately upon your arrival to pick up your show package which will contain your admission passes, receipt, the program highlights, location of security & first aid and other general information that you will find helpful. Arrangements for assistance with items needing a forklift must be made at check in.
- Concession & Vendor areas must be manned 30 minutes prior to daily opening and at all times during the open to the public Show hours

##### B. Move Out Times:

- Sunday, April 27, 2025 (last day of the Show) between 4:01 pm – 7:00 pm. Please do not pack up early.
- Monday April 28, 2024, between 9:00 am – 4:00 pm.
- *DO NOT LEAVE ANYTHING OF VALUE AS THE CHBA OF NORTHERN BC ASSUMES NO LIABILITY.*

##### C. Public Hours of the Northern BC Home & Garden Show:

|          |                |                    |
|----------|----------------|--------------------|
| Friday   | April 25, 2025 | 3:00 pm – 7:00 pm  |
| Saturday | April 26, 2025 | 10:00 am – 7:00 pm |
| Sunday   | April 27, 2025 | 10:00 am – 4:00 pm |

##### D. Security:

- Security is to provide a presence for general crowd management and overall facility vandalism and is not available to guard individual Vendor and Concession property & areas against theft or targeted vandalism. Vendors and Concessionaires (indoor and outdoor) are to take their own proactive measures i.e., enough staff/volunteers, placing smaller items further back, out of reach of major thoroughfares, and are responsible for their own cash operations including the safety of staff and volunteers and the transportation of cash and goods. Pay particular attention during the hectic periods of set up and tear down AND during peak hours of operation during the show.
- **Daily lock down:** The Kin Centres will be *exit-only* immediately at the end of each show day as all doors will be locked, and in/out traffic for Vendors will be streamlined to one monitored entrance/exit door. This information will be included in the show package.
- **Outdoors:** Security is outdoors for general crowd management during the public show hours, as well as Guards through the night. Anything very valuable, however, must be locked up and secured or removed.



- E. Garbage & Recycling:** Vendor and Concession areas open to the public including aisle ways must be kept spotless and tripping/falling hazards mitigated at all times. There will be garbage and recycling (cardboard, paper, bottles & cans) bins on site and a bottle recycling pick up service will be available for the end of each day.
- F. Food Services – Permit:** Food Concessionaires must apply for, receive, and post a Temporary Food Services Permit; please ask for assistance upon booking.
- G. Show Wi-Fi, Internet:** There will be basic public internet access available in all Kin Centres, however, for greater enhanced service please contact Heidi.
- H. First Aid:** Will be on site. Please report all incidences of illness or injury to first aid immediately. The location of First Aid will be highlighted in your show package.
- I. Refund & Return Policy** must be clearly posted within their vendor space and policies must be honored to customers/show attendees and are asked to use eco-friendly packaging.
- J. Safety:** All compressed air or liquid gas containers must be anchored to prevent tipping. It is the responsibility of the Vendor to provide secure anchorage. CHBA Northern BC must be notified if using these items.
- K. OUTDOOR Vendors and Concessionaires** must be aware that inclement weather, including thunder, rain, wind and electrical storms can sweep through the grounds at any time, and will ensure that their tents/display/items are adequately secured and not pose any danger to any person(s) or their property, should inclement weather hit during the Show. The CHBA-NBC is NOT responsible for any item(s) that are damaged or any loss of revenue due to weather or misfortune beyond the control of organizers.

## 5. OPPORTUNITIES AND INVESTMENT

- A.** Booth spaces are in 10ftX10ft blocks; for larger spaces, both indoor and outdoor, the floor plan/layout is very flexible. Please discuss your needs upon booking. Bulk space is available, just ask!
- B.** Spaces are allocated on a first paid, first assigned basis & changes may be made at the purview of Show organizers as it takes shape. Sorry, there will be NO 'holds' without a deposit.
- C.** Indoor spaces include draped back and side walls, one duplex outlet, one decorated table and two chairs. Outdoor spaces include your rented real estate and access to power; please discuss any other needs at the time of booking and these charges will be extra.
- D.** Please ask for the **2025 Central Display** package for additional amenities and charges or call: 250-561-7477
- E. Admission Passes:** four 3-day passes are included with each rented space: additional passes are available to purchase in advance for just \$10.00+GST (total, for all three days) OR \$5.00 +GST per each day.
- F.** No placing of signs or distribution of any information, outside of your rented space, please.
- G.** It is the responsibility of each Vendor/Concessionaire to ensure that passes are distributed to their staff and volunteers

Back and side draped walls on all indoor booth spaces are to be a maximum of 8 ft high – unless otherwise approved in advance.



#### H. Investment Schedule

|                            |                 |
|----------------------------|-----------------|
| 10ft X 10ft Indoor:        | \$900.00 +GST   |
| 10ft X 10ft Indoor Corner: | \$950.00 +GST   |
| 20ft X 10ft Outdoor:       | \$800.00 +GST   |
| 20ft X 20ft Outdoor:       | \$1,100.00 +GST |
| *Concession space          | \$700.00 +GST   |

\*Please discuss at the time of booking

- I. Free draws are permitted in your booth space; however, ticket **sales** of any kind must be pre-approved and vetted as per licensing regulations.

## Handy Tips

### The Do's of Exhibiting

- Be enthusiastic
- Be carefully groomed
- Know your competition
- Keep moving in your booth
- Be on time for your shift
- Get a good night's sleep
- Appoint one person to work with the media
- Keep your booth clean
- Wear comfortable clothes and shoes
- Have the exhibitor manual handy
- Know the locations of the restrooms and eateries
- Sell the company rather than the product
- Use mouthwash
- Establish a team atmosphere

**Smile – the first impression is always the last!**

### The Do-Not's of Exhibiting

- Talk on the phone, other than for show business
- Talk with other booth personnel, unless business related
- Eat or drink in your booth
- Sit or read in your booth
- Chew gum in your booth
- Ignore prospects
- Be a "border guard"
- Cluster – two or more booth mates



**PLEASE TAKE A MOMENT TO READ THE "FINE PRINT" 😊**

**In addition to other Guidelines written within this document, the following Rules will apply:**

1. That the Vendor **will not sublet or resell** any portion of space allotted to him, even upon cancellation of space.
2. Sharing space with another Vendor is not allowed unless written permission is given by the CHBA of Northern BC.
3. That the Vendor must arrange and conduct his exhibit in a manner contributing to the best interest of the Home Show in the judgment of the CHBA of Northern BC. If the Vendor fails to comply with any of the terms of this contract, the CHBA of Northern BC shall have the right upon notice to immediately repossess the said space and dispose of it in any manner as it sees fit. In such an event, the Vendor agrees to pay the CHBA of Northern BC any deficiency, loss or damage suffered by the CHBA of Northern BC and any monies paid hereunder shall be forfeited and retained by the CHBA of Northern BC toward payment of such damages.
4. The Vendor shall repair within 3 days, at his own expenses, any damage sustained to the floors, walls or ceilings of the space so occupied by him at Vendor, or any other part of the complex.
5. That the Vendor in the installation of said exhibit, **shall comply with all Federal Law and Ordinances and By-Laws of the City of Prince George and regulations of the Fire Department and Civic Properties Commission of Prince George, B.C.** Neither the CHBA of Northern BC nor its agents or employees shall be liable for any legal proceeding which may be brought upon the Vendor by any authority for breach of Provincial, Federal or Municipal Laws. NOTE: all compressed air or liquid gas containers must be anchored to prevent tipping. **It is the responsibility of the Vendor to provide secure anchorage.** CHBA Northern BC must be notified if using these items.
6. That the CHBA of Northern BC reserves the right to move a Vendor to a different location if it becomes necessary in the CHBA of Northern BC's judgment for the best interest of the Show.
7. That all exhibits must be contained wholly within the leased space and must not exceed eight feet back wall or four feet side wing in height unless written permission is given by the CHBA of Northern BC. Distribution of any printed matter, souvenirs or other material will be restricted to the contracted space. **No soliciting will be allowed outside of the Vendor's contracted space by any Vendor**, unless written approval is given.
8. That all liability and guarantees are the sole responsibility of the Vendor. Sales shall be limited to portable items or orders taken.
9. **Insurance:** that the Vendors must secure their own liability insurance and indemnify the CHBA of Northern BC in respect of third-party claims associated with the Vendor's exhibit for any and all claims including claims of negligence AND take all necessary measures to mitigate the possibility of harm arising from potential hazards and ensure the safety of their exhibits against all actionable occurrences of every Kind, nature and description, including theft, burglary, fire and liability.
10. **Character of Exhibits:** Only products pertaining to the character of the Home Show will be permitted. Vendors will request approval of doubtful articles and the CHBA of Northern BC also reserves the right to prohibit or remove any exhibit, which in the judgment of the CHBA of Northern BC, may detract from the general character of the Home Show. This reservation includes people, things, conduct, printed material, or anything of a character which may be detrimental to the Home Show as a whole.
11. **Liability:** Neither the CHBA of Northern BC nor its agents or employees, will be liable for any damage to the property of or loss of business to the Vendor, or any loss by theft, or damage by fire or other means, or for any injuries to the Vendor, its employees, agents, customers or guests, arising from any cause or matter whatsoever, even though occasioned, caused or contributed to by the negligence of the CHBA of Northern BC, its agents or employees. The Vendor, on behalf of itself, its employees and agents, agrees to protect, indemnify and hold harmless the CHBA of Northern BC, its agents or employees, from all costs, losses, damages and expenses, including court costs and legal fees and other expenses of litigation, arising out of or from any accident or other occurrence in connection with the use of the occupation by the Vendor of its exhibition space or general exhibition grounds, causing injury to any person or property whomsoever, even though occasioned, caused or contributed to by the negligence of the Vendor or CHBA of Northern BC, or their agents or employees.