



Quinte Home & Cottage Show Exhibitor Rules & Lease Agreement

1. BOOTH DISPLAY & SETUP/REMOVAL

A) The exhibitor agrees to occupy contracted booth space leased from the Quinte Home Builder's Association. Unless written approval is received from the QHBA & the Home & Cottage Show Committee/Show Director, the maximum booth space to be rented per business is four (4). The Home & Cottage Show Committee reserves the right to reduce requested booth space should they see fit for the benefit of the show. All space must be occupied by business listed on application. Signs/business cards or other material showing or promoting another business may not be present unless otherwise authorized with written permission from the QHBA and the QHCS Committee/Show Director. Spaces may not be sublet without written permission from the QHBA.

Company representatives must be in attendance at all times during Show hours. The Quinte Home & Cottage Show showcases your business and your brand to potential clients/consumers who pay a premium to enter.

B) Special requests for booth location will be considered but cannot be guaranteed. The QHBA and the Home & Cottage Show Committee reserves the right to determine the eligibility and location of the exhibitors and exhibits, the ability to reject or remove exhibitors and exhibits*, and right to relocate exhibitors and exhibits when in the committee's opinion is in the best interest of the Show. *This includes, but is not limited to persons, conduct, printed matter, souvenirs, or novelties which may affect the Show.

C) One 110 power outlet will be provided for each exhibitor booth. It is the responsibility of the exhibitor to ensure their booth does not exceed available power. Should additional power be needed, it must be requested in advance through the application process or in writing to the Home & Cottage Show Director, and the exhibitor will be responsible for any additional charges to supply such power.

Otherwise, requests for power at the Show, if accommodated, will be subject to a \$500 administration fee.

D) All exhibits must be set up and ready for our Fire Inspection/Walkthrough not later than 9pm on the Friday evening of set up for the Show. The Show opens at 9am promptly on the Saturday and a fire walk through takes place at 8am on the Saturday morning of the Show's opening day. Failure to comply will result in a charge of \$150 per booth. All displays and goods must not exceed dimensions of leased booth area, nor obstruct neighbouring booths and walkways unless special permission has been granted by the Show Director. Obstruction includes both visual and audio related details.

See section "B" above.

E) The exhibitor agrees to remove his exhibit, products, display, décor, stock and all belongings & equipment from the show floor & venue by not later than 11am on the Monday following the close of the show. In the event of failure to comply

with the removal of all exhibitor items, a removal fee of \$250 per booth will be applied. The exhibitor also agrees that **no displays may be dismantled, or goods removed during the entirety of the Show, and the entire display must stay intact and the exhibitor present until the close of the Show. A penalty in the amount of \$500 will apply to exhibitors who dismantle, pack up and/or depart before the close of the Show.**

2. INSURANCE & SAFETY

Exhibitors must provide a current Certificate of Insurance, at their own expense, prior to setup of booths/tables/exhibits. The general liability insurance coverage will begin on the date of set up of Show and terminates after on the final move out date. The City of Belleville requires a \$5M policy for each vendor. Special consideration will be given for vendors with less insurance on a case-by-case basis with the exception of food and alcohol vendors who are without exception, required to carry the \$5M minimum. The exhibitor's policy shall be specific to the event and protect the Quinte Home Builder's Association – PO BOX 22018, Belleville ON K8N 5V7, The Corporation of the City of Belleville, 169 N. Front St. Belleville and the Quinte Sports and Wellness Centre, 265 Cannifton Rd. Belleville ON from liability. ALL THREE of the previously named parties shall be noted as additional named insured on the Certificate of Insurance (COI) of the participating exhibitor. This shall insure the exhibitor against all claims, demands, actions or proceedings for sums of money, damages, costs, penalties and losses, and all liability which may be imposed by law for: loss of life, personal injury, or damage to or loss of property arising from or in any way connected with the exhibitor's presence or operations at the Quinte Home and Cottage Show. Full insurance coverage per the requirements of the City of Belleville will be provided to all exhibitors if requested.

The Quinte Home Builder's Association will use all reasonable precautions for the protection of the public and property but will not be held responsible for any loss or damage caused by fire, theft or otherwise. The exhibitor accepts all risks associated with the use of exhibit space. The exhibitor shall not make any claim or take any legal action, whatsoever, against the Quinte Home Builder's Association, Home & Cottage Show Committee members, Show sponsors, other exhibitors, volunteers, and/or the owner of the building and their respective agents; servants and employees, and members of the public attending the Show.

3. EXHIBITOR'S PROPERTY

The exhibitor's property brought to the Show shall be done so at the sole risk of the exhibitor. The Quinte Home Builder's Association assumes no responsibility for any damages thereto. The exhibitor shall assume all responsibility for any loss or damage to their property however caused. The QHBA will not be held responsible for any lost or stolen items, personal or otherwise. The Quinte Home Builder's Association will undertake measures to ensure reasonable security for booths and merchandise during the closing hours of the Show but will not be held liable for loss or damage due to, but not restricted to fire, flood, theft, Act of God, or anything beyond the control of the Quinte Home Builder's Association.

4. CANCELLATION AND TERMINATION OF SHOW CONTRACT

This contract may only be cancelled or forfeited by written notice and approval from the Home & Cottage Show Committee. This is a large Show, administration updates and

processing takes time and much material is printed well in advance of the show. Refunds will be provided only as follows and must receive committee approval prior to issuance:

- From Nov 1-Nov 30 – Full refund
- From Dec 1- Dec 31: Full refund less a \$100+ HST admin fee.
- From Jan 1 to Feb 1: 50% refund less a \$150 +HST admin fee.
- After February 1: Absolutely NO Refunds

ACCEPTANCE OF RULES

By submitting your application to the Quinte Home & Cottage Show via our online application and through our online payment system or submitting your payment via any other method, the Exhibitor agrees to abide by all rules and regulations and adapt to any rule or regulation change deemed necessary prior to, during, and after the Show. The Exhibitor agrees that this agreement represents the only contract or representation, written or verbal, for show space lease and that no other guarantee or warranties are implied. Acceptance into the show is not guaranteed and subject to change. The exhibitor's handbook with specific QHLS Show information and guidelines will be sent prior to the Show.

All questions or comments can be directed to the Quinte Home & Cottage Show Director:

Show Director
Quinte Home Builders Association
PO Box 22018 Belleville ON K8N 5V7
Tel: 613-970-2216
Cell: 416-508-9928
Email: quintehomebuilders.com

Payment is accepted online only for non members unless agreed upon by the Show Director. Members may pay via cheque, etransfer, EFT or credit card. Please contact QHBA's CEO for more details or if you need any help with registration.