

"There's no place like home"



NORTHERN BC
HOME & GARDEN
SHOW
April 24 • 25 • 26, 2020

www.chbanorthernbc.ca

1. IMPORTANT DATES & DEADLINES: Please Note

- ✓ Booking for Vendor or Concessionaire (food service) spaces are on a 'first paid is first booked' basis.
- ✓ 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.
- ✓ Payment for all outstanding costs relative to your booking must be received on or before Friday March 27, 2020 at 5pm, at the CHBA Northern BC office. Sorry, if this deadline is not met or arrangements have not been made, your space may be re-sold with no refund.
- ✓ Vendor spaces booked **after** Friday March 27, 2020 must accompany full payment to be processed.
- ✓ The CHBA Northern BC has the final say as to space allocation.



EARLY BIRD SAVINGS! Pay in full on or prior to Friday November 15, 2019, 5pm and receive a **15% discount!** Please see section #6.

SECOND CHANCE FOR THE EARLY BIRD! Pay in full between November 16, 2019, 5pm and Monday December 16, 2019, 5pm to receive a 10% discount.

2. HOW TO BOOK & CONTACT US:

1. Please complete the attached **Application & Agreement** form and return (signed, both pages) with your DEPOSIT (50% of total cost) if booked prior to March 27, 2020 at 5pm. After this time, the full amount owed must accompany the application to be processed. Please see section #1 for important deadline dates.
2. **Forward your completed and signed Application & Agreement, with payment information:** Fax to: (250) 563-3815, Email to: admin@chbanorthernbc.ca or phone for assistance: (250) 563-3306.
3. **Mail** Cheque payable to: CHBA Northern BC
#115-1705 Third Avenue, Prince George, BC V2L 3G7
4. **In Person:** Above address (in the Professional Building, across from the Native Friendship Centre & beside Books & Company). Office hours are Monday-Friday, 9:30am-5pm.

Contacts information: Marilyn Greenwood, Executive Assistant: admin@chbanorthernbc.ca
Terri McConnachie, Executive Officer: eo@chbanorthernbc.ca
Website: www.chbanorthernbc.ca

5. **Home Show Address:** Exhibition Park, Prince George, BC. For deliveries to the Home Show venues at Exhibition Park, please contact us at: admin@chbanorthernbc.ca to make arrangements well in advance.

3. CANCELLATION POLICY

- Cancellation of any booked space after March 1st, 2020 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 31, 2020, 5pm will result in no refunds being owed; all monies paid will be held and the space(s) will be re-sold.
- **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.

4. IMPORTANT NEWS FOR 2020 & REMINDERS: Please read carefully.....

- Vendor booth spaces are in flexible 10ftX10ft blocks and we can accommodate larger spaces, just ask! Please see **Section #6** for investment details.
- There will be complimentary daily **Coffee Service** located in Kin 1; Hours & details will be included in your on-site welcome kits at check-in.
- **Food Concessions** will be placed both outdoors & indoors and spaces are very limited, so book early!
- There will be a **Guest Services & Show Office** on site to facilitate the general public as well as our Vendors/Concessionaires. This is also where the lost and found (items and parents!) will be located.
- Vendors must have a **Refund & Return Policy clearly posted** within your vendor space and policies must be honored to customers/show attendees.
- We look forward to hosting many Programs and Events during the 2020 Show including the a community Pancake Breakfast, the Crappy Patio contest, spring workshops, kids crafts and more!

Only approved & licensed persons, organizations & businesses may serve and sell food or drink of any kind – and are booked as Concessionaires. These spaces are limited. This will be strictly enforced by organizers and Northern Health

We invite you to the Show!

Vendors: upon your arrival at Exhibition Park on set up day, please check in to the Guest Services & Show Office to pick up your Show package, which will include your admission passes and other handy, practical & hospitality related information to make your stay with us as enjoyable as possible.

Please note that there are four 3-day admission passes provided per Vendor; additional passes are available to purchase at a greatly reduced cost. Please see Section #6.



5. MOVE IN, SET-UP, OPERATIONS AND TEAR-DOWN

Move In times: Thursday April 23, 2020 between 8am-8pm
Friday April 24, 2020 between 8am and NOON

*Spaces not occupied by Noon Friday April 24, 2020 will revert back to the CHBA of Northern BC with no refund owed. Sorry, **there are absolutely no exceptions.**

Check In: There will be a **Guest Services & Show Office** located on site to check in immediately upon your arrival for assistance with set up and to pick up your Show Packages. Your Show Package will contain your admission passes, receipt, the program highlights, vendor list, location of security & first aid and other general information that you will find helpful.

Hours of the Northern BC Home & Garden Show:

Dates and Hours of Operation

General Public Hours:

Friday	April 24, 2020	3:00 pm – 8:00 pm
Saturday	April 25, 2020	10:00 am – 8:00 pm
Sunday	April 26, 2020	10:00 am – 4:00 pm

Vendors may load in/load out (for supplies/stock) for the two-hour time period prior to the opening of the Show to the General Public

Move out Times:

Sunday, April 26, 2020 (last day of the Show) between 4:01 pm – 9:00 pm and Monday April 27, 2020 (next day after the Show) between 9:00 am – 4:00 pm. **DO NOT LEAVE ANYTHING OF VALUE AS THE CHBA OF NORTHERN BC ASSUMES NO LIABILITY. MONDAY IS FOR LARGER DISPLAYS ONLY.**

Security:

Please note that 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.

Please have respect for your fellow vendors and the general public that have paid to see you and for the organizers that have made this Show possible – including the volunteer hours invested– and resist packing up until 4:01pm on Sunday April 26.

This will be strictly enforced; if you wish to be invited back, you will adhere to this basic rule!

- **Daily lock down:** The Kin Centres will be exit only as all doors will be locked immediately at the end of each Show day and in/out traffic for Vendors will be streamlined to one monitored entrance/exit door for one hour past this time. This information will be included in the Show Package.
- **Outdoors:** Security is outdoors for general crowd management during the general public Show hours, as well as Guards through the night. Anything very valuable, however, must be locked up and secured.

Guest Services & Show Office: will be located on site to facilitate both the general public and our Vendors/Concessionaires. This will be your first point of contact for general Show information and maintenance requirements and will also act as the Lost & Found (items and parents!).

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.

Garbage & Recycling: Vendor and Concession areas open to the general 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.

Miscellaneous: PLEASE ALSO READ THE RULES & REGULATIONS AT THE END OF THIS BOOKLET

- ✓ Concession & Vendor areas must be manned 30 minutes prior to daily opening and at all times during the open to the public Show hours.
- ✓ **Please, no placing of signs or distribution of any information, outside of your rented space.**
- ✓ There will be basic public internet access available in all Kin Centres, however, for greater enhanced Vendor service please contact Marilyn.
- ✓ Free draws are permitted in your booth space; however, ticket **sales** of any kind must be approved and will be vetted as per licensing regulations.
- ✓ Food Concessionaires must apply for, receive and post a Temporary Food Services Permit; please ask for assistance upon booking.
- ✓ 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. OPPORTUNITIES AND INVESTMENT

- Booth spaces are in 10ftX10ft measurement blocks....for larger spaces, both indoor and outdoor, the floor plan/layout is very flexible... please discuss your needs upon booking.
- Spaces are allocated on a first paid, first assigned basis. Sorry, there will be NO 'holds' without a deposit.
- 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.
- Please ask for the **2020 Central Display** package for additional amenities and charges.

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 Indoor	\$700.00 +GST
*Concession space outdoor	\$650.00 +GST

*please discuss at the time of booking

Back and side draped walls on all 'inside' booth spaces are to be a maximum of 8 ft high.

All rented space must have carpet/floor covering please; carpet must be brought or ordered from Central Display & Tents, the service provider for the Northern BC Home & Garden Show. Call: 250-561-7477

Admission Passes: four three-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 *see the Application & Agreement. The deadline to purchase Vendor passes at the reduced rate is March 31, 2020, 5pm. After that date full admission price per day will apply, on site.

It is the responsibility of each Vendor/Concessionaire to ensure that their passes are handed out to their staff and volunteers in advance of the Show

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!

Handy Tips!

The Don'ts 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

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**NORTHERN BC
HOME & GARDEN
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April 24 • 25 • 26, 2020

PLEASE TAKE A MOMENT TO READ THE "FINE PRINT"

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

- ☐ That the Vendor **will not sublet or resell** any portion of space allotted to him, even upon cancellation of space.
- ☐ Sharing space with another Vendor is not allowed unless written permission is given by the CHBA of Northern BC.
- ☐ 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.
- ☐ 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.
- ☐ 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.**
- ☐ **That the CHBA of Northern BC reserves the right to move an Vendor to a different location if it becomes necessary in the CHBA of Northern BC's judgment for the best interest of the Show.**
- ☐ 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.
- ☐ That all liability, guarantees are the sole responsibility of the Vendor. Sales shall be limited to portable items or orders taken.
- ☐ That loud speakers or public address systems are prohibited unless written approval is provided by the CHBA of Northern BC. It shall be each Vendor's responsibility to ensure that the sound level emanating from his/her booth space from any cause shall not be at a level which will disturb other Vendors in the Home Show. The CHBA of Northern BC may, at its complete discretion and without notice, terminate any and all sound systems.
- ☐ **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.
- ☐ **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 persons, things, conduct, printed material or anything of a character which may be detrimental to the Home Show as a whole.
- ☐ **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.





Canadian Home Builders' Association of Northern BC
#115, 1705 Third Avenue, Prince George, BC V2L 3G7

Phone: 250 563-3306 **Fax:** 250 563-3815

Website: www.chbanorthernbc.ca

Email: admin@chbanorthernbc.ca

APPLICATION AND AGREEMENT

Section One: Contact information, please print neatly and complete all spaces

DATE:

COMPANY NAME: _____ (Exhibitor)

CONTACT NAME: _____

ADDRESS: _____ CITY: _____ PROV: _____

POSTAL CODE: _____ EMAIL ADDRESS: _____

PHONE: _____ FAX: _____ CELL: _____

FACEBOOK ADDRESS: _____ TWITTER: _____

WEBSITE: _____ OTHER: _____

Section Two: Description of Vendor & Space Requested

Booth /Space Preference(s)	1 st :	2 nd :	3 rd :
Full Description of your product or service *as it will be printed in promotional materials and the CHBA Northern BC website (attach an additional sheet if necessary):			
Price point range: from \$_____ to \$_____			
<input type="checkbox"/> 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. Please initial your understanding.			

Section Three: Applicant Requirements

1. 50% of the total funds owing are due now for this application to be processed. The remaining 50% must be paid by Friday March 27, 2020.
2. Applications must be fully completed to be processed; unsigned applications will not be processed. By signing, you acknowledge and agree to follow all rules and regulations as outlined in the 2020 Vendor Package and in the 2020 Application & Agreement.

For office use only:

Date	Deposit Amt. Pd.	Balance Amt. Pd.	Method of Pymt.	Booth Awarded	Notes

INVOICE

Section Four: Vendor & Concession Space Details

	Frontage X Depth	COST:	QTY:	Sub Total for Space
Indoor Vendor	10'X10'	\$900.00 X	_____	=\$ _____
Indoor Vendor *corner	10'X10'	\$950.00 X	_____	=\$ _____
Outdoor Vendor	20'X10'	\$800.00 X	_____	= \$ _____
Outdoor Vendor	20'X20'	\$1,100.00 X	_____	= \$ _____
Concession Outdoor	20'X20'	\$650.00 X	_____	= \$ _____
Concession Indoor	10'X10'	\$700.00 X	_____	=\$ _____
Sub Total for Space:				\$ _____ (A)
Additional three day passes:		\$10.00 X	_____	\$ _____ (B)
Additional one day passes:		\$5.00 X	_____	\$ _____ (C)

Cost for Space(s) \$ _____ A
 10%, 15% Discount OR 25% Member Discount: \$ _____ (-)
 Total owing for space: \$ _____
 Plus Total Passes: \$ _____ B
 Sub Total: \$ _____ C
 5% HST on Sub Total: \$ _____ D
 Grand Total: \$ _____ C+D

Less Deposit (50% of G.T): \$ _____
 Balance Owing: \$ _____

Full Balance is due before March 27, 2020, 5pm

The Vendor/Concessionaire authorizes CHBA Northern BC to process credit card payment: yes _____ no _____

Visa: _____ MC: _____ Number: _____ Expiry: _____ Verification #: _____

Signature for approval of card processing: **X** _____

Payment amount authorized: \$ _____

Cheque is in the mail: _____

*The address to the CHBA Northern BC general office is in the header of this document

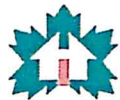
I, (the signor below), a representative of the company named on this form, acknowledge that I have fully read and understand all of the Rules and Regulations of the CHBA of Northern BC in the 2020 *Vendor & Concessionaire* Package and in this 2020 *Application & Agreement*

X

Signature

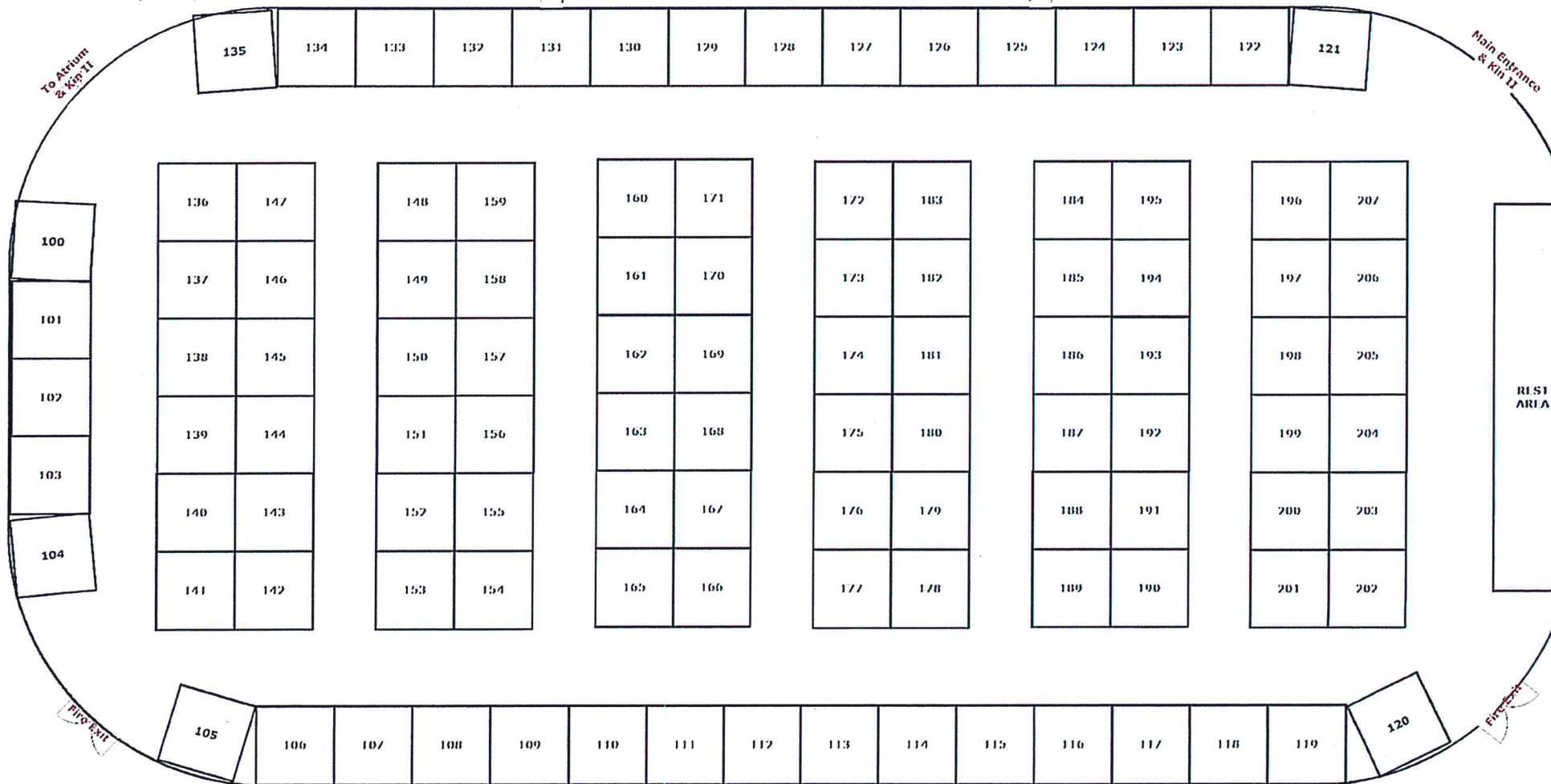
Contact Name - please print clearly

Date



DISCOVERY PLACE I

KIN I



**Canadian Home Builders' Assn. of
Northern BC (CHBA-NBC)**

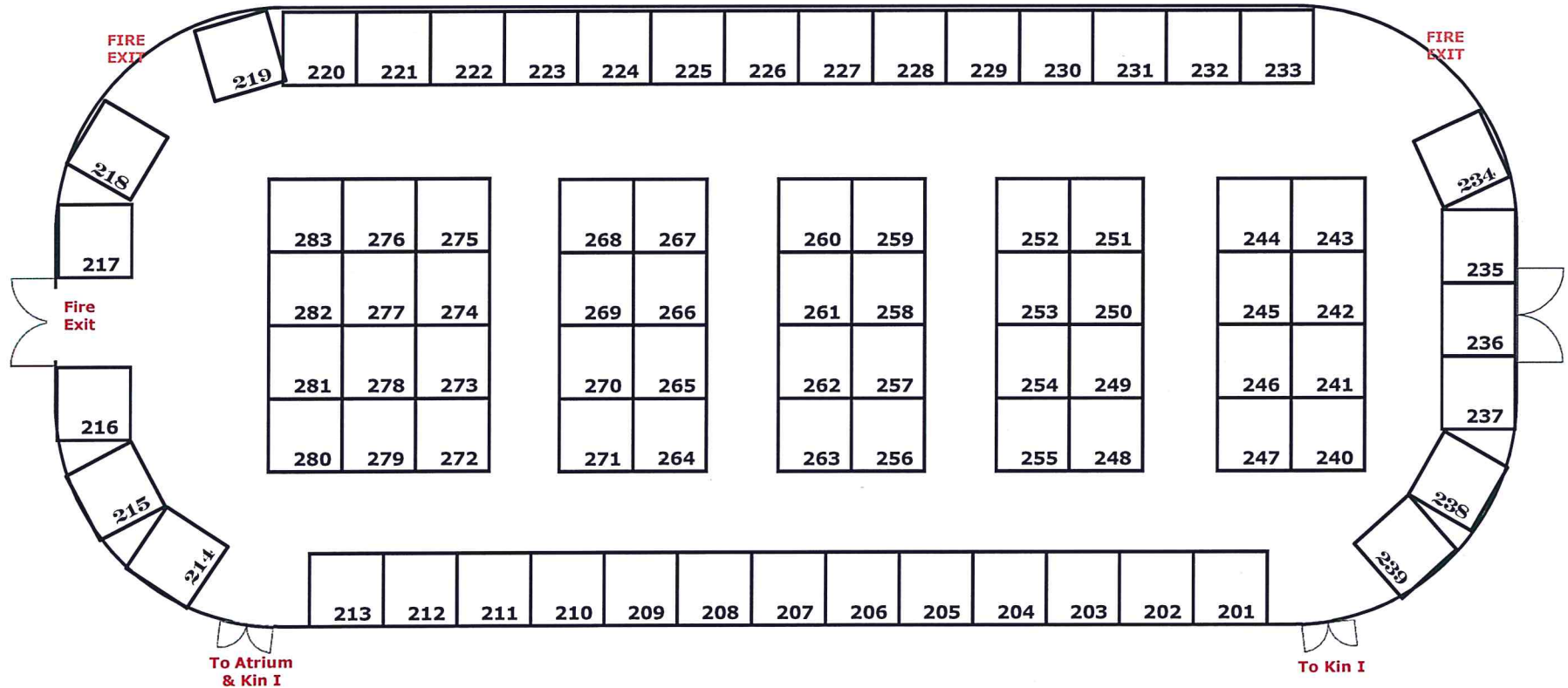
Exhibition Park, Prince George
*Maps are subject to change

Phone: 250-563-3306
Fax: 250-563-3815
Email: admin@chbanorthernbc.ca
Website: www.chbanorthernbc.ca



Discovery Place II

Kin 2



**Canadian Home Builders' Assn. of
Northern BC (CHBA-NBC)**

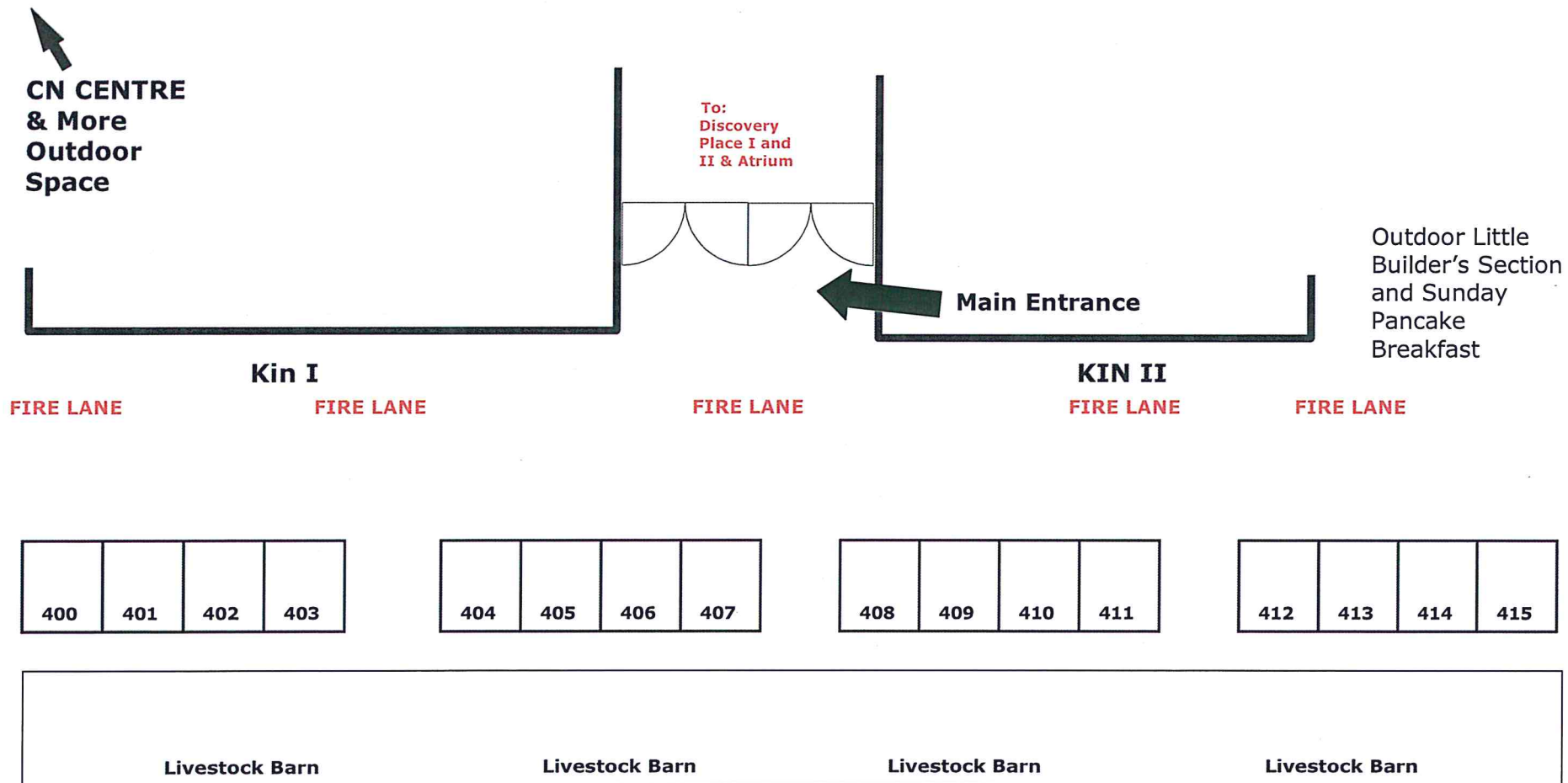
Exhibition Park, Prince George
*Maps are subject to change

Phone: 250-563-3306
Fax: 250-563-3815
Email: admin@chbanorthernbc.ca
Website: www.chbanorthernbc.ca



Discovery Place III

Outdoor Vendors



**Canadian Home Builders' Assn. of
Northern BC (CHBA-NBC)**

Exhibition Park, Prince George
*Maps are subject to change

Phone: 250-563-3306
Fax: 250-563-3815
Email: admin@chbanorthernbc.ca
Website: www.chbanorthernbc.ca

Blake Productions Ltd is pleased to offer items for rent to enhance your event. For equipment & services not listed below, as well as tech on-site, please call to discuss / for a quote. Our most commonly rented items for events include:

Item	Rate*	Additional Information
laptop with MS Office	\$155 per day	
remote mouse with laser pointer	\$15 per day	
32" LCD flat panel TV	\$75 per day	comes with standard table top stand; other stand options available
50" LED flat panel TV	\$125 per day	comes with standard table top stand; other stand options available
75" LED flat panel TV	\$425 per day	comes with standard table top stand; other stand options available
3,000 lumen LCD projector	\$130 per day	
6,000 lumen LCD projector	\$300 per day	
6' tripod screen	\$20 per day	larger screens available on request
8' tripod screen	\$25 per day	larger screens available on request
DVD player	\$15 per day	
small sound system with 1 wired handheld microphone	\$35 per day	1 - 10" speaker with stand & 25' corded microphone
small sound system with 1 wireless handheld or headset microphone	\$75 per day	1 - 10" speaker with stand & wireless handheld or headset microphone
wireless handheld, lapel, or headset microphone (additional units for sound systems above)	\$40 per day	
additional stand option for 32" – 75" TVs adjustable height truss stand	\$30 per day	
assorted LED lighting (white & unlimited colors available)	please inquire	

* applicable taxes apply on all rentals

- \$50 fee for delivery & pick up
- Additional fees apply for set up & testing (minimum \$50 / hour fee).
- We require 48 hours' notice for equipment rental – please book early to ensure items are available.
- Cancellation notice of 48 hours is required for return of deposit.
- Please inquire about items you do not see listed above.

For more information, please contact us at brent@blakeproductions.ca

WELCOME EXHIBITOR

CHBA NORTHERN BC HOME SHOW
APRIL 24TH, 25TH & 26TH, 2020
EXHIBITION PARK, PRINCE GEORGE, BC

DEAR EXHIBITOR:

Central Display is pleased to have been awarded the contract as display coordinators for the **CHBA NORTHERN BC HOME SHOW** taking place on **APRIL 24th, 25th, & 26th, 2020**.

EQUIPMENT PROVIDED BY SHOW

YOUR STANDARD BOOTH INCLUDES THE FOLLOWING:

8ft High Back Wall
4ft High Side Wall
1 - Skirted Table
2 - Chairs
1-1200 Outlet

YOUR STANDARD BULK BOOTH INCLUDES THE FOLLOWING:

8ft High Back Wall
1 - Skirted Table
2 - Chairs
1-1200 Outlet

ONLY COMPLETE THIS PACKAGE IF YOU REQUIRE ADDITIONAL ITEMS

As the official show contractors, we are including in this exhibitor package various equipment and service order forms. Should you require any additional requirements, simply complete the forms and email or fax them back to us. To qualify for the **PRE-SHOW** discounts we offer, all orders must be processed and payment received **30 DAYS** prior to the show start date.

DEADLINE TO QUALIFY FOR PRE-SHOW DISCOUNT PRICES IS (INSERT DATE)

IMPORTANT DATES	EVENT	DATE	START TIME	END TIME
	PRE-SHOW DISCOUNT PRICING ENDS	March 24 th , 2020		
	CENTRAL DISPLAY SET UP DAYS	April 21 st & 22 nd , 2020	8AM	5PM
	EXHIBITOR MOVE IN	SEE SHOW ORGANIZER		
	SHOW HOURS	April 24 th , 2020	3PM	8PM
	SHOW HOURS	April 25 th , 2020	10AM	8PM
	SHOW HOURS	April 26 th , 2020	10AM	4PM
	EXHIBITORS MOVE OUT	April 26 th , 2020	4PM	10PM

Should you need any assistance or require additional information not covered in this **EXHIBITOR PACKAGE**, please do not hesitate to contact us using any of the following methods:

By Telephone: (250) 561-7477

By Fax: (250) 561-7408

By Email: centraldisplay@shaw.ca
or

visit us online at www.centraldisplayandtents.com

Central Display & Tents

150 Ottawa Street

Prince George, B.C. V2L 5J8

Bus: 250-561-7477 | Fax: 250-561-7406

www.centraldisplayandtents.com

WELCOME EXHIBITOR

SHOW NAME: CHBA Northern BC Home Show

DATE: April 24th, 25th & 26th 2020

DECORATE YOUR BOOTH FROM THE GROUND UP

Company Name:	Site Contact:	Booth No:
Address:	Telephone No:	Fax No:
City, Province, Postal Code:	Email Address:	

CARPET

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
	8' X 10' or 10' X 10'	\$100.00	\$125.00	
	8' x 20' or 10' x 20'	\$200.00	\$225.00	
	Other Sizes: _____ ft x _____ ft = _____ Sqft x	\$1.25/sqft	\$1.75/sqft	
Daily Vacuuming Work Sheet				
	_____ ft x _____ ft = _____ Sqft x _____ Days x		\$0.15/sqft	
Carpet Underlay Work Sheet				
	_____ ft x _____ ft = _____ Sqft x		\$1.00/spft	

COLOUR CHOICES (PLEASE CHECK ONE) – COLOURS MAY VARY ON PRINTED MATERIAL

	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>
Blue		Red		Black		Grey		Green	

SPECIAL INSTRUCTIONS

PLEASE PRINT AND COMPLETE. EMAIL OR FAX BACK TO US. ORDERS RECEIVED 30 DAYS PRIOR TO EVENT WILL RECEIVE PRE-SHOW DISCOUNTS. PAYMENT MUST BE INCLUDED BEFORE PROCESSING WILL BEGIN. WE RESERVE THE RIGHT TO ADJUST ORDERS CALCULATED INCORRECTLY OR HAVE BEEN RECEIVED AFTER THE 30 DAY DEADLINE. GST#885891341

BRING THIS TOTAL TO PAYMENT PROCESSING PAGE

	SUBTOTAL	
FOR OFFICE USE ONLY		

Central Display & Tents

150 Ottawa Street

Prince George, B.C. V2L 5J8

Bus: 250-561-7477 | Fax: 250-561-7406

www.centraldisplayandtents.com

WELCOME EXHIBITOR

SHOW NAME: CHBA Northern BC Home Show

DATE: April 24th, 25th & 26th 2020

DECORATE YOUR BOOTH FROM THE GROUND UP

Company Name:	Site Contact:	Booth No:
Address:	Telephone No:	Fax No:
City, Province, Postal Code:	Email Address:	



TABLES AND SKIRTING

(THESE ARE IN ADDITION TO WHAT MAY COME IN YOUR BOOTH)

QTY	DESCRIPTION	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
	8' X 24" Dressed Table	\$60.00	\$75.00	
	6' X 24" Dressed Table	\$50.00	\$65.00	
	4' X 24" Dressed Table	\$50.00	\$60.00	
	Skirting Only	\$25.00	\$35.00	
	8', 6', or 4' Undecorated Table	\$25.00	\$35.00	

COLOUR CHOICES (PLEASE CHECK ONE) – COLOURS MAY VARY ON PRINTED MATERIAL

	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>
Black Banjo		Black Silk		Burgundy Banjo		Burgundy Silk		Red Banjo		Red Silk	
	<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>
White Silk		Silver Silk		Silver Banjo		Seafoam Banjo		Gold Banjo		Blue Silk	

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	SUBTOTAL	
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www.centraldisplayandtents.com

WELCOME EXHIBITOR













SHOW NAME: CHBA Northern BC Home Show

DATE: April 24th, 25th & 26th 2020

DECORATE YOUR BOOTH FROM THE GROUND UP

Company Name:	Site Contact:	Booth No:
Address:	Telephone No:	Fax No:
City, Province, Postal Code:	Email Address:	

ADDITIONAL RENTAL ITEMS

DESCRIPTION	QTY	PRE SHOW	LATE ORDER	TOTAL	DESCRIPTION	QTY	PRE SHOW	LATE ORDER	TOTAL
 5' Round Tables		\$50.00	\$65.00		 Bar Stool With Back		\$40.00	\$50.00	
 6' Round Tables		\$50.00	\$65.00		 Bar Stool Without Back		\$30.00	\$40.00	
 30" Adjustable Pedestal Tables		\$35.00	\$40.00		 Waste Basket		\$20.00	\$25.00	
 Chrome Rolling Coat Rack		\$20.00	\$25.00		 Chrome Stanchion (Beveled)		\$20.00	\$25.00	
 6" Chrome Coat Rack Extension		\$3.25 / Pair			 Red Velvet Rope Comes with Rental Of Stanchion				
 White Folding Chair		\$10.00	\$12.00						
 Grey Steno Chair		\$35.00	\$40.00						

PLEASE PRINT AND COMPLETE. EMAIL OR FAX BACK TO US. ORDERS RECEIVED 30 DAYS PRIOR TO EVENT WILL RECEIVE PRE-SHOW DISCOUNTS. PAYMENT MUST BE INCLUDED BEFORE PROCESSING WILL BEGIN. WE RESERVE THE RIGHT TO ADJUST ORDERS CALCULATED INCORRECTLY OR HAVE BEEN RECEIVED AFTER THE 30 DAY DEADLINE. GST#885891341

BRING THIS TOTAL TO PAYMENT PROCESSING PAGE

	SUBTOTAL	
FOR OFFICE USE ONLY		

Central Display & Tents

150 Ottawa Street

Prince George, B.C. V2L 5J8

Bus: 250-561-7477 | Fax: 250-561-7406

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ADDITIONAL RENTAL ITEMS

DESCRIPTION	QTY	PRE SHOW	LATE ORDER	TOTAL	DESCRIPTION	QTY	PRE SHOW	LATE ORDER	TOTAL
 4 x 8 Pegboard		\$100.00	\$125.00		 Easles		\$15.00	\$20.00	
 4 x 8 Pinboard		\$100.00	\$125.00		 Flags Monted On A Pole		\$20.00	\$25.00	
 2 x 8 Gridwall		\$15.00	\$20.00		CHOOSE A BASE				
					 3 Hole Flag Pole Base (comes with 3 Poles)		 5 Hole Flag Pole Base (comes with 5 Poles)		
 4 x 8 Gridwall		\$25.00	\$30.00		 Single Flag Pole Base (Comes with 1 - 8ft Oak Pole)				

We Have A Wide Variety Of Flags Available Or we Can Mount Your Company Flag On Our Poles. Call For Details.

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WELCOME EXHIBITOR

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DATE: April 24th, 25th & 26th 2020

POWER UP YOUR BOOTH

Company Name:	Site Contact:	Booth No:
Address:	Telephone No:	Fax No:
City, Province, Postal Code:	Email Address:	

POWER AND LIGHT REQUIREMENTS

QTY	DESCRIPTION	OUTSIDE ORDER	PRE-SHOW DISCOUNT	LATE ORDER	TOTAL AMOUNT
	1200 watt duplex outlet	\$100.00	\$75.00	\$100.00	
	2000 watt duplex outlet	\$150.00	\$100.00	\$125.00	
	220 Single Phase 20 amps	\$150.00	\$125.00	\$150.00	
	220 Single Phase 30 amps	\$185.00	\$150.00	\$185.00	
	220 Single Phase 60 amps	\$225.00	\$175.00	\$225.00	
	220 Single Phase 100 amps	\$300.00	\$275.00	\$325.00	
	208 Volt 3 Phase 20 amps	\$185.00	\$150.00	\$200.00	
	208 Volt 3 Phase 30 amps	\$225.00	\$185.00	\$225.00	
	208 Volt 3 Phase 60 amps	\$325.00	\$325.00	\$375.00	
	208 Volt 3 Phase 100 amps	\$600.00	\$500.00	\$650.00	
	One - Clampon Flood light	\$25.00	\$20.00	\$30.00	
	Two - 100 watt Flood lights	\$75.00	\$65.00	\$75.00	
	One - 500 watt Quartz Light on Stand	\$85.00	\$75.00	\$85.00	

IMPORTANT INFORMATION

ALL HOT TUBS, SPAS OR WATER RELATED ITEMS MUST HAVE A G.F.I. BREAKER. PRICES DO NOT INCLUDE G.F.I. BREAKER.
THE ABOVE RATES INCLUDE INSTALLATION, REMOVAL AND MAINTENANCE THROUGHOUT THE SHOW. ALL MATERIALS REMAIN THE PROPERTY OF CENTRAL DISPLAY. SPECIAL VOLTAGE AND PRICES ARE AVAILABLE UPON REQUEST. POWER MUST BE NOTED ON ELECTRICAL FORM

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MATERIALS HANDLING FORM

Company Name:	Site Contact:	Booth No:
Address:	Telephone No:	Fax No:
City, Province, Postal Code:	Email Address:	

Should you require materials handling services for your exhibit please complete this form and return it to Central Display at the address below **14 days prior to show date**. Payment must accompany this order without exception. All freight must be shipped to Central Display pre-paid and should arrive no later than 7 days prior to the show date. A 20% surcharge will be added to total amount if not prepaid.

Charges: Minimum charge for shipments is **\$100.00**. Unmarked freight will be curbed at 6.8kg per sq. ft. (15lbs per sq ft.). Forklifts are available on request only.

PRICE LIST

50 kg to 225 kg @ \$1.50 per kg	108 lbs to 500 lbs @ \$0.70 per lb
226 kg to 450 kg @ \$1.45 per kg	501 lbs to 1000 lbs @ \$0.65 per lb
451 kg to 675 kg @ \$1.35 per kg	1001 lbs to 1500 lbs @ \$0.60 per lb
675 kg to 901 kg @ \$1.25 per kg	1501 lbs to 2000 lbs @ \$0.55 per lb
901 kg and over @ \$1.10 per kg	2001 lbs to 5000 lbs @ \$0.50 per lb

SERVICES INCLUDED

1. Central Display will receive and store materials **up to 15 days prior** to the show dates.
2. Central Display will deliver materials to Exhibitor's booth at the show site.
3. Central Display will remove, store, and return empty containers to Exhibitor's booth.
4. Central Display will re-ship materials **as instructed by the exhibitor**. All shipments will be **shipped collect**.
5. Central Display will store display materials **up to 15 days after** the show at no additional charge.
6. Central Display will provide necessary labels, bills of lading, tape etc. for repacking display materials if needed.

SPECIAL INSTRUCTIONS

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CONSIGNEE TO:		NUMBER OF LBS/KGS	
		RATE PER LB/KG	
SHIPPED VIA:		FOR OFFICE USE ONLY	
NUMBER OF CRATES	TOTAL WEIGHT		
BRING THIS TOTAL TO PAYMENT PROCESSING PAGE		SUBTOTAL	

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EXHIBITOR LABOUR FORM		
Company Name:	Site Contact:	Booth No:
Address:	Telephone No:	Fax No:
City, Province, Postal Code:	Email Address:	

ALL RATES START UPON DEPARTURE OF OUR SHOP/OFFICE. ALL ORDERS MUST BE **PREPAID IN FULL**.

ORDERS MUST BE **RECEIVED BY US 30 DAYS PRIOR** TO THE SHOW DATES.

INSTALLATION		STARTING DATE	STARTING TIME
Number of Display Staff	X	Number of Hours Worked	@ \$45.00 S.T. =
Number of Display Staff	X	Number of Hours Worked	@ \$65.00 O.T. =
Number of Supervisory Display Staff	X	Number of Hours Worked	@ \$65.00 S.T. =
Number of Supervisory Display Staff	X	Number of Hours Worked	@ \$85.00 S.T. =
DISMANTLE		STARTING DATE	STARTING TIME
Number of Display Staff	X	Number of Hours Worked	@ \$45.00 S.T. =
Number of Display Staff	X	Number of Hours Worked	@ \$65.00 O.T. =
Number of Supervisory Display Staff	X	Number of Hours Worked	@ \$65.00 S.T. =
Number of Supervisory Display Staff	X	Number of Hours Worked	@ \$85.00 S.T. =

IMPORTANT INFORMATION

Straight time rates are in effect from 8.00 am to 4.00 pm Monday to Friday, **except holidays**. **Minimum charge is for 3 hours**. All work will be done on straight time when possible. **A supervisory charge will** apply when there is no representative of the company in attendance to supervise the installation and/or dismantling of the exhibit. If supervision is required for either, please indicate.

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	S.T DISPLAY STAFF	
	O.T. DISPLAY STAFF	
	S.T SUPERVISORY STAFF	
	O.T. SUPERVISORY STAFF	
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BRING THIS TOTAL TO PAYMENT PROCESSING PAGE		SUBTOTAL

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Company Name:	Site Contact:	Booth No:
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BRING TOTALS FORWARD FROM ORDER PAGES

PAGE 2	YOUR CARPET	FOR OFFICE USE ONLY	TOTAL FROM PAGE 2	
PAGE 3	YOUR EXTRA TABLES AND SKIRTING		TOTAL FROM PAGE 3	
PAGE 4	ADDITIONAL RENTALS		TOTAL FROM PAGE 4	
PAGE 5	ADDITIONAL RENTALS		TOTAL FROM PAGE 5	
PAGE 6	POWER AND LIGHTING REQUIREMENTS		TOTAL FROM PAGE 6	
PAGE 7	MATERIAL HANDLING FORM		TOTAL FROM PAGE 7	
PAGE 8	LABOUR FORM		TOTAL FROM PAGE 8	
			SUBTOTAL	
				5% GST
				7% PST
			TOTAL AMOUNT DUE	

PAYMENT METHOD

CHEQUE ENCLOSED				VISA		MASTERCARD		CREDIT CARD EXPIRY DATE									
CREDIT CARD NUMBER														MONTH		YEAR	
				-								-					
COMPLETE NAME ON CARD								SIGNATURE									

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