

Please retain a copy of this form for your records

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

# 2024 Fall 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 #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

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

Name of person reserving booth: \_\_\_\_\_

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

Describe what kind of exclusive home show offer or sale you will be offering. Companies with special offers may receive additional promotion prior to the show.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Website: \_\_\_\_\_

Authorized

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

Credit Card Number: \_\_\_\_\_ Name On Card: \_\_\_\_\_

Expiry: \_\_\_\_\_ CVV: \_\_\_\_\_ Signature of Card Holder: \_\_\_\_\_

**Credit card payments will include a 2.4% processing fee.** Jenkins Show Productions HST#: R110158359

**Please Select One:**  If no option is selected we will use this payment structure: I authorize Jenkins Show Productions to process the desposit and installment payments on the given credit card on the due dates listed in the Payment Schedule below. A non-refundable, non-transferable \$600 deposit for each 10x10 (\$800 for each 10x20) must accompany this application.

I authorize Jenkins Show Productions to take full payment for my booth(s) upon receipt of this form. Each booth price includes a \$600 non-refundable, non-transferable deposit for each 10x10 (\$800 for each 10x20).

**Payment Schedule**      Upon Reserving Each Booth      →      July 12, 2024      &      September 1, 2024  
\$600 Deposit per 10x10      Remaining balance      for Oakville      Remaining balance  
\$800 Deposit per 10x20      for Ancaster

SHOW DATES	BOOTH REQUESTS	2024 BOOTH PRICES
<input type="checkbox"/> Oakville Lifestyle Fall Home Show September 6-8, 2024  <input type="checkbox"/> Ancaster Lifestyle Fall Home Show October 18-20, 2024	   	<p align="center"><b>Oakville Lifestyle Fall Home Show</b></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>
<b>UPGRADES</b>	<input type="checkbox"/> <b>Electricity:</b> I need power for the Oakville fall show      \$125+HST (reminder that power is included for Ancaster). Power is \$150+HST if ordered later than Sept. 4/24.  <input type="checkbox"/> <b>Highlighted:</b> 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"/> <b>Social Media:</b> Receive an exclusive post promoting only your company on Jenkins Show Productions' Instagram & Facebook!      \$99+HST	<p align="center"><b>Ancaster Lifestyle Fall Home Show</b></p> <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>
		<p align="center"><i>Boost your results from the home show by inviting your client base to visit you at the show!</i></p> <p align="center"><i>Social media resources as well as a PDF free pass will be sent to you before each show for sharing.</i></p>

**Please send completed form to dave@jenkinsshowproductions.com**

## HOME SHOW TIPS

- Bring your own carts for move in and out
- Floor covering helps promote a professional company image
- Be a good neighbour - don't block out your neighbour with your own display. Keep the front 4' of your booth low
- Getting a prospective client's info will yield better results than giving them yours
- If you have a business location, make sure to invite your customers to come visit you there
- Invite your existing clients to the show
- Smile, look approachable, and give your customers your full attention

## INSURANCE

All exhibitors must be properly insured before moving into each show. Typically this is covered under your regular business insurance. We recommend checking with your insurance company if you have questions.

**Please email insurance documents to:  
dave@jenkinsshowproductions.com**



*Remember to order power for the  
Oakville Lifestyle Fall Home Show!*

### 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 venue'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 signage within each booth must be professionally produced (no handwritten signs). Popcorn is not allowed to be given out at, nor are helium balloons.
- 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 is cancelled due to the Covid-19 pandemic, 100% of rent paid will be applied to a future Jenkins show.
- If you decide to cancel your booth at a home show before July 12, a refund will be given for 50% of the total booth price. Refunds will not be given for cancellations after July 12, 2024.
- 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.



Find us on  
Facebook!



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

**1-800-465-1073**