



Dear Prospective Vendor,

We would like to thank you for your interest in participating in the **Scugog Chamber of Commerce Home & Garden Show**. Your presence at this exciting show will allow you to showcase why people should choose your business for their home improvement and gardening needs. It is also an opportunity for us to promote and encourage people to shop local for their products and services ensuring that when a member of our community requires your service, you are top of mind to them.

Please join us in promoting the local businesses in Port Perry and surrounding area!

Details about the Show:

Scugog Chamber HOME & GARDEN SHOW
Saturday April 22nd, 2017 10am - 4pm & Sunday, April 23, 2017 10am - 4pm
The Scugog Arena

Enclosed is a full package to assist you in getting set up for this exciting event.

Included in the package is the vendor contract | pricing and sponsorship information.

For more information, and to book your space today, please contact us directly.

Kenna Kozak
Scugog Chamber of Commerce
905-985-4971
info@scugogchamber.ca | www.ScugogChamber.ca

Thank you,

Scugog Chamber HOME & GARDEN VENDOR CONTRACT

I/We agree to pay \$_____ to display a booth in the 2017 Scugog Chamber Home & Garden Show and I/We have read and agree to all the terms and conditions of participating in the show.

Contact Name: _____

Company Name: _____

Business Type: _____

Address: _____

City/Town: _____ Postal Code: _____

Telephone: _____ email: _____

Website: _____

Do you require electricity at your booth? Y N

Please list equipment: _____

Do you require a 6' table? Y ___ x \$25 ea = _____ N

10% booth discount for Scugog Chamber Members.

This contract is valid only after signed by both the applying vendor and a representative of the show. The Vendor agrees to submit a 50% deposit with completion of the contract, payable by cheque to **Scugog Chamber of Commerce**, and to pay remaining balance prior to March 1st, 2017. If contract is submitted after March 1, 2017, full payment is due at that time.

Contract & payment to be mailed to:

Scugog Chamber of Commerce, 237 Queen Street, Port Perry, ON L9L 1B9

Visa & Master Card also accepted.

For further information, please contact us at 905-985-4971 or info@scugogchamber.ca

Signature Vendor Name Date

Signature Show Representative Date

SCC HOME AND GARDEN SHOW 2017, 237 Queen St, Port Perry, ON L9L 1A0

PRICING

10x10 booth: \$350

Corner Booth (booth & a half): \$550

WHAT IS INCLUDED:

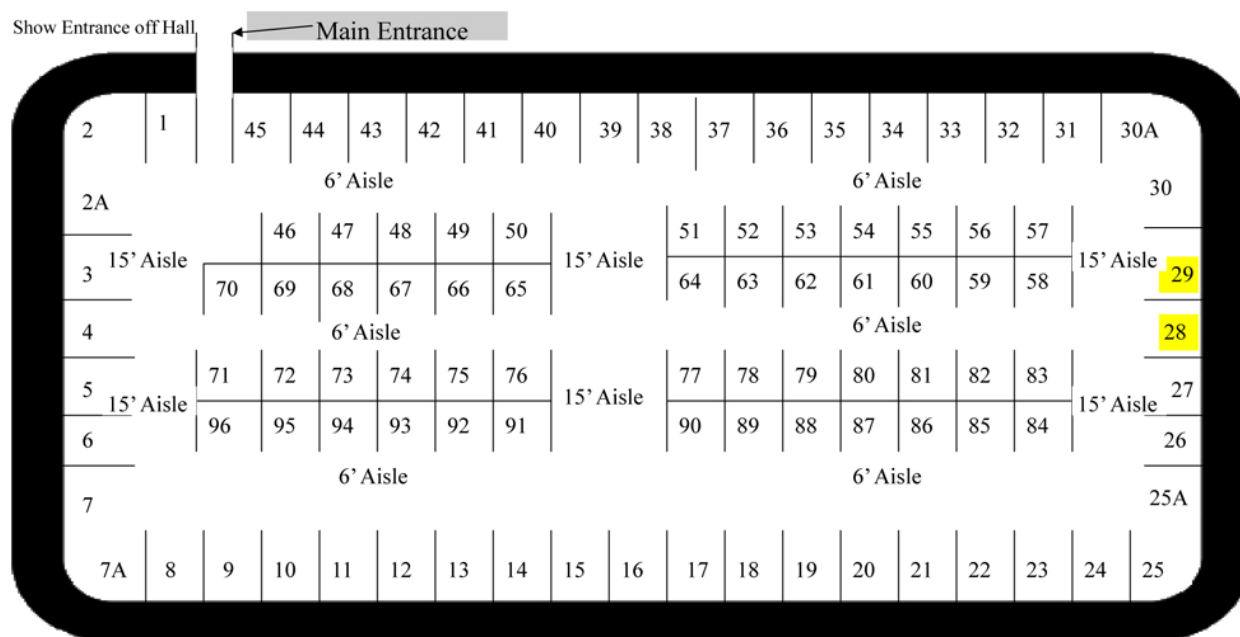
- Rental of Booth - minimum 10'x10' booth with 8' tall curtained back partition and 3' tall curtained side partitions
- Two chairs
- 2 Vendor passes
- Business Name in programs to be distributed at show
- Listing on www.scugogchamber.ca with link to your own website until next show
- Extensive advertising to promote show on Radio, Newspaper, local magazines, road signs and internet advertising
- Access to free vendors lounge during show
- Opportunity to participate in demonstrations to further promote your business at no additional charge (limited space)
- Join up to 90 other Vendors in promoting their businesses!

FLOOR PLAN LAYOUT:

Requests for specific booth locations will be accommodated on a first come first serve basis and may be altered without notice to accommodate extenuating circumstances.

ARENA LAYOUT – Yellow Food Vendor Potential Area

FLOOR PLAN LAYOUT



SHOW DETAILS:

Show Location:

Scugog Arena
1655 Reach St Port Perry, ON L9L 1A7

Set-up Time:

Friday, April 21st, 2017 1:00 pm - 7:00 pm

Show Hours:

Saturday, April 22nd, 2017 10:00am – 4:00 PM
Sunday, April 23rd, 2017 10:00 am – 4:00 PM

Tear-Down Time:

Sunday, April 23rd, 2017 4:00 pm – 9:00 pm

Scugog Chamber Home & Garden Show Terms & Conditions

The following terms and conditions shall be enforced for all vendors and form part of the contract between each vendor and **Scugog Chamber of Commerce**.

1. **SHOW MANAGEMENT:** The words "Show Management" or "Scugog Chamber" as herein refers to Scugog Chamber of Commerce. The word "vendor" as herein refers to the individual(s) or business(es) that are renting booth space as the Scugog Chamber Home & Garden Show. The enforcement of the following rules and regulations is the responsibility of Show Management. By signing this agreement, the signee acknowledges that he/she has the authority to bind the corporation to this agreement.

2. **LIABILITY AND INSURANCE:** Show Management shall not under any circumstances whatsoever be liable of responsible for (a) any loss, damages, theft or destruction whatsoever or howsoever caused to any goods, equipment or any other property belonging to the vendor. The vendor shall be liable for and will indemnify and hold harmless Scugog Chamber Home & Garden Show from any and all liability, causes of action, claim, demands and proceedings whatsoever, whether by common law or statute, arising out of or in any way related to the vendors participation at the show and or the vendors products and/or services. Exhibitor agrees to provide Show Management with a certificate of insurance for a minimum of \$1,000,000.00 General Liability Coverage inclusive of bodily injury and/or property damage for each occurrence. Proof of this insurance is required prior to set up of booth.

3. **SUBLET:** Booth space contracted by the vendor may not be sublet or shared by other vendors without the express written consent from a member of Scugog Chamber Home & Garden Show.

4. **CANCELATION POLICY:** This agreement may be terminated by either party provided written notice is received by the other at least forty-five (45) days prior to the first day of the show, in which case all deposits paid by the vendor shall be refunded. It is the vendor's responsibility to ensure delivery of the cancelation notice. The cancelation must be received and confirmed by Show Management within this timeline. If the vendor cancels after this date, the full amount shall become due. In the event this agreement must be cancelled by Scugog Chamber for reasons beyond its control, the giving of such notice shall operate as a release, one party to the other of the herein agreement. Scugog Chamber shall refund to the vendor all monies paid on account, Scugog Chamber of Commerce and its management shall not be liable for any damages of any nature whatsoever, caused by Scugog Chamber being unable to provide the space contracted for herein, nor for any damages or loss of any nature suffered by the vendor in the preparation for the show.

5. **TERMINATION OF AGREEMENT:** This agreement may be terminated by show management at any time on the breach of any of the conditions hereof by the vendor, and thereupon all his/her rights contained herein shall cease and terminate, and any payments made by him/her on account thereof to said termination shall be retained by Scugog Chamber of Commerce.

6. ENTRY TO SHOW: Show Management reserves the right to refuse admission to any visitor, vendor, or vendor's employee who, in the opinion of Show Management is unfit, intoxicated, or in any way creating a disruption of the show. The vendor understands that alcoholic beverages are strictly prohibited on the premises including spectator area, dressing rooms, and the parking lot. The vendor understands that the facility is a "Smoke Free" facility and that smoking is strictly prohibited. Smoking will be permitted in an assigned area. Vendor badges will be supplied by Show Management for booth personnel. These must be worn at all times while in the show building and booth area and are required for entry to the show.

7. BOOTH INFORMATION: Each vendor will be provided with standard booth drapery as a backdrop (8 foot high back drapes and 30 inch side divider drapes - color to be picked by Show Management), two (2) chairs and one dual electrical outlet (15 amps) per booth space (if requested in advance only). In the event larger service is required, the vendor agrees to make such arrangements with the authorized show electrician, such charges to be for the account of the vendor. All vendors must comply with the Electrical Safety Code Requirements. The vendor assumes full responsibility for ensuring that booths meet these standards. Tables, additional chairs and carpet are available for an additional charge and must be pre-arranged with show management. All property used or displayed is at the sole risk of the vendor, and Scugog Chamber, its management and staff will not assume liability for the safety of the booths against fire, theft, robbery, accidents or for any cause whatever, or the bodily injury or damage to property caused by the operations of the vendor, it is the vendor's sole responsibility to insure all its good, equipment and staff for all risks including liability for the injury of any person or thing including the general public arising out of the occupancy of the booth space. Show Management reserves the right to assign any and all booth space as it best determines, but will be guided by a first received deposit system. To be eligible for priority, a signed contract and proper deposit must be received by Scugog Chamber. Vendor space will be allocated by Show Management and reserves the right to make changes in the interest of optimum traffic control and exhibit exposure. Show Management will make all efforts to keep competing vendors in separate areas, but cannot be held liable if they are adjacent or opposite each other.

8. AISLES: The vendor agrees that all equipment, materials and devices including without limitations, radio, television, moving pictures, computers, sound and visual aids will be operated in such a manner and location as to cause no inconvenience to the vendors or the general public. For safety reasons, displays must be confined to the actual booth space with no spillage into the aisle.

9. PAYMENT TERMS: Should any collection proceedings be deemed necessary by Scugog Chamber of Commerce, interest shall be charged for outstanding accounts over thirty (30) days at the rate of 2% per month on the unpaid balance, and shall be applied to the vendor's account. There is a \$25.00 NSF charge.

10. INSTALLATION, BOOTH HOURS AND DISMANTLING - Visitors to the show will be coming to see a full and complete show and should be able to expect a full display until closing time. Vendors are not to dismantle their booths and displays before 4:00pm on Sunday. Those who do will not be invited to return in following years.

Booths are to be attended by the vendor at ALL times during the show hours, should you need assistance at times in order to leave your booth please contact a show representative for assistance. Vendors are responsible for the set up and dismantling of their own booths and displays and are responsible for protecting the arena floor from any damage caused by landscaping or other materials brought in by the vendor. Equipment needed for display set up, etc. is the responsibility of the vendor. Vendors are not allowed to park in the loading area. The loading area is strictly for loading and unloading of vehicles.

Installation will be done as per move in package. Goods received after the opening of the exposition must be delivered to the booth and arranged at a time other than official booth hours. Show Management reserves the right to remove any booth not removed by the end of specified tear-down times and charge the expense to the vendor.

11. FIRE REGULATIONS: All vendors must comply with local fire regulations. Only fireproof materials may be used in displays and wiring must conform to CSA or UL specifications. Fire exits and aisles must be kept clear at all times. The vendor assumes full responsibility for ensuring that booths meet these standards.

12. DAMAGE TO PROPERTY: Vendors are liable for all damage caused by them to the vendor facility, booth equipment or to other vendor's property and shall indemnify, the Facility Management, Show Management and/or Official Service Contractor against and hold them harmless from, any complaints, suits or liabilities resulting from, negligence from the vendor in connection with the vendor's use of the booth space.

13. CARE OF BUILDINGS: Painting, nailing or drilling of floors, walls, ceilings or any part of the building is not permitted. Vendors laying any floor covering must use an adhesive that will not damage the floor and is easily removed. No signs or other articles are to be fastened to the ceiling, walls, pipes or electrical fixtures.

14. SECURITY: Show Management will provide adequate and reasonable watch- persons and/or security on a 24-hour basis for the duration of the show and will take reasonable precautions to safeguard vendor's property. However, Show Management assumes no liability for loss or damage, howsoever caused, of goods, booths or other materials owned, rented or leased by the vendor. The vendor will assume all responsibility for compliance with local, city and provincial safety, fire or health ordinances regarding the installation and the operation of its booth and that the vendor shall be properly insured.

15. CLEANING: Show Management will clean all common areas of the Show (i.e. feature areas, aisles). The vendor is responsible for the cleaning of their rental booth space.