

Woodstock Home Show 2023

Exhibitor Information

Show Hours:

Friday, March 17, 2023	3 pm – 8 pm
Saturday, March 18, 2023	9 am – 7 pm
Sunday, March 19, 2023	10 am – 5 pm

Move-In Schedule:

Thursday, March 14, 2023	8 am – 8 pm
Friday, March 15, 2023	8 am – 1 pm

Move-Out Schedule:

Sunday, March 17, 2023	8 pm – 11 pm
Monday, March 18, 2023	8:30 am – 5 pm

Lift truck available for move in move out

Contact:

Woodstock Agricultural Society and Fairgrounds Office 519-537-8212 or
info@woodstockfairgrounds.com

Payment:

Payment for booth space may be made by debit, Visa, MasterCard or by Cheque, e-transfer. Cheques are to be made payable to **Woodstock Agricultural Society** 885 Nellis St. Woodstock, ON N4S 4C6
Exhibitors will not be allowed to move-in unless full payment has been received.

Booth Allocation:

Guarantees of booth allocation will not be made. However, an attempt will be made to locate 2019 exhibitors with a similar size booth in the same or similar location (unless otherwise requested) as 2019. 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. **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', black drapery partitions will be provided at a 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 located 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 carpet, accessories and more. You may order directly from them by contacting them at 519-349-2024.

Security/Insurance:

The Woodstock Agricultural Society will use all reasonable precautions for the protection of 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 which are 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

Kitchen will be open during home show

Exhibitor Passes:

Four (4) passes will be available for pick up at the Woodstock Agricultural Society (Fairgrounds) office on March 14 & 15, 2023 at time of move in.

Show Admission:

General Admission is \$5 per person; Children 12 and under FREE

Exhibitor Suggestions:

Free draws, give-aways and demonstrations are always a successful method to attract potential customers into 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 great 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, 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 properly insured
- All signage within each booth must be professionally produced (no handwritten signs).
- Heavy duty commercial extension cords must be supplied by the exhibitor, 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 integrity of the show, dismantling of a booth or removing product prior to 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 additional cost, it is strictly the responsibility of the exhibitor.
- The show organizer reserves the right to move an exhibit due to management's request or extenuating circumstances. No absolute guarantee can be given to 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!