

Town of Erin Annual Spring Home and Lifestyle Show

Saturday, April 28, 2012

Erin Community Centre (Centre 2000) Arena

10:00am to 4:00pm

Registration Form - PLEASE PRINT CLEARLY!

Business Name: _____

Contact Person: _____

Phone No.: _____

Email: _____

Business Address (used to mail tax receipt) _____

Brief Description of Business: (used to help us promote your business in marketing materials)

- Contact me for participation in the advertising insert with the Erin Advocate! An additional fee will be charged by the news agency. You will be contacted by the advertising representative for details.
- Door Prize – Yes, I will donate a door prize.

Description: _____

- Contact me for radio advertising with Erin Radio! An additional fee will be charged by Erin Radio and you will be contacted directly by Erin Radio for details.

REGISTRATION FEES:

Payment MUST be received by end of day March 30, 2012 to reserve your space. Registrations received on or after this date will be placed on a waiting list and are NOT guaranteed to be in the show.

Single Booth - \$105.00 (booth) + \$13.65 (HST) = **\$118.65**

Single Booth with electrical connection – \$125.00 (booth) + \$16.25 (HST) = **\$141.25**

****Extension cords, electrical tape and power bars NOT included –vendors with electrical access must provide this for their booth****

CHEQUES PAYABLE TO:

Town of Erin – EDCoE Home & Lifestyle Show 2012

Mailing Address: 5684 Trafalgar Road; R.R. # 2

Hillsburgh, ON

N0B 1 Z0

- **Cancellations will NOT be refunded if notification is received on or after March 31, 2012.**
 - If a vendor does have to cancel, a refund for the registration fees paid will be issued less a **\$20.00 administration fee and** if notification is received **before March 31, 2012.**
 - Booth allocations are made in the best interest of each vendor to allow maximum exposure and marketing opportunities. Every attempt will be made to accommodate each vendor; however, EDCoE cannot guarantee that requests to change booth location after the layout is finalized and sent to each vendor prior to the show can be made.
- Both the completed registration form and payment must be received by March 30, 2012 in order to reserve a space.***

Kindly sign to acknowledge you have read and understood the Terms and Conditions for Vendors participating in the Home and Lifestyle Show on page 2.

Name (please print)

Signature and Date

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IMPORTANT! KEEP THIS PORTION FOR YOUR RECORDS!

The Home and Lifestyle Show is Saturday, April 28, 2012

Erin Community Centre (Centre 2000), Erin

10:00am to 4:00pm

Vendor Terms and Conditions:

1. A vendor is not considered registered until a complete registration form and full payment is received. The Erin Home and Lifestyle show **does not** guarantee exclusivity to business' who register for the show.
2. Each booth is a 10' by 10' space and includes 1 table and 2 chairs. **No table covers, backdrops or space dividers are provided**; however, if you are interested in having this provided; please call 519-362-1848. There WILL be charge to provide this to you as it is NOT included in the registration fee.
3. If you require electricity **YOU** are responsible to bring any extension cords, power bars and electrical tape with you. Access to electrical outlets will be provided, but will be shared between vendors.
4. **Registration and vendor set up is FRIDAY April 27, 2012 from 6:00pm to 9:00pm. Please ensure you check in before you start unloading and creating your booth** – this will allow you to ensure you know which space has been allocated for you as well as find out about any late reminders to make the show successful for you. If set up is required prior to this time, please call 519-362-1848 and we will do our best to accommodate for a set up time AFTER 1:00pm April 27, 2012.
5. Vendor booths must be ready by 9:45am Saturday, April 28, 2012 for the 10:00am opening of the show.
6. The snack bar will be open and will offer various breakfast, lunch, snack and beverage options for you to purchase throughout the day.
7. **Event teardown on April 28, 2012 begins no earlier than 4:00pm.** All vendors are asked to honour this request. ALL visitors to the show should see complete booths whether or not they come earlier or later in the day.
8. Once teardown has completed, all vendors should be out of the Centre 2000 facility by 6:00pm.
9. Door prizes can be dropped off at registration on Friday evening.
10. Exhibitor registration forms received on or before March 30, 2012 will be included in the radio campaign 4 weeks before the show.
11. ALL promotional material **MUST** be dropped off **before March 30, 2012** to be included in the gift bag that will be given away to the first 200 visitors.
12. ALL registration forms with business descriptions and contact information will be included in the printed program. Please ensure the registration form is completed **neatly** so that correct information gets printed in the program and any other printed marketing materials related to the show.
13. Registration forms are accepted on a first come – first serve basis until the final registration date of March 30, 2012 or all available spaces are filled.
14. **Refunds will be issued less a \$20.00 administration fee provided notice is received on or before March 30, 2012.**
15. **NO REFUNDS WILL BE ISSUED for cancellations received on or after April 1, 2012.**
16. **Only 1 business per booth space is allowed to keep the cost of the show fair for each exhibitor.**
17. Booth allocations are made in the best interest of each vendor to allow maximum exposure and marketing opportunities. Every attempt will be made to accommodate each vendor; however, EDCoE cannot guarantee that requests to change booth location after the layout is finalized and sent to each vendor prior to the show can be made.
18. Insurance coverage for this event is covered under the Town of Erin policy. While the arena will be locked and an alarm system is in place, it is the responsibility of the vendor to take all precautions to prevent any damage or theft for the property related to their booth.