

7th Annual
Windsor 50+ Show 2020
CABOTO CLUB

EXHIBITOR INFORMATION PACKAGE

Windsor 50+ SHOW

Caboto Club, 2175 Parent Ave., Windsor ON N8X 4K2
Saturday March 14, 2020 and Sunday March 15, 2020
10:00AM - 4:00PM each day

SHOW GUIDELINES

The rules and regulations as presented in the Show Guidelines must be read and followed by all exhibitors to ensure the Show runs professionally and is a successful event. Any questions or concerns must be addressed with the Show Management prior to the day of the Show.

REGISTRATION

Booth space must be paid in full and all forms completed and submitted prior to the Show. Please refer to the terms and conditions of the contract regarding deadlines, payments, cancellation and refunds.

LOCATION: The Show will take place at the Caboto Club in the Canada Hall located at 2175 Parent Ave., Windsor ON N8X 4K2.

OPEN SHOW HOURS

Saturday March 14, 2020 10:00AM - 4:00PM

Sunday March 15, 2020 10:00AM - 4:00PM

All exhibitors should be at their booths by no later than 9:30AM. Doors will open to the public at 10:00AM each day.

Booths must be occupied and attended during all hours of the Show. **Dismantling of booths is not allowed prior to 4:00pm on Sunday.**

SHOW MOVE IN

FRIDAY March 13, 2020 from 3:00PM-7:30PM

All Exhibitors must have their booths set up by no later than 7:30pm on Friday March 13, 2020. Doors to the Hall will be closed and locked by 8:00PM.

As a safety precaution, no one under the age of 16 years will be allowed in the exhibit area during move in or move out.

Each booth space is numbered. Exhibitors should refer to the Show Floor Plan for the location of their booth.

All Exhibitors should enter and unload through the front doors of Caboto Club unless otherwise directed. An elevator is available and located adjacent to the stairway.

ADMISSION

The Show charges an admission of \$5.00 per adult. Children under 18 years of age are admitted free of charge.

PARKING

Parking spots nearest the front entrance to the Caboto Club must be kept available for the use of the attending public. As a courtesy, Exhibitors are asked to park in the parking lot beside Rocky Motors which is located adjacent to the Caboto Club.

EXHIBITOR BADGES

Exhibitor badges will be issued to each exhibitor at time of set up on Friday March 13, 2020. Badges must be worn by Exhibitor and staff manning the booth. Badges may also be held at the front registration table for pick up during show hours.

MOVE OUT

SUNDAY, March 15, 2020 - ONLY after the Show officially closes at 4:00PM.

All exhibitor displays must be completely removed immediately following the Show.

Take down and packing of the Exhibitor's products/displays is the sole responsibility of the Exhibitors and must not be done until all attendees are out of the building. All Exhibitors must have their area clean and all refuse disposed of prior to leaving the event.

BOOTH SPACE

Unless otherwise stated, each exhibitor space will be provided with and separated by standard pipe and drape with a black 8' draped back and black 3' sidewalls. The booth space will also contain one covered table and 2 chairs. Electricity must be purchased separately and is accessible with a 20ft extension cord. No structural changes are to be made to the booth space without the prior approval of Show Management.

Exhibits must be installed so that they do not extend beyond the leased space. Aisles must be kept free and clear. No Exhibitor will be allowed to set up after 7:30pm on Friday, March 13, 2020 without prior approval. Valuable should be taken in and out of

the booth daily. Show Management will not be held liable for damaged or missing items.

Exhibitors must put up an attractive, visually interesting display. All signs displayed within the booth must be professionally made or produced by computer. Handwritten signs are not permitted. Nothing may be affixed, nailed, glued, stapled or otherwise attached to the drape, doors, walls or floor in such a manner as to deface or destroy them. Exhibitor will be held responsible for any damage caused by its exhibit, agents or employees and will be billed for any such damages.

Subletting space is prohibited. No Exhibitor shall assign, sublet or apportion the whole or any part of the space allotted, or have representatives' equipment or materials from other than its own firm in said space without the expressed consent of Show Management. Show Management will do their best to accommodate booth preference but this is no guarantee. Exclusivity cannot be guaranteed to any business/organization and Show Management does reserve the right to restrict the number of similar exhibitors in the Show. Show Management also reserves the right to deny space to any category of exhibitor.

SERVICES

All additional booth services must be pre-ordered by January 31, 2020. Any changes or additions made after this date or on set-up day cannot be guaranteed. Requests for additional services not pre-ordered must be paid in full prior to set up at the Show. Exhibitors are responsible to bring their own supplies, tools, equipment and extension cords for setup. **Exhibitors that have ordered electricity will have access to a common electrical outlet with the use of a 20 ft extension cord which each exhibitor is responsible for bringing to the Show.**

The Caboto Club has wireless internet free of charge for those bringing in electronic devices. No password is necessary.

REFRESHMENTS & LUNCH

Complimentary coffee and tea will be available for visitors and exhibitors at the entrance into the Hall on both days. **Exhibitors are responsible for providing their own lunch.** The Caboto Club Member's Bar will be open on Saturday and Sunday for lunch. A menu is available on their website and lunch should be pre-ordered on Friday.

INSURANCE

Each Exhibitor is responsible for having their own insurance to cover goods displayed in their booth space. Exhibitor's goods and services must be covered under their own insurance policy for liability, theft and damage.

Each Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury to persons or damage to Exhibitor's display or other property brought upon the premises.

Show Management is not responsible for any lost or stolen items or any property damaged during the move in/out or on display for the duration of the show.

SOLICITATION

Business must be conducted within each Exhibitor's own booth space. No Exhibitor may solicit business for any other business not named on the contract. Booth sharing is prohibited without prior approval of Show Management and this includes the distribution of other businesses' promotional information or products.

PROMOTION

The Show will be extensively promoted using print and radio advertising, direct mail, social media, email marketing and the Show's own promotional materials. Exhibitors will be provided with marketing materials to promote the Show to their customer base. The Show's logo and a digital ad will be available to Exhibitors for email marketing and placement on their website and social media pages. It is important to support the Show's marketing efforts by utilizing the promotional materials effectively. Pre-show promotion is key to both the Exhibitor's and Show's success.

PHOTOGRAPHY AND VIDEO

Exhibitors are allowed to photograph their own booth space and employees. Only Show Management's photographers and the press will be allowed to take pictures or videos of the Show floor.

CONTESTS

Promotions, contests and giveaways must be free of any obligations to the attendees or winners. All rules and regulations must be clearly stated and cannot have any conditions upon entry.

SALES

Exhibitors may conduct sales within their booth space. Such sales must comply with all provincial tax requirements. A cash machine is available in the Caboto Club's Members' Lounge.

PAYMENT OF ACCOUNT

Accounts must be paid in full by December 16, 2019. Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full.

SHOW CANCELLATION

Show Management reserves the right at all times to change the dates of the Show or to cancel the Show altogether in case of circumstances beyond the control of Show Management without the Exhibitor having any right to any compensation for losses, costs, expenses or damages which arise out of or are in any way connected with such change or cancellation. Only monies paid will be returned in the event of a show cancellation.

BOOTH CANCELLATION POLICY

Booth cancellations made prior to December 16, 2019 will be refunded in full less a \$125.00 administration fee if the space may be filled by another business. If the space cannot be filled for any reason, 50% of the exhibitor's booth cost will be refunded. If booth space is cancelled after December 16, 2019 and the space cannot be filled by another business, the exhibitor will be required to pay for the booth space in full. If the exhibitor fails to occupy booth space without notice, 0% of booth payments will be refunded and Exhibitor will be liable for any unpaid balance of the contract.

SHOW CONTACT

Exhibitors are encouraged to contact Show Management with any questions, issues or concerns prior to and during the Show. Assistance is available to provide information and guidance in preparation for the show. Suggestions and comments are always welcome as we strive to make this an enjoyable, productive and successful event for both our exhibitors and attendees.

VANTAGE ENTERPRISES INC.

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