



26th Annual MBA Home & Cottage Show

April 28, 29, 30, 2017

Gravenhurst Centennial Centre
101 Centennial Drive
Gravenhurst, ON
P1P 1B7

Exhibitor Information and Application Package

Thank you for your interest in the Muskoka Builders' Association's **Home & Cottage Show**, taking place April 28 to 30, 2017 at the Gravenhurst Centennial Centre. We hope you'll join us for our Show!

For the past 25 years, we have hosted the premiere Home Show in Muskoka. Held annually in late April, we are perfectly positioned for the start of the home and cottage building and renovation season. With 25 years of successful show production, along with an extensive print, roadside and social media, we deliver targeted, quality and serious consumers to our Exhibitors.

Don't Forget....

This year, we have added a **VIP Reception**, from 2:00 pm to 4:00 pm, just prior to the Show opening on Friday, April 28. We will be supplying hors d'oeuvres and a beverage to exhibitors and attendees. We will be inviting all our Muskoka Builders' Association Members, local dignitaries as well as other local Builders to attend.

Once again this year each person/family in attendance will receive a Draw Ticket upon arrival. We encourage each Exhibitor to have a **prize and a draw box** on display at their booth. Tickets should be drawn and prizes awarded on Sunday afternoon at 2:00 pm. Please let the MBA office know your prize in advance and if possible they will promote it for you, encouraging people to come to your booth.

Also this year will be an award for the "**Best Booth**". Booths will be judged by the MBA Board of Directors on **best appearance and creativity**. You will also receive recognition on our Social Media. Thank you in advance for your efforts! Please note that the 2016 winners are ineligible to win this award in 2017.

This year there will also be two events to encourage family fun at the show; "**Flower Pot Planting**" on Saturday and "**Birdhouse Building**" on Sunday.

WHAT YOU NEED TO KNOW ABOUT OUR SHOW

- Booth applications are being accepted from both members and non-members.
- Booth space on the arena floor is available in either 10 x 10' or 10 x 20' sizes.
- Muskoka Builders' Association Members receive a 10% discount.
- We strive to provide quality products and services, in keeping with the home and cottage theme, as well as providing a variety of displays.
- Our Show advertising campaign consists of: a 10-week social media campaign leading up to the Show with sponsorship opportunities; print advertising in local area newspapers and preferred Magazines in the month leading up to the Show; a radio advertising campaign, roadside signage in the week prior to and during the Show; online promotion through our Muskoka Builders' Association website; roadside signage at the Gravenhurst Centennial Centre for the week prior and during the show.
- As our Show is positioned in late April, attendance is typically local Muskoka (year-round) residents, with some cottager attendance, depending on the weather. As we are a Builders' Association, our Member exhibits are largely building and renovation focused. We are a small-market Show. Our attendance is typically around 1500 – 2000 people. We have a history of delivering quality Show visitors, and our past exhibitors have always been pleased with the number of quality leads the Show produces for them. We have a great number of exhibitors that return year-after-year.
- All exhibitors are required to set-up their booth on Thursday, April 27, 2017. If you need to drive a truck onto the arena floor or have the assistance of the forklift, you will need to set up at an assigned time based on booth location. Please ensure that you are able to meet this requirement before applying.
- Included with your booth space: An 8-foot rear drape and 3-foot side drapery; electrical outlet; forklift assist for set-up and tear-down. Show aisles are carpeted for the comfort of our Show guests.
- You will be required to provide your own floor covering for your booth (carpet or wood or similar) and your own tables, table clothes and chairs. Note that signage may not be pinned or attached to rear drapery.
- Booth carpeting, tables, chairs and/or table clothes are available for rental from our drapery contractor RVS Exhibitional Draperies. These items must be ordered in advance (at least one week) by phoning (705) 252-2465.

SHOW HOURS

Set up: Thursday, April 27, 2017 – at assigned times, communicated in April

Friday, April 28, 2017	2:00 pm to 4:00 pm (VIP Reception) 4:00 pm to 8:00 pm (the Show opens)
Saturday, April 29, 2017	10:00 am to 5:00 pm
Sunday, April 30, 2017	10:00 am to 4:00 pm

Muskoka Builders' Association
Home & Cottage Show
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SHOW REGULATIONS and RULES

- **Booth space will be only held tentatively** until the MBA Office has received all 4 of the Application, Certificate of Insurance, Signed Contract and Payment (exception: MBA Members must pay invoice within 30 days from Invoice Date). It is up to the Exhibitor to ensure this information has been received by the MBA Office.
- The Home Show Administration reserves the right to refuse any application.
- Any outstanding accounts must be paid in full before set up will be permitted.
- Set up will be on Thursday, April 27, 2017 and must be ready for display no later than 6:00 pm on that day. You may incur extra charges from the Arena should you require access outside of our designated hours. There is NO Friday set-up.
- Within a couple of weeks of the Show in April, we will be communicating to you your **set-up time & Booth number**. During your set-up time, if needed you are able to drive a vehicle on the show room floor to your Booth and you could also have access to a Forklift. Entry of vehicles onto the show floor as well as access to the Show's forklift operator will be restricted to the assigned set-up time, however, you may continue to set up your booth after that time, providing all vehicles are removed from the floor. We would ask that you unload as quickly as possible and ensure that aisles are kept free from obstructions during your set-up.
- All Exhibitors are **required to remain fully staffed and set up** until closing (4:00 pm) on Sunday, April 30, with no exceptions. Following closing, Displays may be hand carried out until 6:00 pm. If vehicles or a Forklift is required, you will have a designated time between 8:00 am and 12:00 noon on Monday, May 1.
- The building is locked during those times when the Show is NOT OPEN and an alarm system is initiated. Do not leave cash or valuables in your booth. Exhibitors (with Show Badge Identification) will be allowed to enter the building ½ hour prior to Show opening times.
- Exhibitors will adhere to conditions as outlined in the Show Contract.
- Draperies will be provided as follows: 8' high rear curtain, 3' side curtains. Exhibitors may not move or remove the rear drapery on their booth without prior consent by the Show organizers. You may not pin, staple or otherwise affix anything to the show drapery. You may use S-hooks to hang over the top metal rail only.
- Carpet or floor covering is required for all booths.
- Tables, table cloths, chairs, carpets etc. are NOT provided by the MBA however, the items you may need for your booth are available for pre-arranged rental through our drapery contractor – RVS Exhibitional Draperies (705) 252-2465
- Hydro is provided in the form of 110 (1 outlet/booth). If 220 hydro is required, please advise the MBA in advance. There will an additional cost applied for any additional hydro requirements above 110 service. Please bring a CSA approved extension cord and power bar as outlet may be a distance away and may be limited.

- Exhibitor Badges will be provided as follows: 3 badges per booth with holders, listing the company name only (not the individuals name).
- Contests and Draws are permitted. Exhibitors wishing to conduct a contest/draw during the SHOW must follow all the rules under the Competition Act, obtainable from Consumer & Corporate Affairs. Contest/draw rules and regulations must state that the MBA Home & Cottage Show will not assume responsibility for any liability arising as a result of the contest/draw being held at the Show. It is understood and agreed that any Exhibitor holding a contest/draw must provide our office with details of the contest/draw conditions, identify the actual prize and provide the actual winner's names, addresses and telephone numbers within one week of the Show.
- All Exhibitors selling food products must have an up to date health certificate from the Ministry of Health on display at your booth each day of the Show.
- Unless special arrangements have been made, any space not claimed and occupied prior to 6:00 p.m. on Thursday, April 27, 2017 may be re-sold or re-assigned by the MBA, without obligation on the part of MBA for any refund whatsoever.
- Only participating/registered exhibitors have the right to promote or sell goods and services during the Show. All other parties who attempt to make any solicitations without the express written permission of the MBA, will be permanently removed from the Show area. Exhibitors are asked to report any infractions to the Show office.
- Subletting/sharing of booth space is strictly prohibited. No exhibitor may sublet or share with another supplier or dealer or business any portion of their allocated space.
- Booths are subject to inspection by the Local Electrical Authority and at the sole discretion of the Authority, may be denied electrical services if the booth wiring is found to be sub-standard.
- Booths are subject to inspection by the Local Fire Safety Authorities. Of particular interest will be any booths that add significantly to the fire load of the building (ie: lots of wood or other combustible materials). Unless the fire department has been consulted and provided permission in writing, propane appliances and open flame are not permitted inside the building.
- Since a booth is considered a commercial space, each exhibitor is required to have a **portable fire extinguisher** with a minimum rating of 2A at their booth.



Home & Cottage Show

April 28, 29 and 30, 2017

Gravenhurst Centennial Centre
101 Centennial Drive, Gravenhurst, Ontario

ARENA FLOOR EXHIBITOR BOOTH APPLICATION FORM

Company Name: _____

Company Contact: _____

Mailing Address: _____ Phone: _____

_____ Fax: _____

Email: _____ Website: _____

Description of ALL Products and Services you will be displaying in your booth:

Booth Requirement, Cost and Payment: _____ 10 x 10 feet _____ 10 x 20 feet

Every Booth will have basic Electrical supplied.

Do you have any additional/special electrical requirements? (additional cost) Yes _____ No _____

	MBA Members	Non-Members
10 x 10	\$630	\$700
10 x 20	\$1,260	\$1,400

I'm a MBA Member. INVOICE ME!

Booth Cost: \$ _____ plus HST (13%) \$ _____ = \$ _____ TOTAL

Non-Members Deposit Required With Application: \$100 (Balance due March 31, 2017)

PAY BY CREDIT CARD - Visa, MasterCard or American Express (Balance will be processed March 31, 2017)

Credit Card Number:

Expiry Date:

Name on Card:

OR submit with two cheques:

Currently dated cheque for \$100 deposit *plus* Post-dated cheque dated March 31, 2017 for balance

The Certificate of Insurance from your Insurance Company plus your signed Contract must accompany the Application with payment; prior to you receiving confirmation of booth space.

Certificate of Insurance attached? Yes

Signed Contract Attached? Yes

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Home & Cottage Show 2017
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P1P 1B7**

April 27 – May 1, 2017 (includes move in and move out)

CERTIFICATE OF INSURANCE

Please forward a Certificate of Insurance from your Insurance Provider with the following information outlined:

- Name of Insured
- Address of Insured
- The following information as it applies to General Liability and Excess Liability (if applicable)
 - Insurance Company Name
 - Policy Number
 - Effective Date
 - Expiry Date
 - Limit of minimum \$2 Million Liability for Loss or damage resulting from bodily injury to or death of any one or more persons arising out the same accident
- Confirmation that this liability is extended to include Personal Injury, Contractual Liability, Non-Owned Automobile Liability, Products – Completed Operations, Cross Liability Clause and Severability of Interest Clause.
- **THE MUSKOKA BUILDERS' ASSOCIATION, 15 Monica Lane, Unit 7, Bracebridge, ON P1L 1P8** is to be added as **AN ADDITIONAL INSURED** under the above policy(ies), but only in respect to its' interest in the operations of the insured for the dates of April 27 – May 1, 2017 (including move-in and move-out).
- If the policy is cancelled or changed in any manner that would affect the Muskoka Builders' Association as outlined in coverage specified herein for any reason, so as to affect coverage, thirty (30) days notice by registered mail will be given by the insurer(s) to:

MUSKOKA BUILDERS' ASSOCIATION
15 Monica Lane, Unit 7, BRACEBRIDGE, ONTARIO
P1L 1P8



Muskoka Builders' Association
15 Monica Lane, Unit 7, Bracebridge, ON
P1L 1P8
Phone 705-645-3008
Fax 705-645-4753

Muskoka Builders' Home & Cottage Show, April 28, 29, 30, 2017
Gravenhurst Centennial Centre, Gravenhurst, ON

CONTRACT BETWEEN

THE MUSKOKA BUILDERS' ASSOCIATION (MBA)

And

_____ **(Exhibitor Name)**

Conditions of Contract:

1. **Show Access:** To gain access to the Show, all accounts must be paid in full, the MBA must have received from the Exhibitor a completed Certificate of Insurance and a signed Contract, and the Exhibitor must have received written communication from the MBA that they have been accepted as an Exhibitor in the 2017 MBA Home and Cottage Show.
2. The MBA agrees to provide the Exhibitor with a standard booth with 8' back curtains and 3' side curtains. Please ensure that the side walls of your display extending above 3' will not be offensive to your neighbour. They must be finished quality.
3. **Electrical:** The MBA will provide each booth with one 120V, 15-amp electrical outlet. 220 v is available at the Exhibitors expense (time and material) and only if requested prior to March 31, 2017. **Booths with electrical wiring are subject to inspection by local authorities. It is the responsibility of the booth owner to ensure compliance with electrical codes governing show booths.**

Initial: _____

Date: _____

4. Each exhibitor is required to have a **portable fire extinguisher** with a minimum rating of 2A at their booth. **All booths subject to Fire Safety inspections by local authorities.**
5. Space contracted by the Exhibitor may not be sublet nor shared without the prior written permission of the MBA.
6. The Exhibitor agrees to abide by all regulations and rules, including the schedule and times for booth display set-up, adopted by the MBA in the best interest of the Show and agrees that the MBA shall have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the Show.
7. **LOSSES/DAMAGES:** The Exhibitor will be liable for and indemnify and hold harmless the MBA from any loss or damages whatsoever suffered by the MBA as a result of any loss or damages whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, exhibitor, other exhibitors, the MBA, the owner of the building and their respective agents, servants and employees and members of the public attending the Show, either on the said space or elsewhere, if said loss or damages arose from or were in any way connected with the Exhibitor's occupancy of said space.
8. **CANCELLATIONS:** This contract may be cancelled by either party providing written notice is received by the other part at least ninety (90) days prior to the first day of the Show, in which case all monies EXCEPTING THE ORIGINAL NON-REFUNDABLE DEPOSIT OF \$100.00 will be refunded. If the Exhibitor cancels after this date, but PRIOR TO THIRTY (30) days of the Show, then he/she shall be liable for the non-refundable deposit and two-thirds (2/3) of the balance of the contracted space costs.
If the Exhibitor cancels within thirty (30) days prior to the show, he/she will be LIABLE FOR 100% of the total contracted space costs.
9. The MBA reserves the right to alter or change the space assigned to Exhibitor.
10. The MBA reserves the right at any time to alter or remove exhibits or any part thereof, including printed materials, products, signs, lights or sound, and to expel exhibitors or their personnel if, in the management's opinion, their conduct or presentation is objectionable to other Show participants and/or visitors.
11. **SIZE/HEIGHT RESTRICTIONS:** The Exhibitor agrees to confine his presentation within the contracted space only. No portion of the display shall extend beyond the assigned depth footage of 10'. The maximum rear height is 12' (unless prior arrangement is made) and side walls or folding-type wings above 3' in height, may only extend 3' from the back of the booth (the front 7' of the booth must not have side walls above 3'). Any Side walls or wings above 3' must be finished on both sides.
12. **INSURANCE:** The Exhibitor is responsible for the placement and cost of insurance related to his/her participation in the Show and to file with the MBA written proof of same.

Initial: _____
Date: _____

13. **DISMANTLING:** The Exhibitor agrees that no display may be dismantled or goods removed during the entire run of the Show, but must remain intact until the closing on the last day of the Show. The Exhibitor agrees to remove his exhibit, equipment and appurtenances from the Show building by the times and schedules set out by the MBA and will be totally removed from the building by the final move-out time limit, or in the event of failure to do so, the Exhibitor agrees to pay for such additional costs as may be incurred.
14. The MBA reserves the right at its sole discretion to change the date or dates upon which the Show is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, Management shall not be liable in damages or otherwise for failure to carry out the terms of this agreement in whole or in part where caused directly or indirectly by or in consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike, or any cause whatever beyond the control of the MBA whether similar or dissimilar from the causes enumerated herein. In the event that the exhibit space to be used by the Exhibitor should in any way be rendered unusable, the Exhibitor shall pay for such space only for the period during which it was or could have been used as determined with the sole discretion of Management. A refund of all monies paid by the Exhibitor to the MBA will be made by the MBA in the event the Show is not held as proposed by the MBA.
15. The MBA reserves the right to cancel this contract and to withhold possession of exhibit space if the Exhibitor fails to perform any material condition of this contract or refuses to abide by the Show rules and regulations, in which case the Exhibitor shall forfeit as liquidation damages all space rental payment made by him/her and any further occupancy of the space.
16. The Exhibitor agrees that the following payment schedule is in effect and any default in the forwarding of payments may result in the cancellation of this contract by the MBA. Payments will be made as follows:
 - \$100 non-refundable deposit with booking
 - Balance/Paid in Full by March 31, 2017
17. The Exhibitor agrees that their booth will be staffed at show opening and manned continuously through to show closing daily.

Exhibitor Signature

Date

Exhibitor Name (PRINTED)

PLEASE KEEP A COPY FOR YOUR FILES AND RETURN SIGNED COPY TO THE MBA