



Hello,

It is that time of Year again, and Annable Designs is happy to be assisting the City of Brockville with the Organization of the Brockville Home Show. This year we are looking to add more local Trades and Professionals to the Show, and further showcase the great services offered in the **“Design, Build, Buy and Renovate”** Professions to the Leeds and Grenville Community.

We are reaching out to you today to see if you / your firm are interested in joining the 2018 Home Show? This is scheduled to be held:

**Friday April 27** through **Saturday April 28, 2018.**

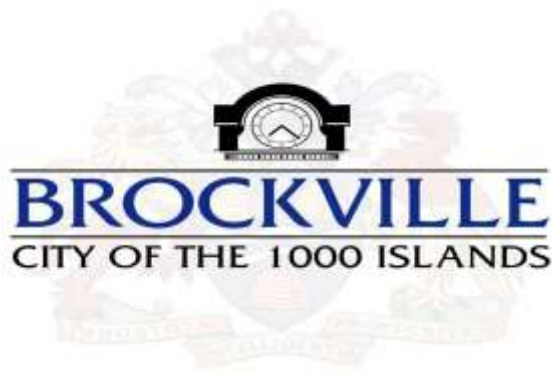
Our focus for the Show is businesses within the Design, Build, Buy and Renovate Platforms, and we will be allowing ONLY a MAX of 4 vendors in Similar Trades/Professions, so if you are interested, reserve your space promptly.

Booth Locations and Reservations will ALL be based on First Come First Paid basis.

New this year, we will be adding a Beverage and Food component to the Show!! Wine, Beer and Local Food Services will be on site serving tasty appetizers and samples to the public via a Wine/Food Ticket System. This year, the Showcase Area will be transformed into a Lounge / Beer Garden.

**BE SURE TO EMAIL US YOUR COMPANY LOGO  
for Social Media and Website Advertisements.**

David Annable - *Coordinator for  
Events at Annable Designs*  
[events@annabledesigns.ca](mailto:events@annabledesigns.ca)  
Tel: 613-926-5350



Dear Exhibitor:

The Brockville Home Show is just around the corner. **Please note that this year's Show will be held April 27<sup>th</sup> and April 28<sup>th</sup>**. We have enclosed the proper documents to guarantee your business a space in the Show.

The booth rates are detailed on the attached sheet. In order to confirm your space for this year's Show, we ask that you return your completed form along with payment **PRIOR to APRIL 1<sup>st</sup>, 2018**.

**Booth spaces will be assigned on first come, first paid basis.**

Please ensure the Registration Form attached is Complete in Full. As such, be sure to include your First and Second Choices for Booth Locations and we will do our best to accommodate you.

**VISA or MASTERCARD** payments are accepted.

Please include the Card #, Expiry Date and Name as it appears on card on the attached Registration Form.

**CHEQUES** are to be made payable to the "**CITY OF BROCKVILLE**".

If you have any questions, suggestions, or concerns, please contact:  
Ingrid Doucette at 613-342-8772 ext 3238, by fax, (613) 342-5035,  
or by email at [IDoucette@brockville.com](mailto:IDoucette@brockville.com) We look forward to seeing you.

Yours truly,

Ingrid Doucette  
Facilities Administration  
Operations Department  
City of Brockville  
613-342-8772, ext 3238  
Direct line: 613-341-2277



**SPECIAL “EARLY BIRD” BOOTH COSTS (for the two day period)**

**Rink Floor Booths (Zone 1):**

10' x 10' booth cost is: **\$400.00+ HST**

10' x 20' booth cost is: **\$500.00+ HST**

10' x 30' booth cost is: **\$600.00+ HST**

*\*Booths will be limited to MAX 30ft per Vendor.*

**Upper Floor Booths (Zone 2):**

8' x 10' booth cost is: **\$400.00+ HST**

**Outdoor Booths (Zone 3):**

20' x 40' booth cost is: **\$400.00+ HST**



Sample Booth

- *Hydro & Wi-Fi included in booth cost*
- *To complement this series of advertisements, exhibitors are encouraged to do their own advertising to add to the success of the show.*
- *To confirm your attendance, please review the Terms and Conditions, complete the enclosed registration form and return with Payment as soon as possible*

Should you have any questions, please do not hesitate to contact:

Ingrid Doucette 613-342-8772 ext.3238

[IDoucette@brockville.com](mailto:IDoucette@brockville.com)

David Annable 613-926-5350

[events@annabledesigns.ca](mailto:events@annabledesigns.ca)

# **TERMS AND CONDITIONS**

## **HOME SHOW 2018**

### **GENERAL INFORMATION**

- 1) The dates and times of the Home Show are as follows:  
**Friday, April 27, 2018 - 3:00 p.m. - 8:00 p.m.**  
**Saturday, April 28, 2018 - 9:00 a.m. - 3:00 p.m.**
- 2) The lessee will be able to set up their booth as follows:  
**Thursday, April 26, 2018 - 8:00 a.m. - 8:00 p.m.**  
**Friday, April 27, 2018 - 8:00 a.m. – 2:00 p.m.**  
*Any booth that is not set up by 2:00 p.m. on Friday, will not be permitted to participate in the show. Booths must be attended at all times during the hours of the show.*
- 3) Booths **ARE NOT PERMITTED** to be taken down before Saturday, April 28<sup>th</sup>, 2018 at 3:00 p.m.
- 4) Tear down times are as follows:  
**Saturday, April 28<sup>th</sup>, 2018 - 3:00 p.m. – 9:00 p.m.**  
**Monday, April 30<sup>th</sup>, 2018 - 8:00 p.m. – 12:00 p.m.**  
*Items can be left until Monday instead of coming on Sunday for pick up.*
- 5) The City of Brockville will have 24-hour security through Falcon Security systems during the Home Show.
- 6) The booths will be leased on a **FIRST COME, FIRST SERVE** basis. The Event Coordinators reserve the right to assign booth spaces as required.

### **LESSEE'S RESPONSIBILITIES**

- 7) The lessee will not be permitted to glue or nail any material to fixed portions of the community hall: walls, ceilings, floor, and curtains. Hanging or fastening display material to fixed items within the community hall must have the prior written approval from the Arena Supervisor.
- 8) 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.
- 9) 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 assuring their booth area is left in the manner in which it was received.



**REGISTRATION FORM**

**SHOW DATES:  
APRIL 27<sup>TH</sup>, & 28<sup>TH</sup>**

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

**PLEASE PRINT CLEARLY**

**Booth Location:**

Booth Location Choice 1: \_\_\_\_\_ Booth Location Choice 2: \_\_\_\_\_

Zone: \_\_\_\_\_

Zone: \_\_\_\_\_

**Booth Prices:**

a) \$400.00 \_\_\_\_\_ \$ \_\_\_\_\_

*Being: Rink 10'x10' / Upper Room 8'x12' / 20'x40' Outdoor*

b) \$500.00 10' x 20' \_\_\_\_\_ \$ \_\_\_\_\_

*Being: Rink 20'x10'*

c) \$600.00 10' x 30' \_\_\_\_\_ \$ \_\_\_\_\_

*Being: Rink 30'x10'*

HST \$ \_\_\_\_\_

\_\_\_\_\_  
**Sign for Authorization**

**Total \$** \_\_\_\_\_

*Signature of this contract / application signifies that you have read and will abide by the Terms and Conditions that form an integral part of this contract.*

VISA/Mastercard # \_\_\_\_\_ Exp.Date: \_\_\_\_\_

Name of Card Holder \_\_\_\_\_

(Make all Cheques payable to the City of Brockville)

**\*\*No refunds will be issued for cancellations**

**For further information contact Dave Annable at  
[events@annabledesigns.ca](mailto:events@annabledesigns.ca)**



# APRIL 27~28, 2018

## Brockville Memorial Centre



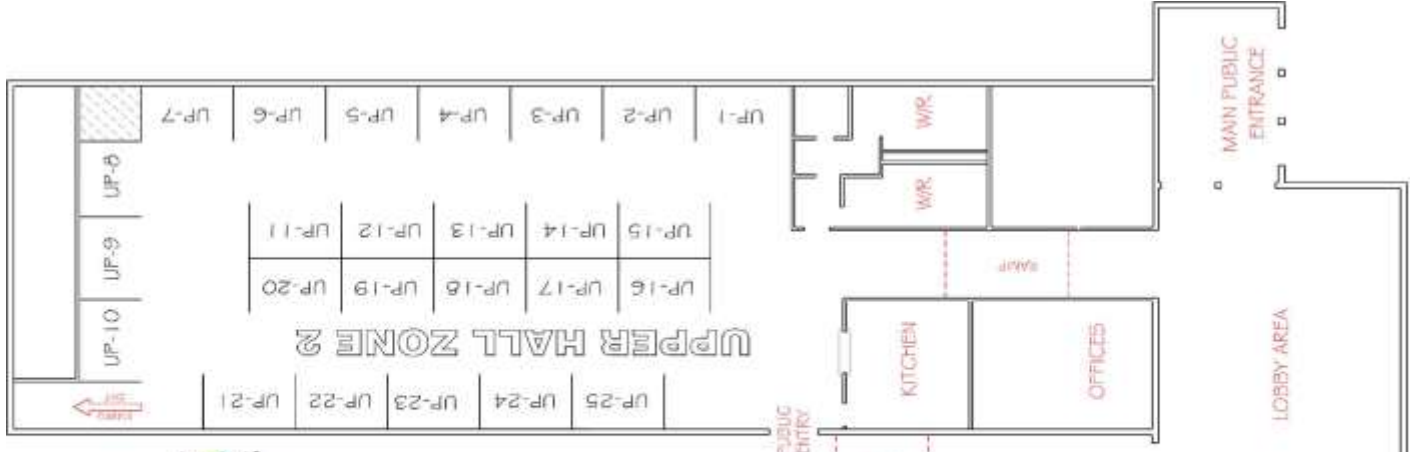
Media Sponsor	Media Sponsor	Media Sponsor
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### RINK FLOOR ZONE 1

Wine / Food Vendor Only	Beer / Beverage Vendor Only	Design, Build, Buy Renovate Vendor
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- PLEASE NOTE:
- (1) BOOTH REGISTRATION, are on FIRST COME, FIRST SERVE basis. We will do our Best to accommodate all requests.
  - (2) MAXIMUM of FOUR (4) of Each Trade/Profession will be allowed to register for the 2018 Show. This is to increase the diversity of the Vendors for the Home Show.
  - (3) Please Specify which ZONE and BOOTH ID you would like to Reserve.
  - (4) Payment MUST be provided in order to have Reservations Confirmed.



### UPPER HALL ZONE 2

### OUTDOOR AREA ZONE 3

