

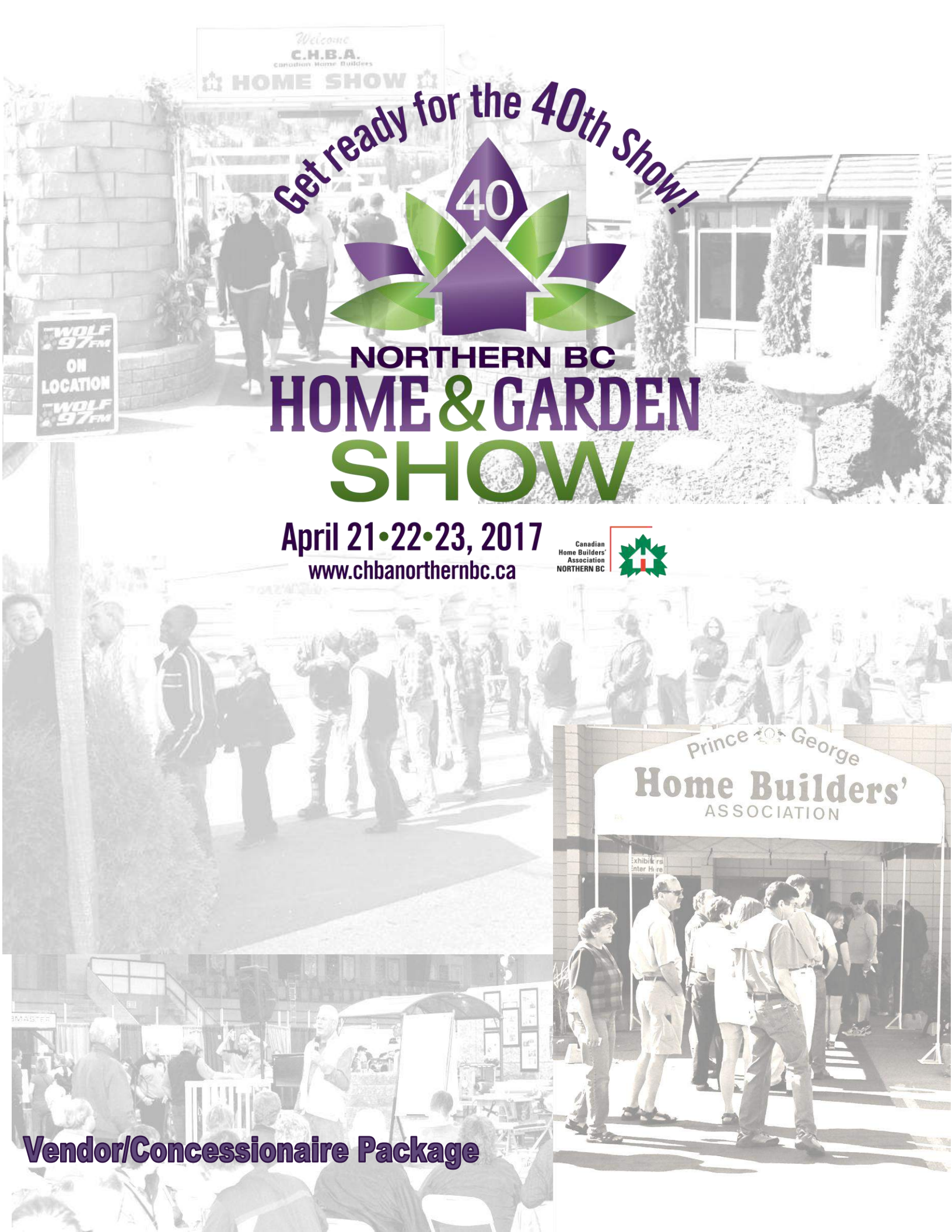
Welcome  
**C.H.B.A.**  
Canadian Home Builders  
**HOME SHOW**

Get ready for the 40th Show!



**NORTHERN BC**  
**HOME & GARDEN**  
**SHOW**

**April 21•22•23, 2017**  
[www.chbanorthernbc.ca](http://www.chbanorthernbc.ca)



**Vendor/Concessionaire Package**



### 1. IMPORTANT DATES & DEADLINES: Please Note

- ✓ Booking for Vendor or Concessionaire (food service) spaces are on a 'first paid is first booked' basis
- ✓ Vendor space is considered booked once a deposit covering 50% of the total value of investment has been received by the CHBA Northern BC office.
- ✓ Payment for all outstanding costs relative to your booking must be received on or before Friday March 31, 2017 at 5pm, at the CHBA Northern BC office. Sorry, if this deadline is not met or arrangements have not been made, your space may be re-sold with no refund.
- ✓ Vendor spaces booked **after** Friday March 31, 2017 must accompany full payment to be processed.
- ✓ The CHBA Northern BC has the final say as to space allocation.



**EARLY BIRD SAVINGS! Pay in full on or prior to Friday October 28, 2016, 5pm and receive a 15% discount! See Section #7**

### 2. HOW TO BOOK & CONTACT US:

1. Please complete the attached **Application & Agreement** form and return (signed, both pages) with your DEPOSIT (50% of total cost) if booked prior to March 31, 2017 at 5pm. After this time, the full amount owed must accompany the application to be processed. Please see section #1 for important deadline dates.
2. **Forward your completed and signed Application & Agreement, with payment information:**  
**Fax to:** (250) 563-3815, **Email to:** admin@chbanorthernbc.ca or **phone** for assistance: (250) 563-3306.
3. **Mail** Cheque payable to: CHBA Northern BC  
#115-1705 Third Avenue, Prince George, BC V2L 3G7
4. **In Person:** Above address (in the Professional Building, across from the Native Friendship Centre & beside Books & Company). Office hours are Monday-Friday, 9am-5pm.
5. **Contacts information:** Administrator: admin@chbanorthernbc.ca  
Terri McConnachie, Executive Officer: eo@chbanorthernbc.ca  
Website: www.chbanorthernbc.ca
6. **Home Show Address:** Exhibition Park, Prince George, BC. For deliveries to the Home Show venues at Exhibition Park, please contact us at: admin@chbanorthernbc.ca to make arrangements well in advance

### 3. CANCELLATION POLICY:

- Cancellation of any booked space after March 1st, 2017 will result in a \$200 cancellation fee being held back from any monies already paid and the space will be re-sold.
- Cancellation of any booked space after March 31<sup>st</sup>, 2017, 5pm will result in no refunds being owed; all monies paid will be held and the space(s) will be re-sold;
- **OUTDOOR** Vendors and Concessionaires must be aware that inclement weather, including thunder, rain, wind and electrical storms can sweep through the grounds at any time, and will ensure that their tents/display/items are adequately secured and not pose any danger to any person(s) or their property, should inclement weather hit during the Show. The CHBA-NBC is NOT responsible for any item(s) that are damaged or any loss of revenue due to weather or misfortune beyond the control of organizers.



**4. IMPORTANT NEWS FOR 2017: Please read carefully.....**

- **We will use Kins I and II, the Atrium and outdoor space. Kin III will not be used in 2017 as the building will be in the middle of structural upgrades. More space has been made in both Kin Centres as well as outdoors and there will be the same overall number of vendor spaces available despite the loss of Kin III: Please see attached maps.**
- Vendor booth spaces are in flexible 10ftX10ft blocks only and we can accommodate larger spaces, just ask! Please see **Section #6** for investment details. There is NO additional charge for corner or pitch/direct sales. One price, no hassle.
- There will be a **Vendor & Volunteer Lounge** with complimentary daily **Coffee Service** located in an upper level space between Kins I and II. The venue is open to Vendors & Volunteers only, for some R&R or to conduct business in a less busy atmosphere. Hours will be included in your onsite Welcome kits.
- **Food Concessions** will be placed both outdoors & indoors and spaces are very limited, so book early!
- There will be a **Guest Services & Show Office** on site to facilitate the general public as well as our Vendors/Concessionaires. This is also where the lost and found (items and parents!) will be located.
- We look forward to hosting many Programs and Events during the 2017 Show including the Rona Kutthroat Construction Competition, a community Pancake Breakfast, Birdhouse Auction, Outdoor Living & Gardening stage presentations, the *Beat up BBQ* contest and more! **We invite you to the Show!**

**Only approved & licensed** persons, organizations & businesses may serve and sell food or drink of any kind – and are booked as Concessionaires. These spaces are limited. This will be strictly enforced by organizers and Northern Health



**Vendors:** upon your arrival at Exhibition Park on set up day, please check in to the Guest Services & Show Office to pick up your Show package, which will include your admission passes and other handy, practical & hospitality related information to make your stay with us as enjoyable as possible. Please note that there are four 3-day admission passes provided per Vendor; additional passes are available to purchase at a greatly reduced cost. Please see Section #6.

The Urban Farmer conducted workshops relevant to growing and preserving food in our region to a full audience, 2016 Home Show







## 5. MOVE IN, SET-UP, OPERATIONS AND TEAR-DOWN

**Move In times:** Thursday April 20, 2017 between 8am-8pm  
Friday April 21, 2017 between 8am and NOON

\*Spaces not occupied by Noon Friday April 21, 2017 will revert back to the CHBA of Northern BC with no refund owed. Sorry, **there are absolutely no exceptions.**

**Check In:** There will be a **Guest Services & Show Office** located on site to check in immediately upon your arrival for assistance with set up and to pick up your Show Packages. Your Show Package will contain your admission passes, receipt, the daily program, vendor list, location of security & first aid and other general information that you will find helpful.

### Hours of the Northern BC Home & Garden Show:

Dates and Hours of Operation		General Public Hours:	
Friday	April 21, 2017	3:00 pm – 8:00 pm	Vendors may load in/load out (for supplies/stock)
Saturday	April 22, 2017	10:00 am – 8:00 pm	for the two hour time period prior to the opening
Sunday	April 23, 2017	10:00 am – 4:00 pm	of the Show to the General Public

### Move out Times:

Sunday, April 23, 2017 (last day of the Show) between 4:00 pm – 9:00 pm Monday April 24, 2017 (next day after the Show) between 9:00 am – 4:00 pm

### Security:

Please note that security is to provide a presence for general crowd management and overall facility vandalism and is not available to guard individual Vendor and Concession property & areas against theft or targeted vandalism. Vendors and Concessionaires (indoor and outdoor) are to take their own proactive measures i.e. enough staff/volunteers, placing smaller items further back, out of reach of major thoroughfares, and are responsible for their own cash operations including the safety of staff and volunteers and the transportation of cash and goods. Pay particular attention during the hectic periods of set up and tear down AND during peak hours of operation during the show.

- **Daily lock down:** the Kin Centres will be exit only as all doors will be locked immediately at the end of each Show day and in/out traffic for Vendors will be streamlined to one monitored entrance/exit door for one hour past this time. This information will be included in the Show Package.
- **Outdoors:** Security is outdoors for general crowd management during the general public Show hours, as well as Guards through the night. Anything very valuable, however, must be locked up and secured. Please discuss your needs and options at the time of booking your space.

Please have respect for your fellow vendors and the general public that have paid to see you and for the organizers that have made this Show possible – including the volunteer hours invested– and resist packing up until 4:00pm on Sunday April 24.

**This will be strictly enforced; if you wish to be invited back, you will adhere to this basic rule!**



**Guest Services & Show Office:** will be located on site to facilitate both the general public and our Vendors/Concessionaires. This will be your first point of contact for general Show information and maintenance requirements and will also act as the Lost & Found (items and parents!).

**First Aid:** Will be on site. Please report all incidences of illness or injury to first aid immediately. The location of First Aid will be highlighted in your Show Package.

**Garbage & Recycling:** Vendor and Concession areas open to the general public including aisle ways must be kept spotless and tripping/falling hazards mitigated at all times. There will be garbage and recycling (cardboard, paper, bottles & cans) bins on site.

**Miscellaneous: PLEASE ALSO READ THE RULES & REGULATIONS AT THE END OF THIS BOOKLET**

- ✓ Concession & Vendor areas must be manned 30 minutes prior to daily opening and at all times during the open to the public Show hours.
- ✓ **Please, no placing of signs or distribution of any information, outside of your rented space.**
- ➔ There will be basic public internet access available in all Kin Centres, however, for greater enhanced Vendor service please contact Sam Moorhouse at 250 614-7307 or Email: sam.moorhouse@sjrb.ca. For outside areas, please discuss at the time of booking.
- ✓ Free draws are permitted in your booth space; however, ticket **sales** of any kind must be approved and will be vetted as per licensing regulations.
- ✓ Food Concessionaires must apply for, receive and post a Temporary Food Services Permit; please ask for assistance upon booking.
- ✓ All compressed air or liquid gas containers must be anchored to prevent tipping. **It is the responsibility of the Vendor to provide secure anchorage. CHBA Northern BC must be notified if using these items.**

## 6. OPPORTUNITIES & INVESTMENT

- Booth spaces are in 10ftX10ft measurement blocks....for larger spaces, both indoor and outdoor, the floor plan/layout is very flexible... please discuss your needs upon booking.
- There is no additional cost for corner spaces or for the type of Vendor (i.e. pitch/direct sales).
- Spaces are allocated on a first paid, first assigned basis. Sorry, there will be NO 'holds' without a deposit.
- Indoor spaces include draped back and side walls, one duplex outlet, one decorated table and two chairs. Outdoor spaces include your rented real estate and access to power; please discuss any other needs at the time of booking and these charges will be extra.
- Please ask for the **2017 Central Display** package for additional amenities and charges.

<b>10ft X 10ft Indoor:</b>	\$875.00 +GST
<b>20f X 10ft Outdoor:</b>	\$750.00 +GST
<b>*Concessionaire spaces</b>	\$550.00 +GST
<b>*please discuss at the time of booking</b>	

Back and side draped walls on all 'inside' booth spaces are to be a maximum of 8 ft high.

All rented space must have carpet/floor covering please; carpet must be brought or ordered from Central Display & Tents, the service provider for the Northern BC Home & Garden Show.



**Admission Passes:** four three-day passes are included with each rented space; additional passes are available to purchase in advance for just \$10.00+GST (total, for all three days) \*see the Application & Agreement. The deadline to purchase Vendor passes at the reduced rate is March 31, 2017, 5pm. After that date full admission price per day will apply, on site.

It is the responsibility of each Vendor/Concessionaire to ensure that their passes are handed out to their staff and volunteers in advance of the Show

**The Do's of Exhibiting**

- Be enthusiastic
  - Be carefully groomed
  - Know your competition
  - Keep moving in your booth
  - Be on time for your shift
  - Get a good night's sleep
  - Appoint one person to work with the media
  - Keep your booth clean
  - Wear comfortable clothes and shoes
  - Have the exhibitor manual handy
  - Know the locations of the restrooms and restaurants
  - Sell the company rather than the product
  - Use mouthwash
  - Establish a team atmosphere
- Smile – the first impression is always the last!

**Handy Tips!**

**The Don'ts of Exhibiting**

- Talk on the phone, other than for show business
- Talk with other booth personnel, unless business related
- Eat or drink in your booth
- Sit or read in your booth
- Chew gum in your booth
- Ignore prospects
- Be a "border guard"
- Cluster – two or more booth mates



**We look forward to welcoming you to the Show!**

**PLEASE TAKE A MOMENT TO READ THE "FINE PRINT" .....****In addition to other Guidelines written within this document, the following Rules will apply:**

- That the Vendor **will not sublet or resell** any portion of space allotted to him, even upon cancellation of space.
- Sharing space with another Vendor is not allowed unless written permission is given by the CHBA of Northern BC.
- That the Vendor must arrange and conduct his exhibit in a manner contributing to the best interest of the Home Show in the judgment of the CHBA of Northern BC. If the Vendor fails to comply with any of the terms of this contract, the CHBA of Northern BC shall have the right upon notice to immediately repossess the said space and dispose of it in any manner as it sees fit. In such an event, the Vendor agrees to pay the CHBA of Northern BC any deficiency, loss or damage suffered by the CHBA of Northern BC and any monies paid hereunder shall be forfeited and retained by the CHBA of Northern BC toward payment of such damages.
- The Vendor shall repair within 3 days, at his own expenses, any damage sustained to the floors, walls or ceilings of the space so occupied by him at Vendor, or any other part of the complex.
- That the Vendor in the installation of said exhibit, **shall comply with all Federal Law and Ordinances and By-Laws of the City of Prince George and regulations of the Fire Department and Civic Properties Commission of Prince George, B.C.** Neither the CHBA of Northern BC nor its agents or employees shall be liable for any legal proceeding which may be brought upon the Vendor by any authority for breach of Provincial, Federal or Municipal Laws. NOTE: all compressed air or liquid gas containers must be anchored to prevent tipping. **It is the responsibility of the Vendor to provide secure anchorage. CHBA Northern BC must be notified if using these items.**
- That the CHBA of Northern BC reserves the right to move an Vendor to a different location if it becomes necessary in the CHBA of Northern BC's judgment for the best interest of the Show.**
- That all exhibits must be contained wholly within the leased space, and must not exceed eight feet back wall or four feet side wing in height unless written permission is given by the CHBA of Northern BC. Distribution of any printed matter, souvenirs or other material will be restricted to the contracted space. **No soliciting will be allowed outside of the Vendor's contracted space by any Vendor**, unless written approval is given.
- That all liability, guarantees are the sole responsibility of the Vendor. Sales shall be limited to portable items or orders taken.
- That loud speakers or public address systems are prohibited unless written approval is provided by the CHBA of Northern BC. It shall be each Vendor's responsibility to ensure that the sound level emanating from his/her booth space from any cause shall not be at a level which will disturb other Vendors in the Home Show. The CHBA of Northern BC may, at its complete discretion and without notice, terminate any and all sound systems.
- Insurance:** that the Vendors must secure their own liability insurance and indemnify the CHBA of Northern BC in respect of third party claims associated with the Vendor's exhibit for any and all claims including claims of negligence AND take all necessary measures to mitigate the possibility of harm arising from potential hazards and ensure the safety of their exhibits against all actionable occurrences of every Kind, nature and description, including theft, burglary, fire and liability.
- Character of Exhibits:** Only products pertaining to the character of the Home Show will be permitted. Vendors will request approval of doubtful articles and the CHBA of Northern BC also reserves the right to prohibit or remove any exhibit, which in the judgment of the CHBA of Northern BC, may detract from the general character of the Home Show. This reservation includes persons, things, conduct, printed material or anything of a character which may be detrimental to the Home Show as a whole.
- Liability:** Neither the CHBA of Northern BC nor its agents or employees, will be liable for any damage to the property of or loss of business to the Vendor, or any loss by theft, or damage by fire or other means, or for any injuries to the Vendor, its employees, agents, customers or guests, arising from any cause or matter whatsoever, even though occasioned, caused or contributed to by the negligence of the CHBA of Northern BC, its agents or employees. The Vendor, on behalf of itself, its employees and agents, agrees to protect, indemnify and hold harmless the CHBA of Northern BC, its agents or employees, from all costs, losses, damages and expenses, including court costs and legal fees and other expenses of litigation, arising out of or from any accident or other occurrence in connection with the use of the occupation by the Vendor of its exhibition space or general exhibition grounds, causing injury to any person or property whomsoever, even though occasioned, caused or contributed to by the negligence of the Vendor or CHBA of Northern BC, or their agents or employees.





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