



**Kenora & District
Chamber of Commerce**

**KENORA & DISTRICT
CHAMBER OF COMMERCE**

**EXHIBITOR
PACKAGE**

**April 19, 20, 21
2024**

April 19th, 20th, 21st, 2024

The Kenora and District Chamber of Commerce is pleased to announce that our Annual Home and Leisure Show will take place **April 19th, 20th, 21st, 2024** at the Kenora Recreation Centre.

SHOWCASE YOUR BUSINESS!

Interested businesses are encouraged to book their booth space early. All booths are assigned upon receipt of a completed registration form and payment. 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 1-800-890-7559 or (807) 548-4131 to arrange rentals or forklift services).

All exhibits must be removed by 9:00pm on Sunday, April 21st, 2024.

REGISTER NOW!

The following information has been included in this package:

- Home Show Floor Plan
- Booth Prices and Size Listings
- Booth Set-Up Schedule
- Home Show Rules and Regulations
- 2024 Home Show Hours

The Kenora & District Chamber of Commerce looks forward to offering you and your company outstanding value and professional service. If you have any questions or concerns, please call our office at (807) 464-6130 or email: info@kenorachamber.com.

Presentations!

Throughout the weekend exhibitors will have the opportunity to offer demonstrations or presentations. The schedule for these will be available prior to the start of the show.

Please contact info@kenorachamber.com if you would like to participate.

FEATURING:

**ANNUAL
KID'S HANDYMAN
Workshop**

Sponsored by:



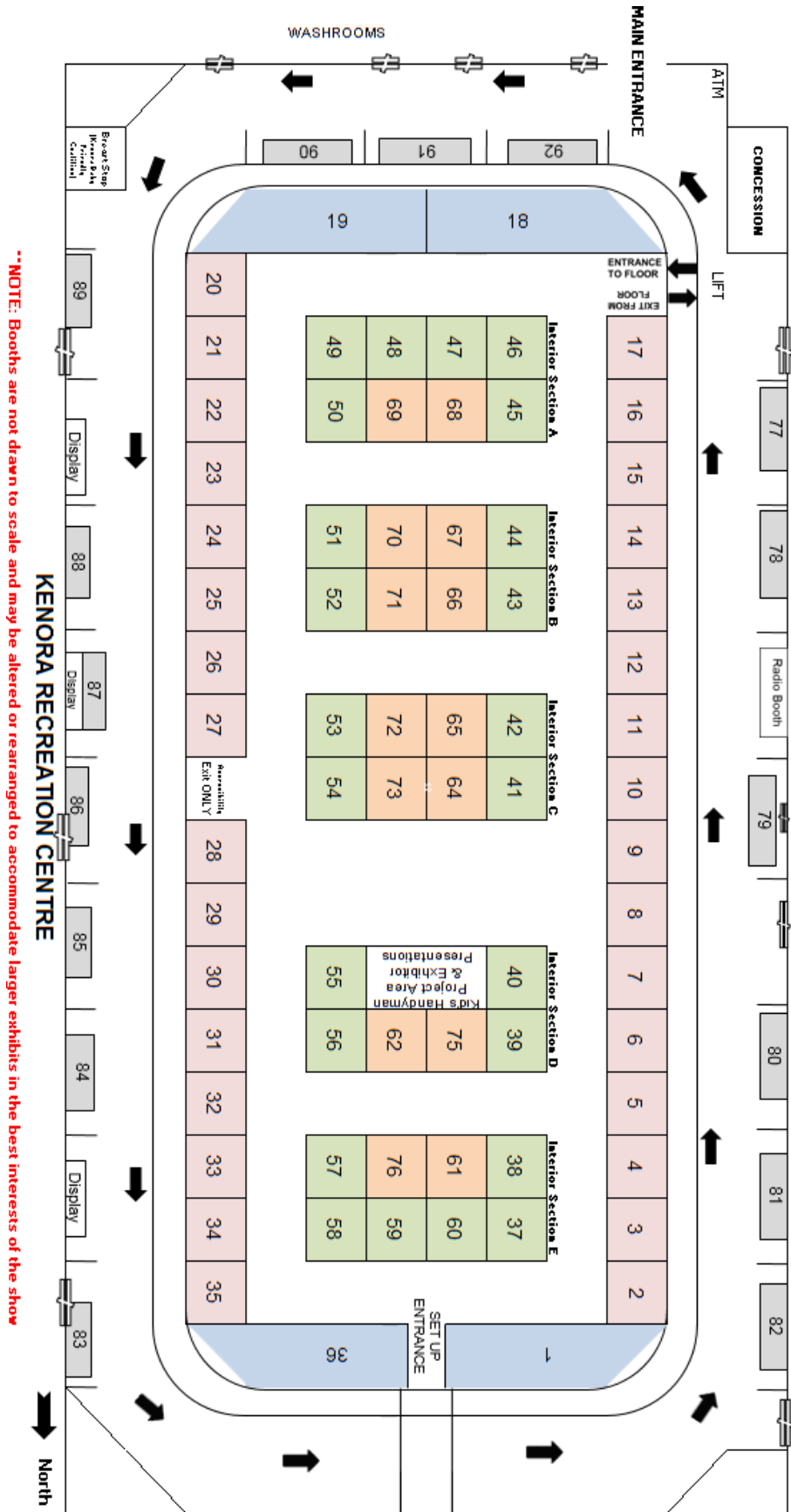
**IMAGEONE
DESIGNS**



HOME & LEISURE SHOW HOURS

DATE	SHOW HOURS
Friday, April 19, 2024	4:00PM – 9:00PM
Saturday, April 20, 2024	10:00AM – 5:00PM
Sunday, APRIL 21, 2024	10:00AM – 2:00PM

HOME & LEISURE SHOW FLOOR PLAN



BOOTH PRICES & SIZE LISTINGS

April 19th, 20th & 21st, 2024

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

****Early Bird pricing will be available to KDCC members from February 1st to February 18th, 2024, pricing will be applicable to every vendor after this date.****

BOOTH #	APPROXIMATE SIZE	EARLY BIRD MEMBER PRICE (before HST)	FULL PRICE (before HST)
18 and 19	30 x 10 Arena floor + corner	\$1,195.00	\$1,325.00
1 and 36	25 x 10 Arena floor + corner	\$1,090.00	\$1,200.00
2 through 17 20 through 35	10 x 10 Arena floor (outside walls)	\$400.00	\$450.00
37 through 60	10 x 10 Arena floor (end / corner)	\$380.00	\$425.00
61 through 76	10 x 10 Arena floor (inside)	\$350.00	\$395.00
90 through 92	20 x 5 Upper Deck	\$380.00	\$425.00
77 through 82 83 through 89	Not-for-Profit Organizations & Artisan's Lane (small, home-based businesses ONLY) 12 x 5 Upper Deck	\$140.00	\$155.00
Outside	Call (807) 464-6130 for availability and pricing		

Refer to color coding on attached floor plan. Booth prices DO NOT include HST.

NOTE: Tables, Chairs, Table Coverings, Floor Mats, and Electrical Cords are not included in prices but are available from Best Way Rentals: (800) 890-7559 or (807) 548-4131. Electrical cords must be CSA approved.

BOOTH SET-UP SCHEDULE

The floor will be set up on Thursday, April 18th, 2024, 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 vehicles right up to exhibit area. **Exhibitors missing their entry time may be required to carry or cart their products and displays to their booth site.** Finishing touches and the setting up of small displays requiring no floor level entrance can be set up beginning at 10:00am Friday, April 19th, 2024 but **MUST be completed by 2:00pm.**

BOOTH #	LOCATION	ENTRY TIME Thursday, April 18, 2024
1 through 36	Arena Floor – Outside Wall	8:00am – 12:00pm
Interior Section A	Arena Floor – Interior Booth	12:00pm – 2:00pm
Interior Section B	Arena Floor – Interior Booth	2:00pm – 4:00pm
Interior Section C	Arena Floor – Interior Booth	4:00pm – 6:00pm
Interior Sections D & E	Arena Floor – Interior Booth	6:00pm – 8:00pm
77 through 92	Upper Deck	Anytime on Thursday

HOME SHOW RULES & REGULATIONS

1. **ADVERTISING** – The Home & Leisure Show Committee will conduct a substantial advertising campaign prior to the Show, radio ads and extensive social media coverage.
2. **AMENDMENTS** – The Home & Leisure Show Committee shall have the full power to interpret these rules. Whenever 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 AND VISUAL** – The operation of microphones, loudspeakers, televisions, or other amplifying equipment must be at a sound volume, so it does not 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, items, 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 MATS, 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 always keep their booth space clean. 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. All Exhibits must be removed **no sooner than 2:00pm and no later than 9:00pm** on Sunday, April 21st, 2024. **NO EXCEPTIONS!**
8. **DEPOSITS AND CANCELLATIONS** – Submission of Contract must be accompanied with full payment. There will be **NO REFUNDS** unless the event is cancelled by organizers. All cheques must be made payable to the KENORA & DISTRICT CHAMBER OF COMMERCE. Credit card payments are also accepted.
9. **DOOR PRIZE** – Each Exhibitor is encouraged to have a draw prize in their 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 \$50.00 will be charged for each **15 amp, 110-volt power source**. Power will only be available 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) and CSA approved. Additional power needs must be arranged prior to the Show at the Exhibitor's own expense.
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. **Proof of this insurance is required.** 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 after 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. The venue will remain locked at closing time of each show day for general protection of the building and property. The venue is not re-opened until a member of the Committee is on-site. This in no way implies individual protection of exhibit contents, products, etc.

14.5. Artisan/Home Businesses – If you do not carry liability insurance you are required to sign a separate waiver of liability.

15. LICENSES AND 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) 467-2000 for further information.

16. REMOVAL OF EXHIBITS – Exhibitors are not to remove any part of their display prior to the 2 pm close of the Show Sunday, April 21st.

17. Exhibitors who leave early may not be considered for future shows. This will be at the discretion of the Show

Committee. **All Exhibits must be removed by 9:00pm on Sunday, April 21st, 2024.** There will be no exceptions.

18. REMOVAL OF GOODS – The intent of this Show is to always provide a full display of goods and materials to the viewing public. 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.**

19. 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 always wear a name badge. **BOOTHS MUST BE MANNED AT ALL TIMES!** Exhibitors are not allowed back into the Show once it has closed for the day.

20. ALCOHOL AND SUBSTANCE USE - The Exhibitor agrees that the consumption, possession, or distribution of alcoholic beverages is strictly prohibited within the tradeshow premises, including the vendor's booth and common areas. Furthermore, during the tradeshow hours, vendor representatives shall not be under the influence of alcohol, illegal substances, or impairing substances unless prescription medication. Violation of this rule may result in immediate eviction from the event, forfeiture of booth fees, and potential prohibition from future events organized by the KDCC. Vendors are responsible for any claims, damages, or liabilities arising from their violation of the Alcohol and Substance Use rule, and by participating in the tradeshow, they expressly agree to abide by these terms.

**** NO DISPLAYS REMOVED PRIOR TO 2:00PM
ON SUNDAY, April 21st, 2024****

ALL EXHIBITS MUST BE REMOVED BY 9:00PM ON SUNDAY, APRIL 21st, 2024!

REGISTRATION FORM AND CONTRACT 2024

NAME OF BUSINESS: _____

CONTACT NAME: _____ PHONE: _____

MAILING ADDRESS: _____

POSTAL CODE: _____ EMAIL: _____

Brief description of business, product or service to be displayed: _____

Would your business be interested in making a presentation or doing a demonstration? YES NO

Is your business a Kenora Chamber of Commerce Member? YES NO

Wi-Fi access will be available on site in the arena.

TOTAL BOOTHS REQUIRED	1 ST CHOICE #	2 ND CHOICE #	3 RD CHOICE #	PRICE \$
HYDRO REQUIRED – ADD \$50.00 <i>Hydro will only be provided if requested and includes one 15 amp, 110-volt power source only*. An extension cord will be required. * Additional power requirements must be approved by the Chamber in advance, arranged by the Exhibitor and additional costs will be the responsibility of the Exhibitor. *Electrical cords must be CSA approved.</i>				
PLEASE NOTE: Tables, Chairs, Table Coverings, Floor Mats, Electrical Cords and Forklift Services are not included in booth fees. Please arrange through Best Way Rentals. Call: (800) 890-7559 or (807) 548-4131			SUBTOTAL HST 13% TOTAL	\$

1. No booth assigned until a signed contract and rental fees have been received at the KDCC Office.
2. Submission of the contract must be accompanied with full payment.
3. No refunds will be given unless the event is cancelled by organizers.

Payment methods include: Cheque, Credit Card, EMT, or EFT

Cheque enclosed for full booth rental fee \$ _____ **or**

Payment made by credit card for full booth rental fee either through online booking portal or QuickBooks invoice sent out after booth has been reserved.

We, the undersigned, agree to participate in the 2024 Annual Home & Leisure Show to be held at the Kenora Recreation Centre on April 19, 20 & 21 2024. 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(s)

Date

HOME & LEISURE SHOW HOURS

DATE	SHOW HOURS
Friday, April 19 th , 2024	4:00PM – 9:00PM
Saturday, April 20 th , 2024	10:00AM – 5:00PM
Sunday, APRIL 21 st , 2024	10:00AM – 2:00PM

An Exhibitor Lounge area with light refreshments will be available on site exclusively for the use of exhibitors, their staff, and volunteers throughout the duration of the event for breaks and meals.

Please be advised that exhibits are required to be manned at all times during show hours.



City of Kenora

1 Main Street South
Kenora, Ontario, P9N 3X2

Customer Service

Phone: (807) 467-2000

Fax: (807) 467-2045

Email: customercare@kenora.ca

www.kenora.ca

Welcome Exhibitors to the Kenora & District Chamber of Commerce 2024 Annual Home & Leisure Show

Please be advised that as an exhibitor you may be required to have a City of Kenora Business License to participate in this event.

1. Do I require a City of Kenora Business License?

If you have purchased a service or product for resale at the event or a later date, you will require a license. If the product, good or ware you are selling is grown locally or hand crafted, you will not require a license. If you are a City of Kenora resident operating a business with a valid City of Kenora Business License, you will not require a Special Events License.

2. How do I apply for the License?

The application can be picked up at City Hall or online at www.kenora.ca.

3. What are the fees?

Please contact the City of Kenora at (807) 467-2000 for further details.

4. How can I pay for the Licensing fee?

Payment can be made either by phone with a credit card or at City Hall by cash, cheque, debit, or credit card.

5. How long will it take to process my License application?

It is suggested to apply at least 10 days prior to the event to allow sufficient processing time.

6. How do I obtain my License when it is approved and paid?

The License will be available for pick up at City Hall or by mail prior to the event.

7. What should I do with the License after it is issued?

Please have your License at the event. By-law Enforcement Officers may request to see the issued License.

8. Why should I apply for a license?

The purpose of business licensing is to promote public health and safety, consumer protection and nuisance control. Consumers can feel confident that they are purchasing from legitimate and honorable businesses that have been licensed by the City of Kenora to conduct business in our city.

9. What is my next step?

Register with the event and drop off your completed Application for Business License for review as soon as possible. If you are still unsure if a License is required, please contact Customer Care at (807) 467-2000 or email customercare@kenora.ca.