



## 2024 VENDOR REGISTRATION PACKAGE

We are starting the planning & preparations for the upcoming **North Grenville Spring Home & Trade Show** for April 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:

**Friday, April 26 ~ 3pm to 8pm**  
**Saturday, April 27 ~ 9am to 2pm**  
at the North Grenville Community Centre  
Arena Floor in North Grenville, 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 April 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.

We are excited to have double the support for this NG Event, your Ontario Approved Professionals and North Grenville Chamber of Commerce are teaming up to make this event all it can be!

**SAVE ON FEES** if you are a North Grenville Chamber or an Ontario Approved Professional Member.

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](mailto:events@ONTApproved.ca)

# EVENT TERMS AND CONDITIONS

<u>EXHIBITOR RATES:</u>	<u>Member(s)</u>		<u>Non-Member(s)</u>
Interior Standard Booth	\$300 +HST	----	\$400 +HST
Interior Corner Booth	\$460 +HST	----	\$550 +HST
Additional Space Interior	\$200 +HST	----	\$200 +HST
Outdoor Standard Booth	\$460 +HST	----	\$550 +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:  

Friday, April 26, 2024		3:00pm ~ 8:00pm
Saturday, April 27, 2024		9:00am ~ 3:00pm
- 2) The lessee will be able to set up their booth as follows:  

Setup Day – Friday, April 26, 2024		8:00am ~ 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, April 27, 2023		2:00pm-7:00 p.m. <b>*One Day Only</b>
--	--	---------------------------------------
- 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 April 1<sup>st</sup>, 2024.

COMPANY NAME: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Address 1: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Other: \_\_\_\_\_

### REGISTRATION [A] NG Chamber & ONT Approved Members Only

Primary Booth Selection: \_\_\_\_\_ Backup Booth Selection: \_\_\_\_\_

- a) \$300.00 Interior Standard Booth \*Member Rate Qty: \_\_\_\_\_ \$ \_\_\_\_\_
- b) \$460.00 Interior Corner Booth \*Member Rate Qty: \_\_\_\_\_ \$ \_\_\_\_\_
- c) \$200.00 Additional 10' Space \*Member Rate Qty: \_\_\_\_\_ \$ \_\_\_\_\_
- d) \$460.00 Exterior Booth \*Member Rate Qty: \_\_\_\_\_ \$ \_\_\_\_\_

### REGISTRATION [B] Non-Members / Standard Rates

Primary Booth Selection: \_\_\_\_\_ Backup Booth Selection: \_\_\_\_\_

- e) \$400.00 Interior Standard Booth Qty: \_\_\_\_\_ \$ \_\_\_\_\_
- f) \$550.00 Interior Corner Booth Qty: \_\_\_\_\_ \$ \_\_\_\_\_
- g) \$200.00 Additional 10' Space Qty: \_\_\_\_\_ \$ \_\_\_\_\_
- h) \$550.00 Exterior Booth Qty: \_\_\_\_\_ \$ \_\_\_\_\_

Want to Save \$\$? Apply to the NG Chamber or ONT Approved 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](mailto:events@ONTApproved.ca)



# SETUP & EXHIBITION SAMPLES



**PREMIUM CORNER BOOTH ~ 34FT x 10FT**



**EXPANDED BOOTH ~ 20FT x 10FT**



**STANDARD BOOTH ~ 10FT x 10FT**



<b>OUT-101</b> (25ft x 15ft)	<b>OUT-102</b> (25ft x 15ft)	<b>OUT-103</b> (25ft x 15ft)	<b>OUT-104</b> (25ft x 15ft)
<b>OUT-105</b> (25ft x 15ft)	<b>OUT-106</b> (25ft x 15ft)	<b>OUT-107</b> (25ft x 15ft)	<b>OUT-108</b> (25ft x 15ft)

**OUTDOOR VENDORS**

# 2024 SPRING HOME & TRADE SHOW

**Fri. April.26 || Sat. April.27**

**3:00pm - 8:00pm**

**9:00am - 2:00pm**

North Grenville Community Centre - North Grenville, Ontario

## EASTERN ONTARIO TRADE SHOWS AND EVENTS

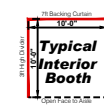
Presented By:



**Ontario Approved Professionals Inc.**  
**AND**



Serving our community since 1980



**xx** -Denotes Available Booth

**xx** -Denotes Reserved Booth

### 2024 SPONSORS

