



## 2025 PRESCOTT REGISTRATION PACKAGE

We are starting the planning & preparations for the upcoming **Prescott Spring Home & Trade Show** for April 2025.

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, April 24 ~ 3pm to 8pm**

**Friday, April 25 ~ 3pm to 8pm**

**Saturday, April 26 ~ 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 detailed 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 February 28, 2025**.

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.

**\* PAYMENT MUST BE SENT WITH REGISTRATION TO BE DEEMED COMPLETE \***

**\* SAVE ON FEES if you are an Ontario Approved Professional Member \***

Not a member but would like to become one?

Contact membership services at [laurie@ONTapproved.ca](mailto:laurie@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](mailto:events@ONTApproved.ca)

EASTERN ONTARIO  
**TRADE SHOWS**  
OAEVENTS.CA AND EVENTS

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**Local Shows supporting  
Local Small Businesses**

## **EXHIBITOR RATES:**

	<u>OAP Member(s)</u>	<u>Non-Member(s)</u>
<b>Interior Rink Standard Booth</b>	<b>\$500 +HST</b> ----	<b>\$600 +HST</b>
<b>Interior Rink Premium Corner Booth</b>	<b>\$650 +HST</b> ----	<b>\$750 +HST</b>
<b>Interior Rink Additional Booth</b>	<b>20% Discount on Reg Price on 1 Booth</b>	
<b>Interior Rink Additional Booth(s)</b>	<b>30% Discount on Reg Price on 2 or More Booths</b>	
<b>Outdoor Standard Booth</b>	---- <b>\$200-Reduced to \$100 +HST</b> ----	----
<b>Outdoor Standard Additional Booth(s)</b>	<b>20% Discount on Reg Price on 1 or More Booths</b>	

## **EVENT TERMS AND CONDITIONS**

### **CANCELLATION POLICY:**

If written notice is received prior to 60 days from the show, 50% 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 & 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 asked to assist with their **own advertising** in support of the show's success.
- 6) Tents / Coverings **are not** supplied by Organizers for Outdoor Vendors.

### **GENERAL INFORMATION:**

- 1) The dates and times of the running of the Home & Trade Show are as follows:  
**Thursday April 24, 2025** || **3:00pm ~ 8:00pm** **\*Rink Vendors Only**  
**Friday April 25, 2025** || **3:00pm ~ 8:00pm** **\*Rink Vendors Only**  
**Saturday April 26, 2025** || **9:00am ~ 3:00pm** **\*Rink & Street Vendors**
- 2) The **Rink Lessee** will be able to set up their booth as follows:  
**Setup Day 01 – Wednesday, March 26, 2025** || **10:00am ~ 4:00pm**  
**Setup Day 02- Thursday March 27, 2025** || **9:00am ~ 2:00pm**
- 3) The **Street Lessee** will be able to set up their booth as follows:  
**Setup Day 03 – Saturday, April 26, 2025** || **7:00am ~ 9:00am**
- 4) 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.
- 5) Tear down times, with no exceptions, are as follows:  
**Tear Down Day – Saturday, April 26, 2025** || **2:00pm-7:00 p.m. \*One Day Only**
- 6) Booths **are not permitted** to be taken down before the end of the show.
- 7) The booths will be leased on a First Paid, First Reserved basis.
- 8) 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 way it was received.

# PRESCOTT VENDOR REGISTRATION FORM

**\* PAYMENT MUST BE SENT WITH REGISTRATION TO BE DEEMED COMPLETE \***

**REGISTRATION DEADLINE February 28, 2025**

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

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

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

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

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

## RINK REGISTRATION [A] \*Approved Professional Members Only

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

a) \$500.00 Standard Booth \*Member Rate Qty: \_\_\_\_\_ \$ \_\_\_\_\_

b) \$650.00 Premium Corner Booth \*Member Rate Qty: \_\_\_\_\_ \$ \_\_\_\_\_

c) Additional 10' Booth \*20% off 1 Booth, 30% off 2 or More Qty: \_\_\_\_\_ \$ \_\_\_\_\_

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

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

e) \$600.00 Standard Booth Qty: \_\_\_\_\_ \$ \_\_\_\_\_

f) \$750.00 Premium Corner Booth Qty: \_\_\_\_\_ \$ \_\_\_\_\_

g) Additional 10' Booth \*20% off 1 Booth, 30% off 2 or More Qty: \_\_\_\_\_ \$ \_\_\_\_\_

## STREET REGISTRATION [C] Standard Rates

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

h) \$100.00 Outdoor Standard Booth Qty: \_\_\_\_\_ \$ \_\_\_\_\_

i) Additional Outdoor 10' Booth \*20% off 1 or More Qty: \_\_\_\_\_ \$ \_\_\_\_\_

## REGISTRATION [D] Additional Registration Items

j) Table \$11.50/per (Max 2/10ft booth) Qty: \_\_\_\_\_ \$ \_\_\_\_\_

k) Chair \$3.50/per (Max 2/10ft booth) Qty: \_\_\_\_\_ \$ \_\_\_\_\_

l) Do you require Hydro? YES NO

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

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; in addition will serve as confirmation that your registration is complete and binding to this event and charges.*

**\* PAYMENT MUST BE SENT WITH REGISTRATION TO BE DEEMED COMPLETE \***

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)

# 2025 SPONSORSHIP REGISTRATION FORM

**\* PAYMENT MUST BE SENT WITH REGISTRATION TO BE DEEMED COMPLETE \***

**REGISTRATION DEADLINE February 28, 2025**

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

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

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

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

## Sponsorship Levels:

**TIER 1 ~ MULTI-EVENT HEADLINE SPONSOR** \$500.00 / per show

*\*Full Promotion & Advertising for Annual Season of All Events.*

*\*\*For each Event selected, On-Site, Web, Social-Media & Radio*

**TIER 2 ~ SINGLE EVENT TITLE SPONSOR** \$400.00

*\*Promotion & Advertising On-Site for Selected Event.*

*\*\*For Event selected, On-Site, Web, Social-Media & Radio*

**TIER 3 ~ SINGLE EVENT SPONSOR** \$300.00

*\*Advertisements for selected Event, On Site Advertisement during Event.*

**TIER 4 ~ PRIZE SPONSOR** Cost of Prize Donated (\$200 Minimum)

*\*Prize Sponsor, On-Site Signage at Event alongside Prize / Donation*

*\*\*Company announced at the event during the door prize giveaway.*

Prize to be donated: \_\_\_\_\_ Retail Value: \$ \_\_\_\_\_

## Show Selection:

\_\_\_\_\_ 2025 Prescott Home & Trade Show  
Prescott, Ontario – March 2025

\_\_\_\_\_ 2025 Summer Home & Trade Show  
*Kingston, Ontario – TBD 2025*

**Be sure to provide us with your Logo for Advertisement Purposes!**

Date: \_\_\_\_\_ # of Events \_\_\_\_\_ x Unit Cost \$ \_\_\_\_\_

Sub-Total \$ \_\_\_\_\_

\_\_\_\_\_  
**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; in addition will serve as confirmation that your registration is complete and binding to this event and charges.*

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# SETUP & EXHIBITION SAMPLES



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



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



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

