

SPRING

H  I M E

SHOW

EXHIBITOR SPACE APPLICATION PACKAGE

FEBRUARY 28 - MARCH 2, 2025



VITERRA INTERNATIONAL TRADE CENTRE, REAL DISTRICT, REGINA, SK

[WWW.REGINASPRINGHOMESHOW.COM](http://WWW.REGINASPRINGHOMESHOW.COM)

# 2025

## Show Dates & Times

- Friday, February 28: 10am - 8pm
- Saturday, March 1: 10am - 8pm
- Sunday, March 2: 10am - 5pm

## Exhibitor Passes

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

## Floor Plan

When selecting your booth space please note that some of the booth numbers have changed from the 2024 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, February 24
- Setup must be completed - Thursday, February 27 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

- Book by October 2, 2024 to receive Early Bird pricing.
- Application must be accompanied with a deposit. Booths will not be processed until the deposit is received.**
- 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 October 2, 2024, the deposit will be FORFEITED by the Exhibitor.
- Space cancelled by the Exhibitor after October 2, 2024 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](mailto: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.

## Process of Booth Allocations

This is how booth allocations will be carried out:

- **First Consideration:**  
Is that your space from last year?
- **Second Consideration:**  
Are you a Regina & Region Home Builders' Association (RRHBA) Member?
- **Third Consideration:**  
Are you a Residential Construction Industry business?
- **Fourth Consideration:**  
Amount of the space required
- **Fifth Consideration:**  
Have you been an exhibitor in the past?
- **Sixth Consideration:**  
First Come First Serve

## 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.reginaspringhomeshow.com

## 2025 Spring Home Show Pricing

		Early Bird Booth Amount			Deposit			Final Balance		
		Rental	GST	Total	Deposit	GST	Total	Balance	GST	Total
Interior Booth	100 sq. ft.	\$1,675.00	\$83.75	\$1,758.75	\$670.00	\$33.50	\$703.50	\$1,005.00	\$50.25	\$1,055.25
Corner Booth	100 sq. ft.	\$1,875.00	\$93.75	\$1,968.75	\$750.00	\$37.50	\$787.50	\$1,125.00	\$56.25	\$1,181.25
10 x 20 Booths	200 sq. ft.	\$3,550.00	\$177.50	\$3,727.50	\$1,420.00	\$71.00	\$1,491.00	\$2,130.00	\$106.50	\$2,236.50
Booth 405	150 sq. ft.	\$2,512.50	\$125.63	\$2,638.13	\$1,005.00	\$50.25	\$1,055.25	\$1,507.50	\$75.38	\$1,582.88
Outdoor Adventure Booths - Corner	100 sq. ft.	\$1,175.00	\$58.75	\$1,233.75	\$470.00	\$23.50	\$493.50	\$705.00	\$35.25	\$740.25
Outdoor Adventure Booths - Interior	100 sq. ft.	\$1,075.00	\$53.75	\$1,128.75	\$430.00	\$21.50	\$451.50	\$645.00	\$32.25	\$677.25
Spring Time Market Place Booths	100 sq. ft.	\$850.00	\$42.50	\$892.50	\$340.00	\$17.00	\$357.00	\$510.00	\$25.50	\$535.50
Spring Time Market Place Booth (10x15)	150 sq. ft.	\$1,275.00	\$63.75	\$1,338.75	\$510.00	\$25.50	\$535.50	\$765.00	\$38.25	\$803.25
Charity & Non-Profit Booths	Non-Corner	\$1,075.00	\$53.75	\$1,128.75	\$430.00	\$21.50	\$451.50	\$645.00	\$32.25	\$677.25

Regina & Region  
Home Builders'  
Association



## MEMBERSHIP

### Spring Home Show Non-Member Exhibitor Membership Program

#### Join the RRHBA before January 2025:

- Receive **50% off** membership year one
- Receive **25% off** membership year two

Cannot have been a member in last two years to participate

### Spring Home Show RRHBA Member Exhibitors Membership Program

#### Book Spring Home Show booth space by September 30:

- 800 sq. ft. or more of exhibit space receive **50% off** membership renewal
- 600 to 799 sq. ft. of exhibit space receive **30% off** membership renewal

### RRHBA Member Value Add Package

need to be a active RRHBA Member in good standing 60 days prior and during the time of the show to be included in the value package!

#### • Complimentary guest passes for a one-time admission.

These passes are great to give to your special guests or potential clients. They can be used to further enhance your presence at the Show.

- 50 - 200 sq. ft. of booth space = 6 passes
- 300 - 700 sq. ft. of booth space = 12 passes
- 800+ sq ft. of booth space = 18 passes

#### • Complimentary ad in the Show Guide.

Having a colorful dynamic ad in the Show Guide is the opportunity to drive visitors to your display and attract them to purchase your services and products. (to receive the complimentary ad you need to follow deadlines and creative requirements outlined in the marketing opportunities package). Ads will appear in your online exhibitor profile at [www.reginaspringhomeshow.com](http://www.reginaspringhomeshow.com)

- 50 - 200 sq. ft. of booth space = quarter page ad
- 300 - 700 sq. ft. of booth space = half page ad
- 800+ sq ft. of booth space = full page ad

#### • Complimentary bolded listing in the Show Guide.

Your company name will be bolded in the exhibitor listing in the show guide.

#### • Complimentary logo and company description on [www.reginaspringhomeshow.com](http://www.reginaspringhomeshow.com)

Your company logo and description about your company and products & services you offer.

#### • Complimentary floor decals.

Decal will be on aisle carpet in front of your booth space indicating that you are a RRHBA Member, Certified Professional Home Builder Member, Certified Professional Renovator Member, or RenoMark Member. This will highlight you as a industry professional and stand out from our competition.

# Spring Home Show 2025 Booth Application Form

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)*

- How long is the setup of your booth? \_\_\_\_\_ day(s)
- Forklift Required?  
Yes: Duration \_\_\_\_\_ minutes No
- Scissor lift Required? (for signage/banners)  
Yes: Duration \_\_\_\_\_ minutes No
- Do you have a vehicle/trailer that will be part of your display?  
Yes No
- Are you planning to hand out food/drink samples?  
Yes No  
If yes, what? \_\_\_\_\_  
Do you have food/drink products for sale? Yes No

- Booth space will only be allocated once your application & deposit has been received.**
- Show Management will contact you to confirm your booth space allocation.
- \*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.

## IMPORTANT EXHIBITOR DATES

- August 19, 2024** - Advance booking deadline
- October 2, 2024** - Early Bird Savings deadline
- November 14, 2024** - All booths must be paid in full
- February 27, 2025** - All booths must be fully setup and ready to go by 3pm
- February 28, 2025** - Show opens at 10am
- March 2, 2025** - Show closes at 5pm

## Ways To Book Space:

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

## Payment Information:

Amount: \$ \_\_\_\_\_

**Cheque** - 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: \_\_\_\_\_

**Option 1: Pay full amount of exhibit space in one payment** - I authorize the Regina Spring Home Show to use my credit card to process the full booth amount (*deposit & balance*) upon processing my application form.

**Option 2: Pay deposit now and balance on October 2<sup>nd</sup>** - I authorize the Regina Spring Home Show to use my credit card to process the final balance payment on October 2, 2024.

**Option 3:** Pay deposit now (*with cheque or credit card provided*) and attached is a post-dated cheque for the balance owing due October 2, 2024.

## Schedule

- **Show Management 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 of 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 October 2, 2024.
- Payment for all outstanding booth balances must be received on or before noon on November 14, 2024. If this deadline is not met or arrangements haven't been made, your space will be cancelled and re-sold with no refund.
- Booth spaces booked after November 14, 2024 must include full payment to be processed.

<u>Office Use Only</u>
<u>Deposit</u>
Date: _____
Amount: \$ _____
Payment Method: _____
<u>Final Balance</u>
Date: _____
Amount: \$ _____
Payment Method: _____
GST #: 104452321