



SPRING
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ME
SHOW
2018
MARCH
22-25



EXHIBITOR SPACE APPLICATION PACKAGE

INTERNATIONAL TRADE CENTRE, EVRAZ PLACE, REGINA, SK
WWW.REGINASPRINGHOMESHOW.COM

PRESENTED BY:



Show Dates & Times

Thursday, March 22nd: 3pm - 9pm

Friday, March 23rd: 1pm - 9pm

Saturday, March 24th: 10am - 8pm

Sunday, March 25th: 10am - 5pm

Booking Information

- Book by November 3rd, 2017 to receive Early Bird pricing.
- Application must be accompanied by a deposit. Booths will not be processed until the deposit is received.
- 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 3rd, 2017, the deposit will be FORFEITED by the Exhibitor.
- Space cancelled by the Exhibitor after November 3rd, 2017 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 - Sales Coordinator

Ph #: (306)546-5227

Fax #: (306)569-9144

s.tripke@reginahomebuilders.com

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

2018 Regina Spring Home Show Booth Application Form

Company: _____

Contact: _____

Address: _____

City/Prov: _____

P.C.: _____

Phone: _____

Fax: _____

Email: _____

Website: _____

Description of Products/Services to be Displayed:

- Booth space will only be allocated once your signed application and deposit has been received. The Show Sales Coordinator will contact you to confirm your booth space allocation.
- 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.
- Show Management has final say to space allocation and reserves the right to move an exhibitor to a different location if it becomes necessary in the Show Management's judgement for the best interest of the Show.
- This application is subject to all terms and conditions of the exhibitor contract.

Booth(s) Choices:

First: _____

Second: _____

Third: _____

***When selecting your booth
please note move in dates & times!***

Move In Questionnaire: (must be completed)

1. How long if the setup of your booth? _____ minutes
2. Forklift Required?
Yes: Duration _____ minutes No
3. Scissor lift Required? (for signage/banners)
Yes: Duration _____ minutes No
4. Do you have a vehicle/trailer that will be part of your display? Yes No
5. Are you planning to hand out food/drink samples or products? Yes No
6. Do you require more than half hour to unload your vehicle? Yes: Duration _____ minutes No

Correspondence Regarding 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 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 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 Spring Home Show.

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: _____

I authorize the Regina Spring Home Show to use my credit card to process the final balance payment on November 3rd, 2017.

Attached is a post-dated cheque for the balance owing due November 3rd, 2017.

Schedule

- The Show Sales Coordinator will contact you to confirm your booth space allocation once your signed application and deposit has been received.
- Upon acceptance an exhibitor contract & invoice will be prepared and forwarded to you for signing and payment.
- Exhibitor contracts must be returned within 10 days if the contract date.
- **Early Bird Savings!** To take advantage of the Early Bird pricing, the booth balance must be paid in full by noon on November 3rd, 2017.
- Payment for all outstanding booth balances must be received on or before noon on December 22nd, 2017. Sorry, if this deadline is not met or arrangements have to been made, your space will be cancelled and re-sold with no refund.
- Booth spaces booked after Friday, December 22nd, 2017 must accompany full payment to be processed.

Office Use Only

Deposit

Date: _____

Amount: \$ _____

Payment Method: _____

Final Balance

Date: _____

Amount: \$ _____

Payment Method: _____

GST #: 104452321