

## Public Exhibition Hours

- Friday April 21 5:00pm - 9:00pm
- Saturday April 22 9:00pm - 5:00pm
- Sunday April 23 12:00pm - 4:00pm

## Vendor Set-up and tear down

All displays must be set up by 1:00pm April 21 for aisle carpet installation, unless prior arrangements have been made with event organizer. Set up times are as follows:

- Wednesday April 19 9:00am - 4:30pm
- Thursday April 20 9:00am - 9:00pm
- Friday April 21 9:00am - 1:00pm

All displays must be taken down by 4:00pm April 24, unless approved by show management. NO tear down of display is to begin until all public have left the show.

## Booth Specifications

1. A standard booth is 10ftx10ft, divided by draperies across the back 8 feet high and extending along the sides 3 feet high. These will be provided by the event organizer. All displays must be kept within the confines of the rented booth space.
  - Booth carpet, extra lighting etc. are all additional and are not provided by the show.
2. Painting or fastening to walls, floors or any other part the building is prohibited. Attaching signs or display material to the show contractor's equipment will be with approved methods only. Any damage to the building or show dressings will be the responsibility of the exhibitor.
3. Final allotment of booth space will be at the discretion of the event organizer.
4. Space is to be used for products and purpose of the exhibitor and can not be sublet or used by anyone other than the exhibitor without consent from the organizer.

## Lighting and Power

The show will provide each vendor 1 - 15 amp plug per booth. However, the exhibitor is required to supply all the necessary connections including CSA approved equipment (extension cords and power bars). Any additional power required by vendor must be communicated to show organizers (240v etc.). An electrical inspection will be done prior to show opening.

## Cancellations

Cancellation of any reserved space must be received prior to March 24, 2023. Any cancellation after March 24 vendor may be responsible for 50% of the agreed upon registration fee.

## Insurance

The exhibitor shall from the time of take over of rented space provide proof of Public Liability/Property Damage insurance coverage to the limit of \$2,000,000.00 with the Town of Kentville and Darwin Event Group as an additional named insured stated on the insurance form or contract, until such time as the rented space is released back to the Town of Kentville. The Town of Kentville and Darwin Event group is not responsible for any loss incurred by any exhibitor. Exhibitors requiring insurance can contact [www.exhibitorinsurance.com](http://www.exhibitorinsurance.com) for a quote.

## Exhibitor Badges

Each vendor will receive 3 exhibitor badges for the show. If more are required for your business vendor must contact event organizer to request more.

## Selling at the Show

Exhibitors are permitted to sell at the show. Any vendor selling or distributing food must provide the show proof of food handlers certificate, be prepared to display it all weekend and also be prepared for an inspection by the Health Inspector.

## Parking

Exhibitors will be provided prior to the start of the show with a parking map for options to park. There is absolutely no vendor parking in the visitor parking lot unless approved by show management. The show will have parking lot monitors during the show hours to assist those looking for options.

## Show Contractor

The Kentville Home Show as stated will provide each exhibitor the space they reserved ONLY. Any other furnishings or necessary items must be brought in by vendor, or rented through: Darwin Event Group 902-679-7177 or [info@darwineventgroup.com](mailto:info@darwineventgroup.com). Price list and rental items will be distributed to vendors prior to the show.

## Rental Details/Payment Options

All rental items must be paid for by April 7, 2023. All payments received after that date will be subject to a 25% increase above reserved pricing unless arrangements have been made through event organizer.

If we do not receive payment in full for rental of space as per terms and conditions of the contract the event organizer reserves the right to remove your business from the show.