

Woodstock Home Show EXHIBIT SPACE APPLICATION

Were you a **2024** exhibitor? YES NO (Please circle)

Company: _____

Product/Service to be displayed: _____

Contact Name: _____ Phone: _____

Address: _____ City: _____

Website: _____ Facebook: _____

Email: _____ Twitter: _____

of 8' tables required _____ # of chairs required _____ Hydro? _____

Cost Calculation:

First 10' X 10' booth space Oxford Auditorium \$450.00 = _____

Additional 10' x 10' booth space Oxford Auditorium \$425.00 = _____

Early booking before November 31, 2024 is a \$425.00 for first booth only

ForkLift will be on-site for load in and load out.

SUB TOTAL = _____

13% HST = _____

TOTAL = _____

Please email your print-ready ad and logo to info@woodstockfairgrounds.com

This is my application to participate in the 2025 Home Show. I have read and understand the Exhibitor's information fact sheet.

\$100 deposit to reserve space

Payment by e-transfer to events@woodstockfairgrounds.com cheque or credit card+3% for CC. No refund for cancellation after the 30 day before the event.

Signature Print Name Date

SEE NEXT PAGE FOR DETAILED SET UP AND TIME SCHEDULE BELOW.

Woodstock Home Show 2025 Exhibitor Information

Show Hours:

Friday, March 14, 2025, 3 pm – 8 pm
Saturday, March 15, 2025, 9 am – 6 pm
Sunday, March 16, 2025, 10 am – 5 pm

Move-In Schedule:

Wednesday Mar 12, 2025 8am - 4pm
Thursday, March 13, 2025, 8 am – 8 pm
Friday, March 14, 2025, 8 am – 1 pm

Move-Out Schedule:

Sunday, March 16, 2025, 5pm - 8pm
Monday, March 17, 2025, 8:30 am – 5 pm
Lift truck available for move-in, move-out

Contact:

Woodstock Agricultural Society and Fairgrounds Office 519-537-8212 or fairgroundswoodstock@gmail.com

Payment:

Payment for booth space may be made by debit, Visa, MasterCard+(3% interest) or by Cheque etransfer. Cheques will be payable to **Woodstock Agricultural Society**, 875 Nellis St., Woodstock, ON N4S 4C6. Exhibitors can only move in if full payment has been received. The deadline for booking booth space is **Friday, January 8, 2025 Early booking is \$425.00 for the first booth.**

Booth Allocation:

Guarantees of booth allocation will not be made. However, an attempt will be made to locate exhibitors with a similar-sized booth in the same or similar location (unless otherwise requested). In all cases, priority will be given to exhibitors' promoting home products and services. Otherwise, all space will be available on a first-come, first-serve basis. **The final booth location will be at the discretion of show management and cannot be changed.**

Booth Configuration:

A standard size booth is 10' X 10'; drapery partitions will be provided at the height of 8' at the back and 3' high side extensions. Additional booths may be booked on a first-come, first-served basis. Display materials must not encroach on the pedestrian aisles or adjacent exhibits.

Electricity:

Each booth will have access to 110-volt electrical outlets at panels throughout the hall. Extension cords will not be provided! Requests for special hydro services must be approved by show management and will be invoiced accordingly.

Show Suppliers:

RVS Exhibitional Draperies offers exhibit materials and services, including booth carpets, accessories and more. You may order directly from them by contacting them at 519-349-2024. No other drapery company may be used.

Security/Insurance:

The Woodstock Agricultural Society will use all reasonable precautions to protect the public and property and is insured against public liability and property damage claims arising from the show. **This insurance does not cover the exhibitor or his materials placed on display at the exhibitor's own risk.** Due to insurance and fire regulations, propane tanks will not be allowed in the building. Vendors must provide proof of insurance for a minimum of \$2 million in liability.

Advertising:

The Woodstock Home Show advertising campaign will include local newspapers, radio stations and social media.

Kitchen

The kitchen will be open during the home show.

Show Admission:

FREE,

Exhibitor Suggestions:

Free draws, giveaways and demonstrations always attract potential customers to your booth. Qualify your leads and ensure that you follow up as soon as possible. Promoting these incentives in your pre-show advertising will increase your sales profitability. A free draw for a grand prize makes for a terrific post-show campaign.

Show Rules and Regulations

- Please retain a copy of this form for your records. This form serves as both an application and a contract.
- No Booth Sharing or sub-leasing of exhibit space is allowed without the consent of show management. ● All exhibitors must abide by the local fire regulations (fire inspections may be conducted), bylaws and regulations from the city, facility, police, and electrical personnel, including consumer and health and safety concerns.
- During the show, each exhibitor is responsible for his/her display and its contents and may only display, promote or sell items listed on the application form.
- All exhibitors must be adequately insured.
- All signage within each booth must be professionally produced (no handwritten signs). ● The exhibitor must supply heavy-duty commercial extension cords if electricity is required. ● The exhibitor releases the show coordinators or any of its assignees and employees from any injury or damage incurred by the exhibitor or the exhibitor's agents and for any personnel and employees of the facility/owners. The exhibitor also releases the show coordinators from all liability and responsibility for any theft or damage to goods included in the display or done to the premises before, during or after the show.
- Displays must be staffed during show hours.
- Move-out is Sunday evening after 5 pm. For the show's integrity, dismantling a booth or removing products before the last closing day of the show is strictly prohibited. If an exhibitor leaves items after the scheduled move-out or damages the space and there is an additional cost, it is precisely the exhibitor's responsibility.
- The show organizer reserves the right to move an exhibit due to management's request or extenuating circumstances. No guarantee can be given to the requested exhibit position within the show – requests are considered.
- Final exhibitor approval is determined at the discretion of the show management. ● Thank you for supporting the Woodstock Home Show!