KDCC

Kenora & District Chamber of Commerce

The Kenora & District Chamber of Commerce
26th Annual Home & Leisure Show
May 4, 5 and 6, 2012
Kenora Recreation Centre

Featuring designer spaces provided by

wind & water interiors

WINCRIEF HOMES
BUILDING HOMES - BUILDING COMMUNITIES - TOGETHER

image one DESIGNS

On average, approximately 3,000 potential buyers attend this popular special event. We remain focused on maintaining a family atmosphere by including activities that will encourage the entire family to visit our show. Interested businesses are encouraged to purchase their booth early as all booths are assigned upon receipt of a completed contract and payment on a first come/first served basis. We would like to remind exhibitors that tables, chairs and floor coverings **are not provided** and are the sole responsibility of the vendors. (Contact Best Way Rentals at (800) 890-7559 or (807) 548-4131 to arrange rentals or fork lift service.)

The following information has been included with this package:

- 2012 Home Show Contract
- 2012 Home Show sponsorship opportunities
- Home Show Floor Plan (Please note that booth numbers have changed)
- Booth Price and Size Listing
- Booth Set-up Schedule
- Rules and Regulations
- 2012 Home Show Hours
- Kenora Accommodations Listing
- City of Kenora Licensing By-Law Information

The Kenora & District Chamber of Commerce looks forward to offering your company outstanding value and professional service. If you have any questions or concerns, please call our office at 807-467-4646 or send an email to kenorachamber@kmts.ca.

103 – 115 Chipman Street
P.O. Box 471, Kenora, ON P9N 3X5
PH: (807) 467-4646
FAX: (807) 468-3056
EMAIL: kenorachamber@kmts.ca

www.kenorachamber.com

The Voice of Business Since 1888

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Kenora & District Chamber of Commerce

HOME SHOW CONTRACT

26th Annual Home & Leisure Show ~ Kenora Recreation Centre ~ May 4, 5 and 6, 2012

NAME OF BUSINESS: _____

CONTACT NAME: _____

MAILING ADDRESS: _____

_____ PC _____

PHONE NUMBER(S): _____ EMAIL: _____

WEBSITE (if applicable): _____

Brief Description of product or service to be displayed _____

Would your business be interested in making a 20-30 minute presentation or demonstration: YES NO

Is your business a Chamber of Commerce member: YES NO

Do you require Wi-Fi Service at the Show: YES NO

Total Booths Required	1st Choice #	2nd Choice #	3rd Choice #	Price $
Hydro required – Add $20.00 *Hydro will only be provided if requested. One 15 amp, 110-volt power source. Extension cord may be required.*				
			SUBTOTAL	
			HST 13%	
			TOTAL	$

Tables, Chairs, Table Coverings, Floor Mats, Electrical Cords, and Fork Lift Services **are not included** in booth fees. Please arrange through Best Way Rentals.
Call: (800) 890-7559 or (807) 548-4131

Payment methods include:
Cheque Money Order Cash Credit Card (call 467-4646 to make payment)

VISA MasterCard

1. No booth is assigned until a signed contract and at least one-half of the booth rental fee have been received at the KDCC Office.
2. Submission of the contract must be accompanied with full payment or one-half payment together with a post-dated cheque (dated no later than April 6, 2012) representing the balance due
3. Payment in full must accompany any entries received after April 6, 2012.
4. Refunds of fifty percent (50%) will be given until April 6, 2012 upon receipt of a letter from the business organization.
5. No refunds will be given after April 6, 2012.

☐ Cheque enclosed for full booth rental fee

☐ Two cheques enclosed for ½ total booth rental fee now and post dated cheque for balance due (dated no later than April 6, 2012)

☐ Payment made by credit card #_____ Exp._____

We, the undersigned, agree to participate in the Home & Leisure Show 2012 to be held at the Kenora Recreation Centre on May 4, 5 and 6, 2012. We have read and understood the Rules, Regulations, Terms & Conditions and further agree to adhere to all as established by the Management of this event and the management of the facility (City of Kenora).

_____ _____
Signature of Applicant Date

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2012 Home & Leisure Show Sponsorship Opportunities

To support this event and better promote your business to the local community, consider becoming a 2012 Kenora Home & Leisure Show Sponsor.

Platinum Sponsorship - $3000 (Maximum three available)

- Business logo on event poster with prominent placement
- Business logo in 4 page "Taking Care of Business" insert in Kenora Enterprise in March
- Business logo and link to your website on Chamber website "Home Show" page
- Business logo on event program/directory handed out at event
- Business logo on all Home Show name tags for exhibitors, volunteers and Chamber Directors.
- Space for banner or logo at entrance to Home Show
- Acknowledgement on any radio, television or newspaper advertising
- Up to 200 sq ft booth area on arena floor, upper level or outside space
- 10 Complimentary admissions to Home Show

Gold Sponsorship - $1000 (Maximum three available)

- Business logo on event poster
- Business logo in 4 page "Taking Care of Business" insert in Kenora Enterprise in March
- Business logo and link to your website on Chamber website "Home Show" page
- Business logo on event program/directory handed out at event
- Up to 100 sq ft booth area on arena floor, upper level or outside space
- 10 Complimentary admissions to Home Show

Silver Sponsorship - $500

- Business name on event poster
- Business name in 4 page "Taking Care of Business" insert in Kenora Enterprise in March
- Business name on Chamber website "Home Show" page
- Business name on event program/directory handed out at event
- Upper level booth space (approximately 100 sq ft)
- 5 Complimentary admissions to Home Show

Bronze Sponsorship - $250

- Business name on event poster
- Business name in 4 page "Taking Care of Business" insert in Kenora Enterprise in March
- Business name on Chamber website "Home Show" page
- Business name on event program/directory handed out at event
- 2 Complimentary admissions to Home Show

Contact the Chamber office at (807)467-4646 for more information.

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BOOTH PRICE & SIZE LISTING

Back (8' high) and side (3' high) draperies will be provided for all booths on the arena floor.
Back (8' high) draperies will be provided for all booths on the upper level.

BOOTH #	SIZE First number = frontage (ft.)	CHAMBER MEMBER PRICE (price before HST)	NON-MEMBER PRICE (price before HST)
2 through 18 21 through 37	10 x 10 Arena floor - outside wall	$300.00	$330.00
39 through 78	10 x 11 Arena floor – interior booth	$300.00	$330.00
1 and 38	37 x 10 Arena floor – North End	$930.00	$1025.00
19 and 20	27 x 10 Arena floor – South End	$690.00	$725.00
A through P	Approximately 20 x 5 Upper Deck	$150.00	$165.00
Outside	Call 807-467-4646 for availability and pricing		

Booth prices **DO NOT** include HST. Please add HST of 13% to payments.

Tables, Chairs, Table Covering, Floormats, Electrical Cords not included in prices but are available from Best Way Rentals: (800) 890-7559 or (807)548-4131

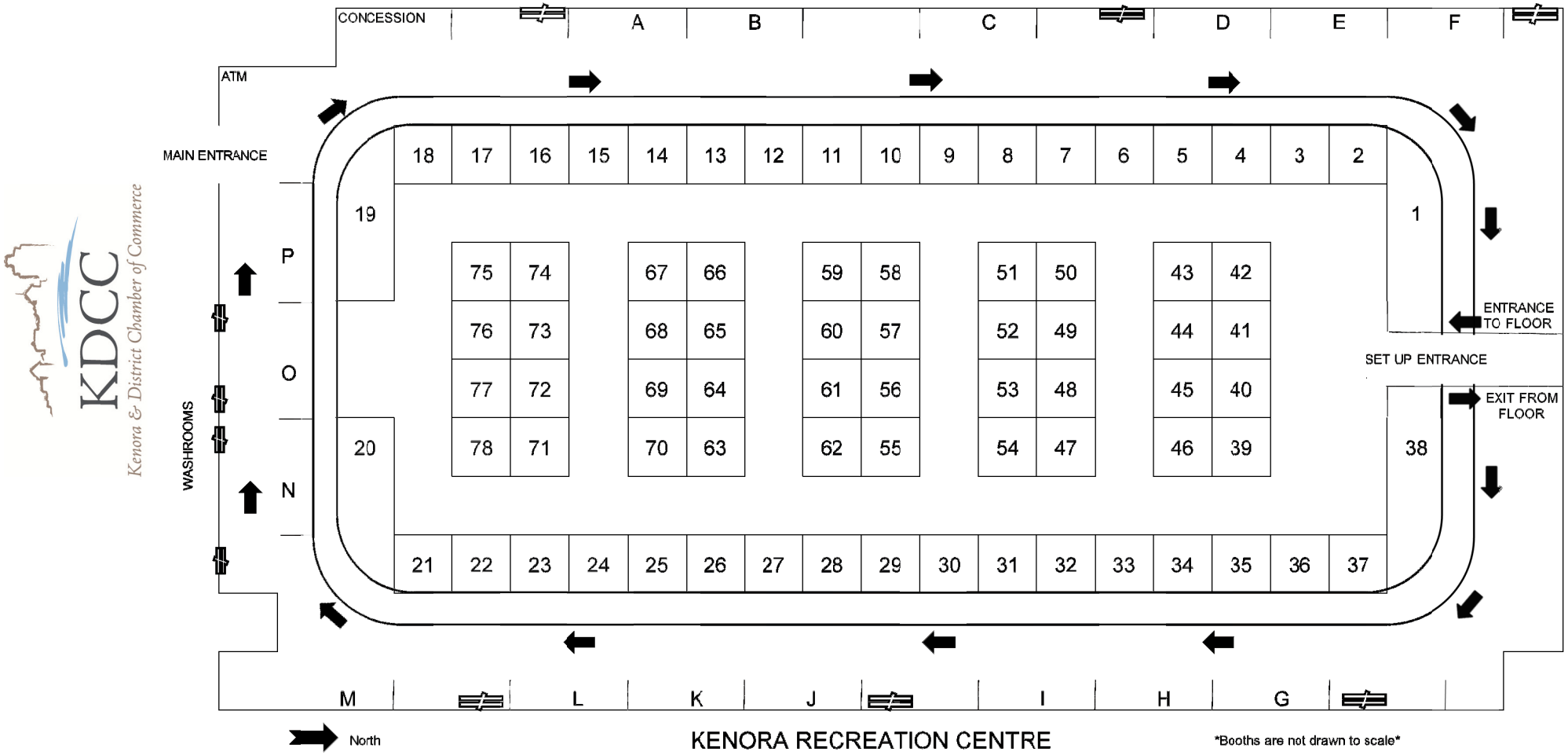
BOOTH SET-UP TIMES

The floor will be set up on Thursday, May 3, 2012, beginning with the outside arena floor booths, followed by the interior arena floor booths working from the South end to the North end of the Arena. This system allows exhibitors the ability to drive your vehicle right up to you exhibit are. Exhibitors missing their entry time may be required to carry or cart their products and displays to their booth site.

BOOTH #	LOCATION	ENTRY TIME Thursday, May 3, 2012
1 through 38	Arena floor - outside wall	8:00am – 11:00am
71 through 75	Arena floor – interior booth	11:00am – 1:00pm
63 through 70	Arena floor – interior booth	1:00pm – 3:00pm
55 through 59	Arena floor – interior booth	3:00pm – 5:00pm
47 through 54	Arena floor – interior booth	5:00pm – 7:00pm
39 through 46	Arena floor – interior booth	7:00pm – 9:00pm
A through P	Upper Deck	Anytime on Thursday

*****NO DISPLAYS REMOVED PRIOR TO 3:00PM ON SUNDAY, MAY 6, 2012****

KENORA HOME & LEISURE SHOW 2012



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HOME SHOW RULES & REGULATIONS

1. **ADVERTISING** - The Home & Leisure Show Committee will conduct a substantial advertising campaign prior to the Show including a supplement flyer to the local newspaper and radio.

2. **AMENDMENTS** - The Home & Leisure Show Committee shall have the full power to interpret these rules. Wherever these rules do not cover, the Show Committee reserves the right to make such rulings as may appear to be in the best interest of the Show, and the Exhibitor agrees to accept and abide by such ruling.

3. **AUDIO/VISUAL** - The operation of microphones, loud speakers, televisions, or other amplifying equipment must be at a sound volume so as not to disrupt adjacent Exhibitors and is subject to the approval of the Show Committee.

4. **BOOTH ASSIGNMENT** - The Show Committee reserves the right to limit any exhibitor to four (4) booths. The Show Committee reserves the exclusive right to alter the floor plan in the best interest of the Show. Those affected by such a decision will be contacted to discuss alternate sites and options.

5. **BOOTH SPACE USE** - The Exhibitor shall not assign the CONTRACT or sublet or lease or permit the whole or any part of the leased space contracted for, unless authorized by the Home & Leisure Show Committee in writing. The Exhibitor display **must** remain within the confines of the assigned booth dimensions (including carpeting).

6. **CHARACTER OF THE EXHIBIT** - The Committee reserves the right to decline or prohibit any exhibit or Exhibitor not approved by the Committee. This regulation covers persons, things, conduct, printed matter, souvenirs, emblems and all things which affect the character of the exhibition. Each Exhibitor will be provided with a basic booth space. We strongly recommend exhibitors put a rug down on the ice surface for added foot comfort. **THE SHOW DOES NOT PROVIDE TABLES, CHAIRS, FLOOR COVERINGS OR ELECTRICAL CORDS**. These are solely the Exhibitor's responsibilities. These items may be rented from Best Way Rentals: (800) 890-7559 or (807) 548-4131.

7. **CLEAN UP OF EXHIBIT** - It is the Exhibitor's individual responsibility to keep their booth space clean at all times. Those with carpets are encouraged to vacuum their display area after the close of the Show each day. Clean up of the booth area is also the responsibility of the Exhibitor after removal of the display.

8. **DEPOSITS AND CANCELLATIONS** - Submission of Contract must be accompanied with full payment or one-half payment together with a post-dated cheque (dated no later than April 6, 2012) representing the balance due. Refunds of 50% will be given until April 6, 2012, upon receipt of a letter from the business. There will be **NO REFUNDS** after April 6, 2012. All cheques must be made payable to the KENORA & DISTRICT CHAMBER OF COMMERCE. We also accept credit card payments.

9. **DOOR PRIZE** - Each Exhibitor is encouraged to have a draw prize in the booth to attract visitors. It is the responsibility of the Exhibitor to draw the name of the winner, contact that person to arrange for delivery of the prize. Out-of-town Exhibitors may leave their prize(s) for pick up at the Kenora & District Chamber of Commerce Office but remain responsible for contacting the winner(s).

10. **ELECTRICAL CONNECTIONS** – A fee of $20 will be charged for each **15 amp, 110-volt power source IF indicated in the Contract**. Extension cords may be required and are **NOT** supplied by the Show. Extension cords must be in good working condition (absolutely no tape on them). Additional power needs must be arranged prior to the Show at the Exhibitor's own expenses.

11. **FAILURE TO ABIDE BY THE CONTRACT** - Failure to abide by the Terms of the Contract or this set of Regulations may result in the removal of the Exhibitor and his/her exhibit. In the event of such removal, any money paid by the Exhibitor to the Kenora & District Chamber of Commerce for the leased booth space(s) shall be retained by the Home & Leisure Show Committee as liquidated damages for such a breach. The Home & Leisure Show Committee reserves the right to re-let such space(s) in the event of such a breach.

12. **FOOD AND REFRESHMENTS** - Any on-site preparation of food or refreshments must be authorized by the Home Show Committee prior to the Show. Any sales of food or beverages to be consumed immediately must be approved and authorized by the Home Show Committee prior to the Show. Food vendors may be subject to an additional food vendor surcharge.

13. **INSTALLATION OF EXHIBITS** - Exhibitor set up will be scheduled for Thursday as assigned by the Show Committee. Display changes and touch-ups may only be done before the show opens each day and must be completed no later than 30 minutes prior to opening.

14. **INSURANCE** - Exhibitors are required to carry their own public liability damage insurance and must insure their own goods. The Home & Leisure Show Committee, and their representatives will not be held responsible for any injury, loss or damage that may occur to the Exhibitor or the Exhibitor's employees or property from any cause whatsoever, prior to, during or subsequent to the period covered by the Contract, and the Exhibitor shall indemnify the Home & Leisure Show Committee, their agents and employees for all liability resulting from the Exhibitor's acts or omissions. Security is provided by the Committee and will be in attendance 24 hours a day for the general protection of the building and property. This in no way implies individual protection of exhibit contents, products, etc.

15. **LICENSES/PERMITS - Any license and permits required to display or sell the Exhibitor's products by any Federal, Provincial, Municipal or other authority are the sole responsibility of the individual Exhibitor and shall be obtained at his/her expense and displayed, if necessary, or held in the exhibit area throughout the duration of the Show. Contact the City of Kenora at (807) 467-2289 for further information.** (see page 9)

16. **REMOVAL OF EXHIBITS** - **Exhibitors are not to commence removing any part of their display prior to the close of the Show at 3:00 p.m. on Sunday, May 6, 2012.** Exhibitors who leave early may not be considered for future shows. This will be at the discretion of the Show Committee. Exhibits shall be removed prior to 9:00 p.m. on that date, as security is not provided following the close of the Show on Sunday. Any exhibits not completely removed by 9:00 p.m. on Sunday will require authorization by the Show Committee.

17. **REMOVAL OF GOODS** - The intent of this Show is to provide a full display of goods and materials to the viewing public at all times. Small items may be sold and/or removed from the display only if that item can be replaced in the display immediately. **LARGE ITEMS MAY BE SOLD BUT NOT REMOVED AND MUST BE ARRANGED TO BE PICKED UP AT THE END OF SHOW.**

18. **TRADE SHOW STAFFING** - Exhibits must have personnel at their booth(s) for the entire duration of the Show. When signing in, you will receive name badges. Each person working in the booth must wear a name badge at all times. **BOOTH MUST BE MANNED AT ALL TIMES!** Exhibitors not allowed back into the Show once it has closed for the day.

2012 HOME & LEISURE SHOW HOURS

SHOW HOURS	DATE
12:00 pm - 9:00 pm	Friday, May 4, 2012
10:00 am - 9:00 pm	Saturday, May 5, 2012
11:00 am - 3:00 pm	Sunday, May 6, 2012

*****NO DISPLAYS REMOVED PRIOR TO 3:00PM ON SUNDAY, MAY 6, 2012****

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KENORA ACCOMMODATIONS LISTING

Best Western Lakeside Inn
470 First Avenue South
Toll Free: 1-800-465-1120
Phone: (807) 468-5521
Website: www.bestwestern.com/ca/lakesideinn

Comfort Inn
Phone: (807) 468-8845
1230 Highway 17 East
Website: www.choicehotels.ca/cn272

Countryside Manor B&B
Phone: (807) 547-0030
1987 Highway 17 West
Website: www.countrysidemanor.ca

Days Inn
Phone: (807) 468-2003
920 Highway 17 East
Toll Free: 1-800-465-1123
Website: www.daysinn.ca

Kenora Inn Motel
Phone: (807) 468-3071
1429 River Drive
Website: www.kenorainn.ca

Kenora Travelodge
Phone: (807) 468-3155
800 Highway 17 East
Toll Free: 1-800-578-7878
Website: www.kenoratravelodge.com

Super 8
Phone: (807) 468-8016
240 Lakeview Drive
Toll Free: 1-800-800-8000
Website: www.super8kenora.com

City of Kenora
One Main Street South
Kenora, ON P9N 3X2

Licensing Department
807-467-2289 phone
807-467-2045 fax
Email: hlajeunesse@kenora.ca

Welcome Potential Exhibitors to the Kenora & District Chamber of Commerce
26th Annual Home & Leisure Show

Please be advised that as an Exhibitor you may be required to have a <u>City of Kenora Business Licence</u> for this event

Questions you may have:

1. ***Do I require a City of Kenora Business Licence?***
   You may if you are selling a product or service at the show or something that will be provided at a later date.
2. ***What are the fees?***
   If you are a resident of the City of Kenora and your business operates out of the City the cost is $125.00. If you are not a resident of the City of Kenora, or your business does not operate based in Kenora the fee is $270.00 annually. If you are only attending special events and do not conduct business at any other time in the City you can obtain a Special Events Licence for the year at a cost of $100.00. You must apply for this licence each year to attend any special events.
3. ***How can I pay for this Licensing Fee?***
   The City accepts payment by cash, cheque, debit or credit card. You will need to complete the application and once it is approved, payment can then be made by any of these means.
4. ***How long will it take to process my Licence Application?***
   The City would like at least 5 working days to process the application.
5. ***How do I obtain my Licence when it is approved and paid?***
   It will be available at City Hall for pick up before the event or can be mailed upon receipt of payment
6. ***Who do I contact if I have additional questions?***
   Call the City of Kenora Licensing Department at 807-467-2289. Either Heather or Melissa can answer any questions you may have.
7. ***Why should I get a licence just for this one show?***
   Please remember that we have numerous other businesses that are licensed in the City to sell their goods or services. The purpose of licensing exhibitors is not about the additional revenue, it is to protect the public. Often our Licensing department receives calls about the legitimacy of businesses and the expectation is on the City that businesses who are selling products or services in our City are honorable and they can feel confident in purchasing from them.
8. ***What is my next step?***
   Please contact the Licensing Department at the above number to ensure whether or not you require a licence to participate in this event.

By-Law Enforcement Officers will be present at the Home & Leisure Show checking for licence validation. Thank you for your cooperation in advance!