



Spring Home Show

Presented By:



2017

**Exhibitor Space
Application Package**

reginaspringhideshow.com

Show Dates & Times

Thursday, March 30th: 3pm - 9pm
Saturday, April 1st: 10am - 8pm

Friday, March 31st: 1pm - 9pm
Sunday, April 2nd: 10am - 5pm

Booking Information

- Booth Rental Includes: 8' back drape, 3' side drapes and 1- 800 watt outlet.
- You will only be allowed to display/sell the products/services that you have listed on your application form. If you wish to add a product/service that will be displayed in your space, you must submit a written request to Show Management.

Subletting Space:

Subletting is prohibited. No exhibitor shall assign, sublet or apportion the whole or any part of the space allotted, or have representatives, materials, or equipment from other than its own company.

Cancellation Policy:

- Space cancelled by the Exhibitor within 10 days of the contract date will result in the Exhibitor being refunded all fees paid.
- Space cancelled by the Exhibitor after 10 days of the contract date & up to November 4th, 2016, the deposit will be FORFEITED by the Exhibitor.
- Space cancelled by the Exhibitor after November 4th, 2016 will result in NO REFUND of funds already paid to the RRHBA.
- All cancellations are required in writing and can be sent to s.tripke@reginahomebuilders.com

Display Information

Each exhibitor must provide their own professional display, including floor covering, lighting, tables/chairs and signage. **Floor covering is mandatory for this show.** Each exhibitor is required to have appropriate flooring covering their complete booth. Flooring must NOT exceed the booth area. We encourage all exhibitors to put their best foot forward and make their display professional and reflective of their business. Remember, first impressions are important!

NOT permitted in booth design:

- Signage or display materials that are not contained within the boundaries of your rented space;
- No handwritten or unprofessional signage;
- Flooring that does not cover the entire display space floor.

Contact Information

Sarah Tripke - Show Sales Coordinator
Ph #: (306)546-5227 Fax #: (306)569-9144
s.tripke@reginahomebuilders.com
reginaspringhomeshow.com

Regina & Region Home Builders' Association
100-1801 MacKay Street, Regina, SK, S4N 6E7

2017 Regina Spring Home Show Booth Application Form

Company: _____
Contact: _____
Address: _____
City/Prov: _____
P.C.: _____
Phone: _____
Fax: _____
Email: _____
Website: _____

Booth(s) Choices:
First: _____
Second: _____
Third: _____

For booth availability visit the exhibitor menu at reginaspringhideshow.com

Service Requirements:

Forklift Scissorlift

Description of Products/Services to be Displayed:

- Booth space will only be allocated once your signed application and balance has been received. The Show Booking Manager will contact you to confirm your booth space once the application has been reviewed.
- The RRHBA is not required to accept any application received.
- The RRHBA may reject any application regardless of whether or not the applicant has been involved in the Spring Home Show in prior years, and is not required to provide an explanation for the rejection.
- An exhibitor contract package will be mailed to you upon acceptance.
- This application is subject to all terms and conditions of the exhibitor contract.

Correspondence Regarding The Spring Home Show:

Please tick off the appropriate box below advising us whether or not you wish to receive show information from the Regina Spring Home Show and Regina & Region Home Builders' Association electronically. This section must be completed or your application will be returned incomplete. **Please note that nearly all correspondence for the show is sent out electronically.**

Yes
I hereby consent to the Regina Spring Home Show and Regina & Region Home Builders' Association sending me emails, show information, notifications and any other materials via email, text, or other electronic means. I understand that I can unsubscribe from receiving such materials at any time.

No
I do not wish to receive electronic communications from the Regina Spring Home Show and Regina & Region Home Builders' Association.

3 Ways To Book Space:

- Complete and fax both pages of the form to (306)569-9144
- Mail to 100-1801 MacKay Street, Regina, SK, S4N 6E7
- Submit both pages of the form by email to s.tripke@reginahomebuilders.com

Payment Information:

Amount: \$ _____

Cheque Enclosed - **Make cheques payable to the
Regina & Region Home Builders' Association**

Visa / MC

Credit Card Number: _____

Expiry Date: _____

Name of Card Holder: _____

Signature of Card Holder: _____

Date: _____

Upon receipt of your application and verification of the booth space, an exhibitor contract will be prepared and forwarded to you for signing.

Office Use Only

Balance

Date: _____

Amount: \$ _____

Payment Method: _____

GST #: 104452321