

Please retain a copy of this form for your records

Date: _____

2023 Multi-Show Reservation Form

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 #: _____

Email: _____

Mailing Address: _____

City: _____ Postal Code: _____

Describe what kind of product/service you will be presenting in your booth(s). Please include brand names.

Name of person reserving booth: _____

Authorized

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

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

Credit Card Number: _____

Name On Card: _____ Expiry: _____ Signature: _____

The balance of payment will be automatically applied on July 12, 2023 for Oakville, and Sept 1, 2023 Ancaster unless otherwise stated. Please note a 3% processing fee will be added to all credit card transactions. Jenkins Show Productions HST#: R110158359

Etransfers: Please send all etransfers to: accounting@jenkinsshowproductions.com.
**Please let us know the name the transfer will be sent from.*

Special Offers & Sales

*Having a home show exclusive offer or sale will drive customers to your booth.
Please give us details of what you will be offering so we can both promote it ahead of time.*

SHOW DATES	BOOTH REQUESTS	2023 BOOTH PRICES
<input type="checkbox"/> Oakville Lifestyle Fall Home Show September 8-10, 2023 <input type="checkbox"/> Ancaster Lifestyle Fall Home Show October 13-15, 2023	_____	<p>Oakville Lifestyle Fall Home Show</p> <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>
<p align="center">UPGRADES</p> <input type="checkbox"/> Electricity: I need power for the Oakville fall show \$125+HST <small>(reminder that power is included for Ancaster). Power is \$150+HST if ordered later than Sept. 6/23.</small> <input type="checkbox"/> Highlighted: On the exhibitor list handed out to every person that comes in the show, and featured on the official landing page for the show. \$99+HST <input type="checkbox"/> Social Media: Receive an exclusive post promoting only your company on Jenkins Show Productions' Instagram & Facebook! \$99+HST		<p>Ancaster Lifestyle Fall Home Show</p> <input type="checkbox"/> 10'x10' \$1399 + HST <input type="checkbox"/> Corner requested (add \$150 + HST) <input type="checkbox"/> 10'x20' \$2598 + HST <input type="checkbox"/> Corner requested (add \$150 + HST) <i>*Larger booths available upon request</i>
		<p align="center">Deposit required for all shows: 10'x10' \$600 per show 10'x20' \$800 per show</p>
		<p align="center"><i>Limited 2024 Spring Home Shows are now open for advanced priority booking for our 2023 exhibitors</i></p>

Please send completed form to dave@jenkinsshowproductions.com

Official 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 consent of management. Tables, carpeting 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. All booths must have some type of floor covering; carpet/foam tiles, etc.
- NSF cheque charge \$50.00.
- Electricity must be requested in advance through show management and/or show suppliers. 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. Not adhering to this rule can affect future participation in events by The Jenkins Agency Inc. 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 can't take place due to the Covid-19 pandemic, rent paid will be fully refunded minus a small processing fee and the deposit. Deposits will be applied to a future show, at show management's discretion.
- If you decide to cancel your booth at a home show before July 12, 2023, a refund will be given minus your deposit and a processing fee. Refunds will not be given for cancellations after July 12, 2023.
- All exhibitors agree to abide by local Covid-19 protocols, if necessary.
- Final exhibitor approval is determined at the discretion of show management.
- As per the Ontario Ministry of Labour, children under the age of 16 are not permitted on the show floor during move in or move out.
- HST Number: R110158359.

