



# HOW TO BOOK A BOOTH

1. Select the location number you're interested in. (First come, first served)
2. Download and complete this form.
3. Email the completed form to [info@fiddlebackshack.com](mailto:info@fiddlebackshack.com).
4. Complete payment (see below)

## BOOTH SETUP

- All booths are 10 x 10.
- Draped dividers and one chair will be provided.
- Power must be requested at the time of booking.
- See SHOW RULES tab for details.

## BOOTH & TABLE RATES

	RATES (+gst)
<b>Single</b>	\$485
<b>Double</b>	\$945
<b>Triple</b>	\$1,405
<b>Quadruple</b>	\$1,865
<b>Table</b>	\$20

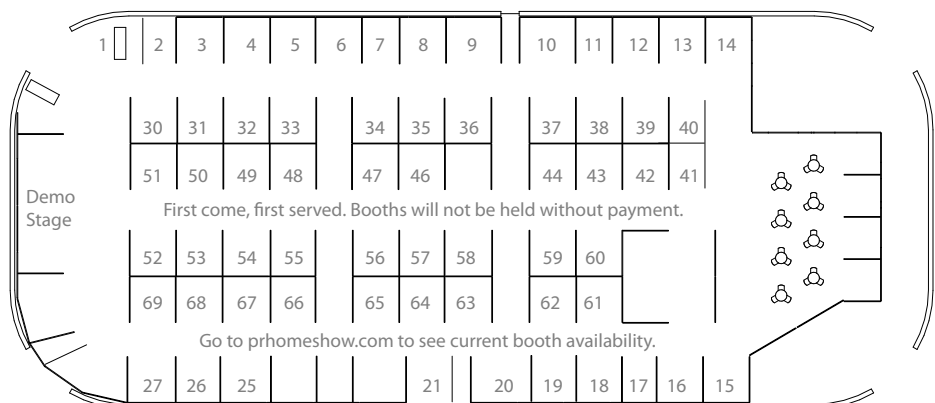
## BOOTH SELECTION

- ☐ Single  
☐ Double  
☐ Triple  
☐ Quadruple

Preferred booth # \_\_\_\_\_

Alternate choice # \_\_\_\_\_

Power required? ☐ Yes ☐ No



## BOOKING DETAILS

Company Name	
Company Name 2 (if sharing)	
Contact Name	
Email	
Phone	
Address	

Single	\$
Double	\$
Triple	\$
Quadruple	\$
Table Rental	\$
SUBTOTAL	\$
GST 5%	\$
TOTAL	\$

## PAYMENT INFORMATION

Payment is due upon registration.

Installment payments may be arranged provided the initial installment is made by January 24, 2020. Please call 604-966-8625.

All payments are non-refundable. We accept cheques, electronic funds transfers and credit cards\* (\*please add 3.5% to the total for credit card processing fees). Mail cheques to: 4516 Marine Ave. V8A 2K4

Make cheques payable to: The Fiddleback Shack | Electronic funds transfers to: [info@thefiddlebackshack.com](mailto:info@thefiddlebackshack.com)

For credit card payments please call to complete the transaction over the phone: 604-966-8625.

1. Show hours are Friday, May 1 from 5:00 pm – 9:00 pm and Saturday, May 2 from 10:00 am – 4:00 pm.
2. General set up time for exhibitors is between 3:00 pm and 8:00 pm on Thursday, April 30 and between 9:00 am and 4:00 pm on Friday, May 1. All loading will be via the back loading bay.
3. If you require access to your booth with a vehicle YOU MUST COORDINATE IN ADVANCE by calling 604.966.8625. Vehicle access inside the arena will only be available between 12:00 pm and 3:00 pm on Thursday, April 30 and you must schedule it in advance. All loading will be via the back loading bay.
4. Display tear down and clean-up will not begin before 4:00 pm on Saturday, May 2 and must be completed before 9:00 pm. If you begin tearing down before 4:00 pm you will not be invited back next year! Any items not removed by 9:00 pm will be subject to removal and disposal fees. All loading will be via the back loading bay.
5. Dollies and hand carts will not be provided by the show so it is advisable to bring your own.
6. Pipe & drape partitions will be provided by the show management. Booths include black drapes - 8' high for back walls and 3' high for side walls except where otherwise noted. No furniture, signage or other items over 3' high may be placed on side walls unless your booth has an 8' high wall noted on the floor plan. Do not affix anything to, or alter the drapes without consent. Hooks for hanging signage will be provided. Standard single booth sizes are 10'x10', Eat St booths are 8'x8'.
7. Booth cleaning is the responsibility of the exhibitor, please keep your area clean and remove all garbage when you leave.
8. Alcoholic beverages may only be consumed in designated areas.
9. Alterations to exhibit plans are the discretion of the show management. Management reserves the right to alter exhibits, aisles, feature sizes and locations in an effort to best serve the interest of the show.
10. Animals (other than guide dogs) are not permitted in the arena except as part of an exhibit and with prior written consent from show management.
11. Contests and draws are permitted by exhibitors but must meet the regulations set out by the Government in Canada. See the Promotional Contest Provision of the Competition Act for more information.
12. Exhibitors are liable for any damage to the venue and all equipment or furnishings. Bark mulch or other landscaping must be installed with a seamless plastic barrier beneath. Cleaning costs will be charged to the exhibitor if necessary.
13. Nothing, including flooring may project past the outer boundaries of your booth.
14. Attention grabbing devices such as noisemakers, flashing lights, movies, music, loud speakers or broadcasting are subject to show management's approval.
15. Exhibitors are expected to be present at their booths during show hours. Unmanned booths may be subject to removal.
16. Sharing of single booths is permitted for two exhibitors only and is limited to single booths only.
17. Lighting levels are ambient in the arena, if additional lighting is required it is the sole responsibility of the exhibitor. Additional lighting will not be provided by the show management.
18. Each exhibitor will receive one duplex power outlet.
19. Although the venue will be secure, the show management and the venue will not accept responsibility for loss or damage to products, exhibits, equipment by fire, accident theft, or any other causes while in the building. Exhibitors are responsible for insuring their own merchandise & exhibit.
20. Any space not claimed, or no special arrangements made for, by 2:00 pm on Friday, May 1 may be reassigned by show management without any obligation. If you can't make it by that time please let us know in advance. Booth rentals are non-refundable.
21. Please adhere to parking regulations at the complex. Parking tickets are given out at this venue often – especially at the back fire access lane near loading zone.
22. All signs must be tasteful and professional. The use of handwritten signs, paper banners, large discount pricing cards or other such material is unacceptable. Signage may not impede adjacent booths or common areas.
23. Subletting of booth space is prohibited.
24. Use of propane or any combustible materials must be reviewed with management and may be subject to inspection and approval of local fire department.
25. On site storage is limited, exhibitors should make their own storage arrangements.

Any questions or concerns can be directed to the show management:  
Tatiana Kostiak  
604-966-8625  
[pr.homeandgardenshow@gmail.com](mailto:pr.homeandgardenshow@gmail.com)