



2024 VENDOR REGISTRATION PACKAGE

We are starting the planning & preparations for the upcoming **Prescott Spring Home & Trade Show** for March 2024.

We are reaching out to you today to see if you / your business is interested in registering as a Vendor or Sponsor in the Spring Home & Trade Show? We have enclosed the proper documents to guarantee your business a space in the show.

This show is scheduled to be held:

Thursday, March 21 ~ 3pm to 8pm

Friday, March 22 ~ 3pm to 8pm

Saturday, March 23 ~ 9am to 2pm

at the Leo Boivin Community Centre
in Prescott, Ontario.

Our focus for the show is small business and trades, and we will **ONLY** be permitting a **MAXIMUM** of 4 vendors in similar trades / professions. If you are interested, reserve your space promptly (*please see attached map*).

All Booth availabilities, rates, inclusions, requirements, and details information are attached to this cover letter. To confirm your space for this years' show, we ask that you return your completed form and booking deposit **Before March 1st, 2024**.

All Payment will be invoiced and due within the final 30 days before the show otherwise your registration may be void. All booth registrations and booth selections will be assigned on a **First Paid, First Reserved** basis with no exceptions. Final layout is subject to change at the discretion of the event coordinator.

SAVE ON FEES if you are an Ontario Approved Professional Member

Not a member but would like to become one?

Contact membership services at membership@ONTapproved.ca

If there are any questions, suggestions, or concerns, please contact David Annable by phone or email. We look forward to seeing you at the show!

Sincerely,

David Annable || Event Coordinator

Eastern Ontario Trade Shows

Tel: 613-865-8999 || events@ONTApproved.ca

EVENT TERMS AND CONDITIONS

EXHIBITOR RATES:

	<u>Member(s)</u>		<u>Non-Member(s)</u>
Interior Standard Booth	\$400 +HST	- - - -	\$500 +HST
Interior Corner Booth	\$560 +HST	- - - -	\$650 +HST
Additional Space Interior	\$200 +HST	- - - -	\$200 +HST
Outdoor Standard Booth	\$560 +HST	- - - -	\$650 +HST

CANCELLATION POLICY:

If written notice is received prior to 60 days from the show, 75% of monies will be returned.
All cancellations made within 59 days of the show are non-refundable.

Insurance Requirements:

The Ontario Approved Professionals requires that each exhibitor provide a "Certificate of Insurance" for Commercial General Liability (CGL) with a minimum of \$2 million coverage for the two days of the Trade Show naming the Ontario Approved Professionals as additional insureds. Your insurance provider can assist you with this document.

ADDITIONAL ITEMS:

- 1) Hydro, Wi-Fi & Booth Curtains **are** included in the booth booking fee.
- 2) Tables and Chairs **are not** included in the booth booking fee, See Vendor Form.
- 3) Table Linens, Extension Cords and Carpeting **are not** supplied by Organizers.
- 4) Event Organizers will arrange radio, print and social media advertising.
- 5) Exhibitors are encouraged to do their **own advertising** in support of the show's success.

GENERAL INFORMATION:

- 1) The dates and times of the running of the Home & Trade Show are as follows:
Thursday, March 21, 2024 || 3:00pm ~ 8:00pm
Friday, March 22, 2024 || 3:00pm ~ 8:00pm
Saturday, March 23, 2024 || 9:00am ~ 3:00pm
- 2) The lessee will be able to set up their booth as follows:
Setup Day 01 – Wednesday, March 20, 2024 || 10:00am ~ 4:00pm
Setup Day 02 – Friday, March 22, 2024 || 10:00am ~ 2:00pm
- 3) Arena access will be available through a 12ft wide by 13ft high Overhead Door. Vehicles will be permitted on the exhibition floor surface during Setup Day 01 only.
- 4) Tear down times, with no exceptions, are as follows:
Tear Down Day – Saturday, March 23, 2023 || 2:00pm-7:00 p.m. ***One Day Only**
- 5) Booths **are not permitted** to be taken down before the end of the show.
- 6) The booths will be leased on a First Paid, First Reserved basis.
- 7) The event coordinators reserve the right to assign booth spaces as required.

LESSEE'S RESPONSIBILITIES

- 1) The lessee is responsible for providing all required items, carpets or matting, fixtures, extension cords and other items for their booth and its operations.
- 2) The lessee will not be permitted to glue or nail any material to fixed portions of the arena: walls, ceilings, floor, and curtains. Hanging or fastening display material to fixed items within the arena must have prior written approval from the event coordinator and/or arena supervisor.
- 3) The lessee will also be responsible for the daily clean-up of the immediate area within their booth, and to ensure that measures have been taken to protect the facility from spillage, oil, gasoline, grease and/or any other liquid products.
- 4) It is the responsibility of the lessee to ensure that all materials and furnishings required in their booth set up are taken down and removed from the building and their booth area is left in the manner in which it was received.



STANDARD VENDOR REGISTRATION FORM:

events@ONTapproved.ca

REGISTRATION DEADLINE March 1st, 2024.

COMPANY NAME: _____

Contact Person: _____ Type of Business: _____

Email: _____ Website: _____

Address 1: _____ City: _____

Postal Code: _____ Phone: _____ Other: _____

REGISTRATION [A] Approved Professional Members Only

Primary Booth Selection: _____ Backup Booth Selection: _____

- | | | | |
|-------------|--------------------------------------|------------|----------|
| a) \$400.00 | Interior Standard Booth *Member Rate | Qty: _____ | \$ _____ |
| b) \$560.00 | Interior Corner Booth *Member Rate | Qty: _____ | \$ _____ |
| c) \$200.00 | Additional 10' Space *Member Rate | Qty: _____ | \$ _____ |
| d) \$560.00 | Exterior Booth *Member Rate | Qty: _____ | \$ _____ |

REGISTRATION [B] Non-Members / Standard Rates

Primary Booth Selection: _____ Backup Booth Selection: _____

- | | | | |
|-------------|-------------------------|------------|----------|
| e) \$500.00 | Interior Standard Booth | Qty: _____ | \$ _____ |
| f) \$650.00 | Interior Corner Booth | Qty: _____ | \$ _____ |
| g) \$200.00 | Additional 10' Space | Qty: _____ | \$ _____ |
| h) \$650.00 | Exterior Booth | Qty: _____ | \$ _____ |

Want to Save \$\$? Apply and Join the Approved Professionals before the Show! **Yes, Get in Touch!** _____

REGISTRATION [C] Additional Registration Items

- | | | |
|---|------------|----------|
| i) Table \$11.50/per (Max 2/10ft booth) | Qty: _____ | \$ _____ |
| j) Chair \$3.50/per (Max 2/10ft booth) | Qty: _____ | \$ _____ |
| k) Do you require Hydro? | YES | NO |

Date of Registration: _____ Sub-Total \$ _____

HST (13%) \$ _____

Sign for Authorization

TOTAL \$ _____

**The signing of this contract & registration form signifies that you have read and will abide by the event terms and conditions as a whole. The signing will also serve as confirmation that your registration is complete and binding to this event & charges.

Please make cheques payable to: Approved Professionals – Events
Ontario Approved Professionals 224 King St. W., PO BOX 575, Brockville, ON, K6V 5V7
(EMT) Email Money Transfers payable to: events@ONTapproved.ca

NEW THIS YEAR - MAIN STAGE SPEAKER



We will be introducing the **MAIN STAGE ZONE** for March 2024!

We are hoping that local Professionals, Speakers and Influencers will “step up” to our stage and book themselves for a 30-60 minute feature presentation during the Spring Trade Show.

If you are interested in speaking on a topic, your profession, or have a LIVE DEMO to showcase ~ We want to hear from you!

All Audio Equipment will be provided, with no extra cost to You!

If there are any questions, suggestions, or concerns, please contact David Annable by phone or email. We look forward to seeing you at the show!

EASTERN ONTARIO
TRADE
SHOWS
AND EVENTS

MAIN STAGE SPEAKER REGISTRATION FORM:

events@ONTapproved.ca

Speaker Name: _____ **Topic:** _____

Email: _____

Time Req'd: ☐ 30 min ☐ 45 min ☐ 60 min

Type of Presentation: ☐ Speaker ☐ Live Demo ☐ Other

Requested Time Slot: ☐ Early-Show ☐ Mid-Show ☐ Late-Show

Required Support: ☐ TV/ Screen ☐ _____ ☐ Other

☐ *Same as Booth Registration

COMPANY NAME: _____

Contact Person: _____ **Type of Business:** _____

Email: _____ **Website:** _____

Address 1: _____ **City:** _____

Postal Code: _____ **Phone:** _____ **Other:** _____

Presentation Details:



OUT-101
(25ft x 15ft)

OUT-102
(25ft x 15ft)

OUT-103
(25ft x 15ft)

OUT-104
(25ft x 15ft)

OUT-105
(25ft x 15ft)

OUTDOOR VENDORS

2024 SPRING HOME & TRADE SHOW

Thurs. Mar.21 || Fri. Mar.22 || Sat. Mar.23
3:00pm - 8:00pm || 3:00pm - 8:00pm || 9:00am - 2:00pm

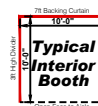
Leo Boivin Community Centre, Prescott, Ontario

**EASTERN ONTARIO
TRADE
SHOWS
AND EVENTS**

Presented By:



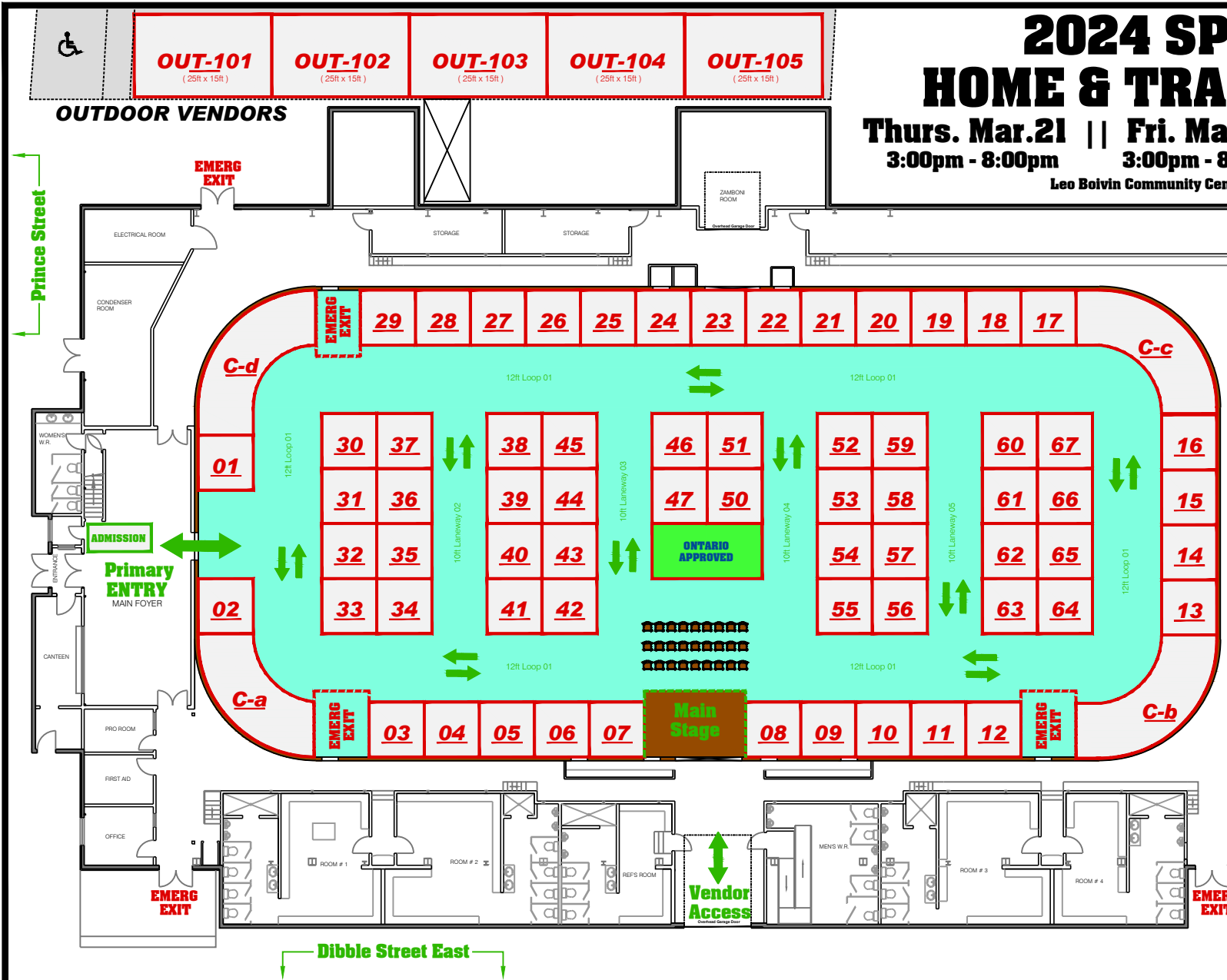
**Ontario Approved
Professionals Inc.**



xx Denotes
Available
Booth

xx Denotes
Reserved
Booth

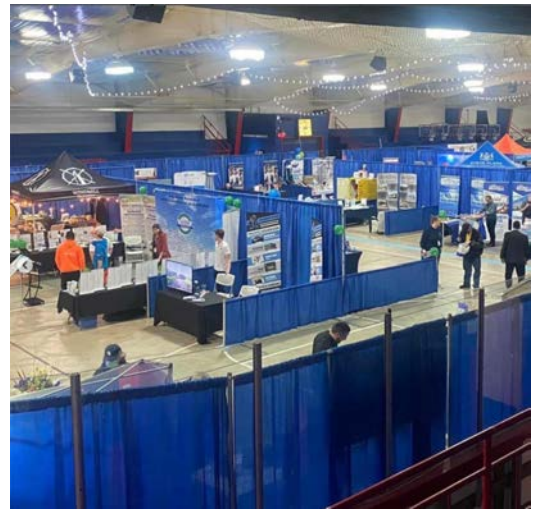
2024 SPONSORS



SETUP & EXHIBITION SAMPLES



PREMIUM CORNER BOOTH ~ 34FT x 10FT



EXPANDED BOOTH ~ 20FT x 10FT



STANDARD BOOTH ~ 10FT x 10FT



WHY JOIN THE ONTARIO APPROVED PROFESSIONALS PROGRAM



VALUE IN BEING APPROVED

We have worked hard on making the programs base principal worth something. We are proud to be one of the few remaining membership programs that vets and checks all our members through our unique application process. Our mission statement says it all; the program is to ensure quality, integrity and consistency in local professionals who offer services to the public.

NETWORKING

Effective networking is an important skill for successful entrepreneurs. It can open doors and create amazing opportunities for investment, clients, and growth. Through your network you can meet mentors, future employees, advisers, and industry insiders who may advocate for you to other deal makers.

MUNICIPAL ADVOCACY

Small Business matters and so do the issues that we all face while trying to operate a business. Advocacy can take many forms. Advocating for business might include listening to the challenges faced by individual business owners, sitting on task forces, sending letters to municipal offices, using social media effectively, and more. Advocacy efforts both drive policy change and address timely, current issues. We are this voice for our members and we strive to ensure all are represented.

ADVERTISING

With all memberships, we provide monthly targeted advertisements on all our Social Media and Web Platforms to promote your business in the community. In addition, our A.I. assisted website directory which lists all the information about our members for public use and search-ability. We also strongly support our "Member First" referral system. So when we receive inquiries for services or professionals, we refer approved members first! Working harder for you so that new leads equal more money in your bank account.

SAVINGS & PROMOTIONS

Memberships automatically provides you access to a number of targeted promotional advantages including advertising in our monthly eNewsletter, member to member incentives and much more. In addition, you gain valuable discounted rates to any events or exhibits the program hosts. All this equals savings for your business, making the value of membership go up.

GROUP DISCOUNTS & INCENTIVES

As the program grows so does the opportunities for all our members. We are actively working with corporate companies to ensure we can offer the most practical and effective incentives to help our members. Whether it be work, play or life, we want to ensure that everyone has access to the incentives that help all your hard earned money reach farther.



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PREFERRED



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FAQ's about the ONTARIO APPROVED PROFESSIONALS PROGRAM



What is required to become approved?

We have an in-depth application that is tailored to catch all the required information. Our program is geared to ensure all our members are what they say they are. We require simple items such as business license and proof of insurances. Then as we look deeper into each business category, more specific items such as trade licenses, E&O insurances or more will be required.

What types of businesses do we support with membership?

Easy answer, all business is welcome to join the program, Skilled Trades, Medical, Food Services, Professional Services and so on. The Approved Professionals support all segments and sizes of professionals providing high quality products and services who are accountable, credible and possess all the necessary insurances, certifications, and education. If your company follows the regulations and standards of your trade, showcase yourself with us and set yourself apart from the rest!

Why Approved Professionals versus other programs?

All organizations have their strengths and weaknesses. We suggest doing your due diligence to ensure what you are looking for is available before joining. For the Approved Professionals, it is all about Vetting and Approving all members to ensure our Go-To List of Professionals is 100% accountable and the general public can search for the right company with confidence.

How can the Approved Professionals help my business?

Founder, David Annable, is very passionate about small business. The basis of the program was built on the premise of helping sustain and evolve support for local small business owners. We aim to help build the businesses that support our families, our communities and our country. We do this by advocating within local government, by providing services your business needs and by connecting you to an abundance of information, and connecting you with a number of businesses, decision-makers and resources in every sector of the economy and in your local community.

What is the Public Review System?

The work of the Approved Professionals network is to be one of high standards. We consistently seek feedback from our members' clients with respect to the quality of work completed, quality of service, professionalism, and overall experience. The public are a key component to our system and are encouraged to contact us and provide us with feedback, both positive and negative.

Should an Approved Professional fall short on their service requirements, or is not compliant with the Code of Conduct, ONT Approved will review the issues/situations and the member may be removed from the Approved Professional Program.

Where is the program growing / going from here?

The sky is truly the limit! We are a young but fast growing networking program that has its eyes set on becoming the new brand for small businesses to trust and join first. We have our Eastern Ontario Divisions underway, with the potential of 84 total divisions within the Province of Ontario. But we are not stopping there, we have set ourselves up to grow across Canada Nationally with CDN Approved Professionals Inc.

So Join, promote, and help us support all the amazing small businesses! We believe that Small Business Owners are the backbone of our country's economy and a key factor to building happy communities.
