

SPRING

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SHOW

EXHIBITOR SPACE APPLICATION PACKAGE

MARCH 22 - MARCH 24, 2024



VITERRA INTERNATIONAL TRADE CENTRE, REAL DISTRICT, REGINA, SK

WWW.REGINASPRINGHOMESHOW.COM



Show Dates & Times

Friday, March 22:	10am - 8pm
Saturday, March 23:	10am - 8pm
Sunday, March 24:	10am - 5pm

Exhibitor Passes

Exhibitor lanyards will be used for exhibitors to access the Show throughout the 3 days.

Floor Plan

When selecting your booth space please note that some of the booth numbers have changed from the 2023 floor plan!

The Spring Home Show floor plan is subject to change without notice. To ensure that the show provides the best possible experience for the consumer, Show Management reserves the right to make any necessary modifications to the floor plan.

Move In

- Starts Monday, March 18, 2024
- Setup must be completed - Thursday, March 21 by 3pm

Outdoor Adventure Exhibitors

These are exhibitors that showcase ATVing, boating, camping, cycling, fishing, hunting, RVing, outdoor sports, travel!

Floor covering is not required for booths in the Outdoor Adventure area.

Exhibitors in this area will be at the discretion of show management.

Spring Time Market Place

This area is like a "Farmers Market" that provides opportunities for small businesses to sell their products. Some examples of the products include: Artwork, Candles, Fabric Accessories, Jewelry, Personal Care Products, Plants, Take Home Food & Treats, Woodworking.

Exhibitors in this area will be at the discretion of show management.

Floor covering for booths in the Spring Time Market Place will not be required.

Booking Information

- **Application must be accompanied with a payment.**
- Rental includes: 8' back drape, 3' side drapes and electrical .
- 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 2, 2023, the deposit will be FORFEITED by the Exhibitor.
- Space cancelled by the Exhibitor after November 2, 2023 will result in NO REFUND of funds already paid to the RRHBA.
- All cancellations are required in writing and can be sent to: l.walkington@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 the Show** (excluding certain designated areas). 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

Lynn Walkington - Show Manager
Ph #: (306)546-5223
l.walkington@reginahomebuilders.com

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

Spring Home Show - 2024 Booth Application Form

Ways To Book Space:

- Mail form to 100-1801 MacKay Street, Regina, SK, S4N 6E7
- Submit the form by email to l.walington@reginahomebuilders.com

Company: _____

Contact: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Phone: _____

Email*: _____

Website: _____

Facebook: _____

Instagram: _____

Twitter: _____

LinkedIn: _____

YouTube: _____

Description of Products/Services to be Displayed:

By signing below you have completed the entire application form, enclosed the deposit/balance and agree to all the terms and conditions.

Signature: _____

Booth(s) Choices:

First: _____

Second: _____

Third: _____

Move In Questionnaire: *(must be completed)*

1. How long is the setup of your booth? _____ day(s)
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?
Yes No
If yes, what? _____
Do you have food/drink products for sale? Yes No

- **Show Management will contact you to confirm your booth space allocation once your signed application and payment has been received.**
- Upon acceptance, an Exhibitor contract will be prepared and forwarded to you for signing.
- Exhibitor contracts must be returned within 10 days of the contract date.
- *By providing an email address you agree to receiving emails, show information, notifications and any other materials via email, text, or other electronic means. You can unsubscribe from receiving such materials at any time.
- 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 on 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.
- The Spring Home Show floor plan is subject to change without notice. To ensure that the show provides the best possible experience for the consumer, Show Management reserves the right to make any necessary modifications to the floor plan.
- This application is subject to all terms and conditions of the Exhibitor contract.

Payment Information

Amount: \$ _____

Cheque: Make cheques payable to the Regina & Region Home Builders' Association

Visa / Mastercard

Credit Card Number: _____

Expiry Date: _____

Name of Card Holder: _____

Signature of Card Holder: _____

Date: _____