

**OAKVILLE LIFESTYLE SPRING HOME SHOW 2022**  
**EXHIBITOR KIT**

**TO:** All Exhibitors

**FROM:** The Jenkins Agency Inc.

**RE: The Oakville Lifestyle Spring Home Show**

**April 8 to 10, 2022 at the Glen Abbey Community Centre**

1415 Third Line, Oakville (From the Q.E.W., exit north on Third Line. Arena is on the east side, just south of Upper Middle Rd).

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Enclosed is the Oakville Lifestyle Spring Home Show Exhibitor Kit. Please review the information and note the move-in and move-out schedules.

**Move-In Date & Time:** Thursday, April 7, 2022, 11 a.m. - 8 p.m.

**Move-Out Date & Time:** Sunday, April 10, 2022, 5 p.m. - 8 p.m.

A few minutes spent reading the kit now will save you valuable time later at the show. Ensure all your staff scheduled to work the show have the opportunity to read the information. Thank you for supporting the 31<sup>st</sup> annual Oakville Lifestyle Spring Home Show. We look forward to having a dynamic show - see you there!

**Referrals: As a reminder, we will give you a \$50 credit towards a booth in any future show for each new company to Jenkins Show Productions that reserves a booth in a future 2022 show from your referral.**

**Show Hours:**

Friday, April 8, 2022, 3 p.m. - 8 p.m.

Saturday, April 9, 2022, 11 a.m. - 5 p.m.

Sunday, April 10, 2022, 11 a.m. - 5 p.m.

**Move-In Schedule:**

Thursday, April 7, 2022, 11 a.m. - 8 p.m.

**Move-Out Schedule:**

Sunday, April 10, 2022, 5 p.m. - 8 p.m.

**Payment:**

The balance of your booth payment is now due. **Cheques are payable to The Jenkins Agency Inc.**, 1076 Skyvalley Cres., Oakville, Ontario L6M 3L2. (Please do not make cheques payable to Jenkins Show Productions). Companies will not be allowed to move into the show unless full payment is received.

**Check-In Procedure:**

Please come to the check-in booth first, located at the north west end of the arena. We will direct

you to your booth and the closest move-in doors. Please unload your truck and move it away from the doors A.S.A.P. to allow fellow exhibitors access to the move-in doors.

**Booth Configuration:**

A standard size booth is 10x10' or 10x20'. Each booth in the arena is supplied with a BLACK curtained backdrop. The back wall height restriction is 8' unless prior approval is obtained. The side walls are 8' high for 5' from the back of the booth and 36" high for the remaining 5' to the front of the booth. If the side wall of your display is over 4' high then it must not come out farther than 5' from the back of your booth unless prior approval has been arranged.

**Official Show Suppliers:**

**1)Tables, Carpet, Chairs:** Enclosed in the kit is an order form from the official show supplier – RVS Drapery. Use of this company is not mandatory but is recommended. Booths are not supplied with tables or chairs. The aisle ways are covered with red carpet. To order tables, chairs, carpeting and other supplies for your booth, please contact RVS Drapery at (519)349-2024. You may fax to: 519-349-2036.

**2)Electricity:** An electric outlet can be provided for \$99+HST. We still recommend bringing an extension cord in case your devices cannot reach where the outlet is. For this show only Jenkins Show Productions will be providing power to companies that require it. Please make sure to let Dave, Sharon, or Matt Jenkins know if you need power.

**Name Badges & Free Passes:**

Name badges will be available at the check in booth during move in, or at the show office during show hours. Free passes will be available at on [www.jenkinsshow.com](http://www.jenkinsshow.com)

**Fire Department Inspection:**

In the Town of Oakville, the local fire department prevention officer may inspect your display for fire safety. The fire department may be inspecting the displays on Thursday, April 7.

**Balloons:**

If you are giving away balloons at the show, please ensure that you use balloons that are attached to sticks. Helium filled balloons are NOT allowed because they often get stuck in the rafters or ceiling fans and may fall during the show. This is a safety precaution.

**Advertising:**

If you would like to place an ad in the Oakville Beaver promoting your presence at the home show, we encourage you to contact Joanne Bialkowski at Metroland (289-293-0666). It is a fact that by advertising your participation in the Home Show, in advance of the show dates, it will increase traffic to your specific exhibit by 33%!!! Market surveys show that 76% of show visitors leave home already knowing which exhibits they'll visit!

Even though the Home Show is promoted by a major media advertising campaign, it is up to the individual exhibitor to notify the public that your company will be represented at the show. Tag your advertising with "Be sure to see our display at the Oakville Lifestyle Spring Home Show, April 8-10, at the Glen Abbey Community Centre."

**Door Prize Contest:**

A "Door Prize Contest" will be promoted as part of the show advertising campaign. We are requesting donations of "stand-alone" prizes (minimum value \$75) from exhibitors. In return for donating a prize to the contest, your company name will be promoted at the entrance to the Home Show. This will assure your company of a much higher profile at the show. To submit your prize, please contact Dave Jenkins at 905-827-4632.

**Exhibitor Suggestions:**

FREE draws, giveaways and demonstrations are always a successful method to attract potential customers into your booth. Qualify your leads and ensure 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 (related to your business) makes for a terrific post-show mailing or tele-marketing campaign.

**Best Booth Award:**

There is a "Pride of the Show" award for the best booth at the Oakville Lifestyle Spring Home Show. Your display will be judged on use of space, approachability of staff, staffing the booth for all hours of the show and staffing professionalism. The winning company will be awarded a "Pride of the Show" wall plaque!

**Garbage Disposal:**

The Town of Oakville has requested that all exhibitors remove their own garbage. Please don't leave any outside the move-in doors as the Town has the option to charge exhibitors for clean-up! Thank you for your cooperation.

Thank you for your support. We look forward to seeing you at the show! Remember to send out a free pass and invitations to your clients, followers, friends & family.

# RVS

**RVS Exhibitional Draperies Inc**  
 P.O Box 2860  
 St Marys, Ontario  
 N4X-1A5

Phone: (519) 349-2024  
 Fax: (519) 349-2036  
 Email: admin@rvsdraperies.com  
[www.rvsdraperies.com](http://www.rvsdraperies.com)

**RENTAL & SERVICE ORDER FORM**  
 Quality Service & Exhibit Display  
 Products are our Business

**PLEASE PRINT ALL ORDERS MUST BE PRE-PAID IN FULL**

<b>SHOW NAME:</b> OAKVILLE LIFESTYLE SPRING HOME SHOW		<b>CREDIT CARD INFORMATION</b>	
<b>LOCATION:</b> GLEN ABBEY COMMUNITY CENTRE		Card Holder	
<b>Company</b>	<b>Show Dates:</b> APRIL 8 - 10, 2022	Card #	
<b>Address</b>	<b>Contact</b>		
	<b>Phone #</b>	<b>Expiry Date</b>	
<b>City/Prov</b>	<b>Fax #</b>	<b>Print Name</b>	
<b>Postal Code</b>	<b>Booth #</b>	<b>Signature</b>	

GROUP	QTY	DESCRIPTION	PRICE	TOTAL
DRAPERY		STANDARD BOOTH DRAPERY BLACK		SUPPLIED
CARPET		STANDARD 7.5 FT WIDE RED AISLE CARPET		SUPPLIED
EXHIBIT CARPET		10' x 10' Plush Booth Carpet Black Grey Navy Blue /Ea	\$70.00	
		10' x 20' Plush Booth Carpet Black Grey Navy Blue /Ea	\$120.00	
		10' x 30' Plush Booth Carpet Black Grey Navy Blue /Ea	\$170.00	
(Circle Skirt Color)		6' x 30" High with Cover & Pleated Skirting White Silver Black /Ea	\$60.00	
		4' x 30" High with Cover & Pleated Skirting White Silver Black /Ea	\$55.00	
(Circle Skirt Color)		Raised 6' x 42" High Table with Cover & Pleated Skirt Black /Ea	\$75.00	
		Raised 4' x 42" High Table with Cover & Pleated Skirt Black /Ea	\$70.00	
		Raised 30" Round x 42" High w/ Spandex Cover Black or Blue or White /Ea	\$60.00	
		Stacking Chair, Padded Seat and Padded Back /Ea	\$28.00	
		Samsonite Tubular Folding Chair - Black /Ea	\$5.50	
		Bar Stool with Back and Foot Rest /Ea	\$22.00	
ACCESSORIES		Chrome Easel /Ea	\$20.00	
		Small Waste Basket with Bag /Ea	\$8.00	
OTHER				

<p>1. All prices include delivery, installation, rental charge for the duration of the show and removal at completion, if other arrangements (times) are needed you must call our office in advance.</p> <p>2. All rental charges are subject to 13% HST tax</p> <p>3. A 3% per month charge will be applied to all overdue accounts.</p> <p>4. In addition, a collection charge of \$55.00 will applied to all unpaid accounts.</p> <p>5. The customer also acknowledges and accepts that, in addition to the interest and collection charge, that they will be responsible for legal costs on a client/agent basis incurred to recover any unpaid account or portion thereof.</p>	<p><b>6. PAYMENT, IN FULL, MUST ACCOMPANY ALL ORDERS BY</b> <span style="border: 1px solid black; padding: 2px;">[REDACTED]</span> <b>TO RECEIVE</b></p> <p><b>"PRE-SHOW PRICE". ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED "SHOW ORDER PRICES", and cannot be guaranteed without R.V.S. confirmation.</b></p> <p><b>7. Orders cancelled after the Show Order Prices are in effect, will be charged 100% of the Order Price.</b></p> <p>8. Cheques should be made payable to:  <b>RVS Exhibitional Draperies.</b></p> <p>9. Prices are subject to change without notice.</p>	<p>SUB-TOTAL</p> <hr/> <p>HST 13%</p> <hr/> <p>TOTAL</p> <hr/> <p>HST # R104675640RT0001</p>
AUTHORIZED CUSTOMER'S SIGNATURE x		
Date of Order	Date of Payment	Cheque #

\*Please retain a copy of this form for your records

Date: \_\_\_\_\_

# 2022 Multi-Show Reservation Form

Please return this Reservation Form and your deposit to:

The Jenkins Agency Inc., 1076 Skyvalley Crescent, Oakville, ON L6M 3L2 or Fax: 905-827-8139

Tel: 905-827-4632 Toll Free: 1-800-465-1073 Email: dave@jenkinsshowproductions.com Website: www.jenkinsshow.com

Company Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

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

## Preferred Payment Method:

Credit cards are accepted for deposits, **balance to be paid on e-transfer**. If payment is not received by March 1 then credit card on file will be used for the balance.

Please email all payments to: [dave@jenkinsshowproductions.com](mailto:dave@jenkinsshowproductions.com)

Total deposit enclosed: \_\_\_\_\_  Cheque  Visa  Mastercard  
*(No HST required on deposit. Cheques payable to The Jenkins Agency Inc.)*

Balance Enclosed - postdated for March 1, 2022

HST#: R110158359

Authorized Signature: \_\_\_\_\_  
(This acknowledges you have read and accept the rules & regulations of this agreement)

Print name in full:

Please note that 13% HST is applicable on the total booth price.

Credit Card Number: \_\_\_\_\_

Name On Card: \_\_\_\_\_ Expiry: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_  
The balance of payment will be automatically applied on the due date unless otherwise stated. March 1, 2022 for all spring home shows.

Please check off the shows you are booking. For more info please contact Dave Jenkins at [dave@jenkinsshowproductions.com](mailto:dave@jenkinsshowproductions.com)

SHOW DATES	BOOTH REQUESTS	2022 BOOTH PRICES
<input type="checkbox"/> Oakville Lifestyle Spring Home Show April 8-10, 2022	_____	<b>Oakville Lifestyle Home Show/Burlington Lifestyle Home Show Ancaster Lifestyle Home Show/Hamilton Lifestyle Home Show</b> <input type="checkbox"/> 10'x10' \$1399 + HST <input type="checkbox"/> Corner requested (add \$150 + HST) <input type="checkbox"/> 10'x20' \$2698 + HST <input type="checkbox"/> Corner requested (add \$150 + HST) <i>*Larger booths available upon request</i>  <b>Milton Lifestyle Home Show/Niagara Lifestyle Home Show</b> <input type="checkbox"/> 10'x10' \$1299 + HST <input type="checkbox"/> Corner requested (add \$150 + HST) <input type="checkbox"/> 10'x20' \$2498 + HST <input type="checkbox"/> Corner requested (add \$150 + HST) <i>*Larger booths available upon request</i>  <b>Brantford Lifestyle Home Show</b> <input type="checkbox"/> 10'x10' \$949 + HST <input type="checkbox"/> Corner requested (add \$150 + HST) <input type="checkbox"/> 10'x20' \$1800 + HST <input type="checkbox"/> Corner requested (add \$150 + HST) <i>*Larger booths available upon request</i>  <hr/> <p style="text-align: center;"><b>Fall Home Shows</b></p> <b>Oakville Lifestyle Fall Home Show/ Ancaster Lifestyle Fall Home Show</b> <input type="checkbox"/> 10'x10' \$1199 + HST <input type="checkbox"/> Corner requested (add \$150 + HST) <input type="checkbox"/> 10'x20' \$2208 + HST <input type="checkbox"/> Corner requested (add \$150 + HST) <i>*Larger booths available upon request</i>
<input type="checkbox"/> Burlington Lifestyle Spring Home Show April 22-24, 2022	_____	
<input type="checkbox"/> Ancaster Lifestyle Spring Home Show April 29-May 1, 2022	_____	
<input type="checkbox"/> Brantford Lifestyle Spring Home Show May 6-8, 2022	_____	
<input type="checkbox"/> Niagara Lifestyle Spring Home Show May 13-15, 2022	_____	
<input type="checkbox"/> Milton Lifestyle Spring Home Show May 27-29, 2022	_____	
<input type="checkbox"/> <b>Hamilton Lifestyle Spring Home Show</b> June 3-5, 2022 <i>*New Show!*</i>	_____	
<input type="checkbox"/> Oakville Lifestyle Fall Home Show September 9-11, 2022	_____	
<input type="checkbox"/> Ancaster Lifestyle Fall Home Show October 14-16, 2022	_____	

Please check here if you would like to use your credit from one or more 2020 home shows that were postponed.

**Deposit required for all shows:**  
10'x10' \$600 per show | 10'x20' \$800 per show

# New Show Rules and Regulations

(As of Sept. 1, 2020)

- 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 consent of management. Tables and chairs are not included.
- All exhibitors must abide by local fire regulations (fire inspectors from the community may inspect your display), bylaws and regulations from the city, facility, police, electrical personnel including consumer and health and safety concerns. All exhibitors must abide by The Jenkins Agency Inc. and the hall's show rules and regulations unless prior arrangements are made.
- During the show each exhibitor is responsible for his/her own display and its contents and may only display, promote and sell the items listed on the reservation form. The exhibitor may not sub-lease all or a portion of the booth space to another company.
- All exhibitors must be properly insured.
- Please email insurance to [dave@jenkinsshowproductions.com](mailto:dave@jenkinsshowproductions.com)
- All signage within each booth must be professionally produced (no handwritten signs).
- To enable your neighbour to be seen, it is recommended that objects located at the front of your booth be lower than 4' high unless prior arrangements are made.
- NSF cheque charge \$50.00.
- Electricity must be requested in advance. All equipment used by exhibitors must be CSA approved. This is the exhibitor's responsibility.
- 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.
- The Jenkins Agency Inc. reserves the right to use alternative methods of show promotion.
- Displays must be staffed during show hours.
- Move-out arrangements must be made for Sunday evening at 5 p.m. (not before). 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 an additional cost, it is strictly the exhibitor's responsibility.
- The show organizer reserves the right to move an exhibit due to management's request or other extenuating circumstances. No absolute guarantee can be given to requested exhibit position within each show - however, requests are considered.
- Management of the facility and the show organizer retain the right to ask any vendor to vacate or leave the premise upon request at any time. Facility owners and/or the show organizer are not responsible for any loss of business or personal income incurred by the tenant due to the removal or movement of a display or cancellation or postponement of the show due to *unforeseen circumstances*\* or damages and expenses the exhibitor may incur resulting from the change.
- \* Please be assured that in the unlikely event the home show cannot take place due to the current Covid-19 pandemic that rent paid will be fully refunded minus a small processing fee and the deposit. Deposits will be applied to a future show. Credit applied from a postponed 2020 home show will continue to be rolled forward to a future Jenkins Show Productions event and will not be forfeited.
- If you decide to cancel your booth at a home show before March 1, a refund will be given minus your deposit and a processing fee. Refunds will not be given for cancellations after March 1.
- All exhibitors and move-in and move-out staff must wear masks at all times. Hand sanitizer at each booth is required & must be supplied by the exhibitor.
- All exhibitors agree to abide by local Covid-19 protocols.
- Final exhibitor approval is determined at the discretion of show management.
- HST Number: R110158359.

