

MILTON LIFESTYLE SPRING HOME SHOW 2022
EXHIBITOR KIT

TO: All Exhibitors

FROM: The Jenkins Agency Inc.

Date: April 2022

RE: **The Milton Lifestyle Spring Home Show, May 27-29, 2022.**
Milton Memorial Arena, 77 Thompson Road, Milton, ON

The Jenkins Agency Inc. is pleased to inform you that the show has been very well received by the businesses of Milton. Enclosed is the Milton Lifestyle Spring Home Show Exhibitor Kit. Please review the information and note the move-in and move-out schedules.

Move-In Date & Time: May 26, 2022, 11 a.m. - 8 p.m.

Move-Out Date & Time: May 29, 2022, 5 p.m. - 8 p.m.

Following is information regarding: show hours, move-in & out, payment, booth allocation, check-in procedures, parking, booth configuration, official show suppliers, name badges, show admission, official show flyer, advertising, fire department inspection, balloons, complimentary passes, door prize contest, and exhibitor suggestions.

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 too.

Thank you for supporting the 15th annual Milton Lifestyle Spring Home Show. We look forward to having a dynamic show - see you there!

Show Hours:

Friday, May 27, 2022, 3 p.m. - 8 p.m.

Saturday, May 28, 2022, 11 a.m. - 5 p.m.

Sunday, May 29, 2022, 11 a.m. - 5 p.m.

Move-In Schedule:

Thursday, May 26, 2022, 11 a.m. - 8 p.m. *Note new move-in times!

Move-Out Schedule:

Sunday, May 29, 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. 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:

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.

Electricity:

An electric outlet can be provided for \$120+HST if ordered before the show. An electric outlet can still be provided at the show for \$150+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:

Free passes will be included in an emailed exhibitor kit to you. Please share them with friends, family, and customers! Name badges are available at check in and during show hours at the show office.

Show Admission:

This year admission to the show is free! Children are admitted free (12 years of age and under) when accompanied by an adult.

Fire Department Inspection:

In the Town of Milton, the local fire department prevention officer may inspect each display for fire safety (i.e. CSA approved electrical cords). The fire department may be inspecting the displays on Thursday, May 26th.

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:

All exhibitors are encouraged to participate in advertising the event. 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 Milton Lifestyle Spring Home Show, May 27-29, at Milton Memorial Arena."

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 Sharon 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.

Thank you for support. We look forward to seeing you at the show! Remember to send out free passes 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

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

PLEASE PRINT

ALL ORDERS MUST BE PRE-PAID IN FULL

SHOW NAME: MILTON LIFESTYLE SPRING HOME SHOW		CREDIT CARD INFORMATION	
LOCATION: MILTON MEMORIAL ARENA		Card Holder	
Company	Show Dates: MAY 27 - 29, 2022	Card #	
Address	Contact		
	Phone #	Expiry Date	
City/Prov	Email:	Print Name	
Postal Code	Booth #	Signature	

GROUP	QTY	DESCRIPTION	BEFORE May-23	AFTER May-23	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	\$90.00	
		10' x 20' Plush Booth Carpet Black Grey Navy Blue /Ea	\$120.00	\$140.00	
		10' x 30' Plush Booth Carpet Black Grey Navy Blue /Ea	\$170.00	\$190.00	
(Circle Skirt Color)		6' x 30" High with Cover & Pleated Skirting White Silver Black /Ea	\$60.00	\$80.00	
		4' x 30" High with Cover & Pleated Skirting White Silver Black /Ea	\$55.00	\$75.00	
		Raised 6' x 42" High Table with Cover & Pleated Skirt Black /Ea	\$75.00	\$95.00	
		Raised 4' x 42" High Table with Cover & Pleated Skirt Black /Ea	\$70.00	\$90.00	
		(Circle Skirt Color) Raised 30" Round x 42" High w/ Spandex Cover Black or Blue or White /Ea	\$60.00	\$80.00	
	SEATING		Stacking Chair, Padded Seat and Padded Back /Ea	\$28.00	\$33.00
		Samsonite Tubular Folding Chair - Black /Ea	\$5.50	\$10.00	
		Bar Stool with Back and Foot Rest /Ea	\$22.00	\$30.00	
		Chrome Easel /Ea	\$20.00	\$40.00	
ACCESSORIES		Small Waste Basket with Bag /Ea	\$8.00	\$12.00	
OTHER					

- 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.
- All rental charges are subject to 13% HST tax
- A 3% per month charge will be applied to all overdue accounts.
- In addition, a collection charge of \$55.00 will be applied to all unpaid accounts.
- 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. HST # R104675640RT0001

6. PAYMENT, IN FULL, MUST ACCOMPANY ALL ORDERS BY

TO RECEIVE
 "PRE-SHOW PRICE". ORDERS RECEIVED AFTER THIS DATE
 WILL BE CHARGED "SHOW ORDER PRICES", and cannot be
 guaranteed without R.V.S. confirmation.
**7. Orders cancelled after the Show Order Prices are in
 effect, will be charged 100% of the Order Price.**
 8. Cheques should be made payable to:
RVS Exhibitional Draperies.
 9. Prices are subject to change without notice.

SUB-TOTAL

HST 13%

TOTAL

AUTHORIZED CUSTOMER'S SIGNATURE

x

Date of Order	Date of Payment	Cheque #
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*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**

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

Credit Card Number: _____

Name On Card: _____ Expiry: _____

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

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.

Print name in full:

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

Please check off the shows you are booking. For more info please contact Dave Jenkins at dave@jenkinsshowproductions.com

SHOW DATES	BOOTH REQUESTS	2022 BOOTH PRICES
<input type="checkbox"/> Oakville Lifestyle Spring Home Show April 8-10, 2022	_____	Oakville Lifestyle Home Show/Burlington Lifestyle Home Show Ancaster Lifestyle Home Show/Hamilton Lifestyle Home Show/ Ancaster Lifestyle Fall Home Show <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> Milton Lifestyle Home Show/Niagara Lifestyle Home Show <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> Brantford Lifestyle Home Show <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> Oakville Lifestyle Fall Home Show <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"/> Hamilton Lifestyle Spring Home Show 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	_____	
<input type="checkbox"/> 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
- 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.



Find us on
Facebook!



Jenkins Show Productions is the proud organizer
of Ontario's finest community home shows.

1-800-465-1073