



# 28<sup>th</sup> Annual MBA Home & Cottage Show

April 26, 27, 28, 2019

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

## Upstairs Craft Show Information and Application Package

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Thank you for your interest in the Muskoka Builders' Association's **Upstairs Craft Show** at the Home & Cottage Show, taking place April 26 to 28, 2019 at the Gravenhurst Centennial Centre. We hope you'll join us for our Show!

For the past quarter century, 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 and Craft Show Vendors.

This is the second year running for a **Craft Show** upstairs in the Terry Fox Auditorium. This is a family-friendly juried show and opportunity for guests to visit some amazing local sellers, collect cool give-aways, and participate in family friendly activities!

## Don't Forget....

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**VIP Reception:** Help us kick off the show with our **VIP Reception**, from 2:00 pm to 4:00 pm, just prior to the Show opening on Friday, April 26. All craft show vendors are welcome!

**Prizes:** Once again this year each person/family in attendance will receive a Draw Ticket upon arrival. We will provide each Downstairs Exhibitor with **a prize and a draw box** to be on display at their booth.

**Win YOUR Table Fee in our Best Table Contest!!!** Who wants to win? Craft Show tables will be judged by the MBA Board of Directors on **best appearance and creativity**. You will also receive recognition on our website and win back your Table Fee! (max. \$99.00 + HST) Thank you in advance for your efforts!

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Muskoka Builders' Association  
15 Monica Lane, Unit 7, Bracebridge, Ontario P1L 1P8  
Phone: 705-645-3008 • Fax: 705-645-4753 • [info@muskokabuilders.com](mailto:info@muskokabuilders.com) • [muskokabuilders.com](http://muskokabuilders.com)

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## WHAT YOU NEED TO KNOW ABOUT OUR UPSTAIRS CRAFT SHOW

- Craft Show applications are being accepted from vendors throughout Muskoka and surrounding regions.
- We will provide each vendor a 6ft table and up to 2 chairs. Vendors may apply for a maximum of 2 tables, with approval of the 2<sup>nd</sup> table at the discretion of the MBA. You will be required to provide your own table cloths.
- We strive to provide quality products and craft goods, in keeping with the home and cottage theme, as well as providing a variety of displays.
- Our Show advertising campaign consists of: a comprehensive social media campaign, radio spots and live remote coverage, in partnership with Muskoka 411.com and Jewel 88.5 fm a 10-week social media campaign leading up to the Show with sponsorship opportunities; online promotion through our Muskoka Builders' Association website; and 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. We are a small-market Show. Our attendance is typically around 1500 – 2000 people. We have a history of delivering quality Show visitors.
- We have many downstairs Home Show exhibitors that return year-after-year.
- All Craft Show Vendors **are required to set-up their booth on FRIDAY APRIL 26 no later than 12 pm (noon)**. The upstairs auditorium is secure and locked. Please ensure that you are able to meet this set up date requirement before applying. (Please note: The MBA will make every effort to provide volunteer assistance to Craft Show Vendors to help bring items up to the Terry Fox Auditorium (Second Floor – elevator available.))
- Electricity – access to electrical outlets is limited. **Please indicate your need for electricity at your table when applying.**

## SHOW HOURS

**Set up: Friday, April 26, 2019 – at assigned times, communicated in early April**

Friday, April 26, 2019	2:00 pm to 4:00 pm (VIP Reception with local dignitaries and press)
	4:00 pm to 8:00 pm (the Show opens)
Saturday, April 27, 2019	10:00 am to 5:00 pm
Sunday, April 28, 2019	10:00 am to 4:00 pm

**Muskoka Builders' Association  
Home & Cottage Show  
April 26, 27, 28, 2019**

**UPSTAIRS CRAFT SHOW REGULATIONS and RULES**

- **Acquiring a booth: Booth space will be only held tentatively** until the MBA Office has received all 4 of:
  1. Application,
  2. Certificate of Insurance (if available),
  3. Signed Contract and Waiver
  4. Payment

It is up to the Craft Show Vendor to ensure this information has been received by the MBA Office. PLEASE NOTE: The Upstairs Craft Show is a juried show and the Muskoka Builders' Association committee reserves the right to refuse any application. Any outstanding accounts must be paid in full before set up will be permitted.

- **Set up:** Craft Show Set up will occur between 9:00 am and 12:00 pm on Friday, April 26, 2019 and must be complete no later than NOON - 12:00 pm.
  - Within a couple of weeks of the Show in April, we will be communicating to you your **set-up time & table number**.
  - We would ask that you unload as quickly as possible to ensure other vendors have access to unloading parking and elevator.
- **Staffing Your Booth:** All Exhibitors are **required to remain fully staffed and set up** until closing (4:00 pm) on Sunday, April 28, with no exceptions. Following closing, Displays may be hand carried out until 6:00 pm. Monday morning take down times are also available.
- **Security:** 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 at your table. Craft Show Vendors (with Show Badge Identification) will be allowed to enter the building ½ hour prior to Show opening times.
- **Conditions:** Craft Show Vendors will adhere to conditions as outlined in the Show Contract.
- **Table Features:** Tables will be 6ft in length. Craft Show Vendors are responsible for their own table coverings.
  - **Hydro** can be made available but is limited. **Please indicate your need of electricity when you apply.** Please bring a CSA approved extension cord and power bar as outlet may be a distance away and may be limited.
- **Exhibitor Badges:** Badges will be provided as follows: 2 badges per booth with holders, listing the Craft Show Vendor's business name.
- **Contests and Draws:** Contests and Draws are permitted. Craft Show Vendors 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 Craft Show Vendor 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 name, address and telephone number within one week of the Show.
- **Selling Food:** 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.
- **Unclaimed Tables:** Unless special arrangements have been made, any space not claimed and occupied prior to 12:00 p.m. on Friday, April 26, 2018 may be re-sold or re-assigned by the MBA, without obligation on the part of MBA for any refund whatsoever.
- **Exclusivity:** Only participating/registered Craft Show Vendors 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 Craft Show area. Craft Show Vendors are asked to report any infractions to the Show office.
- **Subletting:** Subletting/sharing of a table(s) is strictly prohibited. No craft show vendor may sublet or share with another supplier or dealer or business any portion of their allocated space.
- **Inspections:** Booths are subject to inspection by:
  - **the Local Electrical Authority** and at the sole discretion of the Authority, may be denied electrical services.
  - **the Local Fire Safety Authorities.** Of concern are any tables that add significantly to the fire load of the building (i.e.: significant wood or other combustible materials). Unless the fire department has been consulted and provided permission in writing, propane appliances and open flame of any sort (candles, tea lights, etc.) are not permitted inside the building.
- Since a Craft Show Table is considered a commercial space, each exhibitor is required to have a **portable fire extinguisher** with a minimum rating of 2A at their table.



# Home & Cottage Show

April 26, 27 and 28, 2019

Gravenhurst Centennial Centre  
101 Centennial Drive, Gravenhurst, Ontario

## UPSTAIRS CRAFT SHOW TABLE APPLICATION FORM

Company Name/Craft Show Vendor Name(s): \_\_\_\_\_

Company Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Description of ALL Products and Services you will be displaying at your table:

\_\_\_\_\_  
\_\_\_\_\_

Number of TABLES, Cost and Payment: \_\_\_\_\_ One 6 FT TABLE \_\_\_\_\_ Two 6 FT TABLES\*

\* note - approval of 2<sup>nd</sup> Table is at the discretion of the MBA

Number of chairs required \_\_\_\_\_ 1 chair \_\_\_\_\_ 2 chairs

Do you require electricity at your table? Yes \_\_\_\_\_ No \_\_\_\_\_

I'm a MBA Member. INVOICE ME!

Table Cost: \$ 99.00 plus HST (13%) = \$111.87 x \_\_\_\_\_ # of tables = \$ \_\_\_\_\_ TOTAL Fee

Total Fee Required at time of Application

PAY BY CREDIT CARD - Visa, MasterCard or American Express

Credit Card Number:

Expiry Date:

Name on Card:

If available, a Certificate of Insurance from your Insurance Company (that covers your activities as a Craft Show Vendor) plus your signed Contract must accompany the Application with payment; prior to you receiving confirmation of a table at the Upstairs Craft Show.

Certificate of Insurance Available and attached?  Yes  No

Signed Contract Attached?  Yes

**Muskoka Builders' Association  
Home & Cottage Show 2019  
Gravenhurst Centennial Centre  
101 Centennial Drive  
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P1P 1B7**

**April 26 – April 29, 2019 (includes set up and possible take down)**

**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 26 – April 29, 2019.
- 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**

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**Muskoka Builders' Home & Cottage Show, April 26, 27, 28, 2019**  
**Gravenhurst Centennial Centre, Gravenhurst, ON**

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## **CONTRACT BETWEEN**

**THE MUSKOKA BUILDERS' ASSOCIATION (MBA)**

**And**

\_\_\_\_\_ **(Craft Show Vendor 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 Craft Show Vendor a completed Certificate of Insurance and a signed Contract, and the Craft Show Vendor must have received written communication from the MBA that they have been accepted as a Craft Show Vendor in the 2019 MBA Home and Cottage Show.
2. The MBA agrees to provide the Craft Show Vendor with up to 2 x 6 ft. tables and up to 2 chairs (2<sup>nd</sup> table is at the discretion of the MBA).
3. **Electrical:** Electricity is available but limited. Craft Show Vendors must indicate their need of electricity at the time of application.

**Initial:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

4. Each Craft Show Vendor is required to have a **portable fire extinguisher** with a minimum rating of 2A at their table. **All tables are subject to Fire Safety inspections by local authorities.**
5. Space contracted by the Craft Show Vendor may not be sublet nor shared without the prior written permission of the MBA.
6. The Craft Show Vendor 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 Craft Show Vendor 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, vendor, other vendors, 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 Craft Show Vendor'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 will be refunded. If the Craft Show Vendor cancels after this date, but PRIOR TO THIRTY (30) days of the Show, then he/she shall be liable for 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 a Craft Show Vendor.
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 Craft Show Vendors 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 Craft Show Vendor agrees to confine his presentation within the contracted space only. No portion of the display shall extend beyond the assigned space.
12. **INSURANCE:** The Craft Show Vendor 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 Craft Show Vendor 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 Craft Show Vendor agrees to remove her/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 Craft Show Vendor 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. If the exhibit space to be used by the Craft Show Vendor should in any way be rendered unusable, the Craft Show Vendor 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 the MBA. A refund of all monies paid by the Craft Show Vendor 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 Craft Show Vendor 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 Craft Show Vendor 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 due with application.

The Craft Show Vendor agrees that their table will be staffed at show opening and manned continuously through to show closing daily.

\_\_\_\_\_  
 Craft Show Vendor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Craft Show Vendor Name (PRINTED)

PLEASE KEEP A COPY FOR YOUR FILES AND RETURN SIGNED COPY TO THE MBA (via info@muskokabuilders.com)

# **Insurance Waiver for the Muskoka Builders' Association Home & Cottage Show's Upstairs Craft Show - April 26-29, 2019**

The Muskoka Builders' Association will make every effort to ensure your participation at our Upstairs Craft Show is a safe and enjoyable experience. However, to comply with our insurance company we require you/your company to certify and agree to the following:

I hold free and harmless the directors, officers, members, representatives, executive officer and volunteers of the Muskoka Builders' Association and The Town of Gravenhurst from any and all actions, claims, liabilities, assertions of liability which in any manner arise or be alleged to arise from any and all activities connected directly or approximately with the Muskoka Builders Association Home & Cottage Show and its Upstairs Craft Show whether such action, claim, liability or assertion of liability resulted directly or indirectly from the negligent acts or omissions of said directors, officers, members, representatives, executive officer, and volunteers or others connected with The Muskoka Builders' Association, The Muskoka Builders' Association Home & Cottage Show and The "Upstairs Craft Show" at the Muskoka Builders' Association Home & Cottage Show and The Town of Gravenhurst.

**The Muskoka Builders' Association Home & Cottage Show highly recommends that every Upstairs Craft Show Vendor has his/her own liability insurance.**

Business Name/Personal Name of Craft Show Vendor: (please print clearly):

\_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

The Muskoka Builders' Association  
Unit 7, 15 Monica Lane,  
Bracebridge, ON  
P1L 1P8