



# Booth Information Packet 2023

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**Booth Rental Agreement & Contract Between  
(Exhibitor) & J&H Promotions Inc. (Promoter)**

**BOOTH ORDER & LIMITATIONS:**

- Booth unit sizes are 6 ft tables unless otherwise specified on order. **Exhibit fees for booth space and/or utilities are NON-REFUNDABLE** and are **DUE IN ADVANCE** of the show, except when special terms have been arranged and are noted on invoice. Please note the cancellation policy.
- Promoters will **NOT** be supplying tablecloths. This will be the responsibility of the Sponsor.
- Booth placement will be assigned by the promoters and reserves the right to make or change placement assignments for all exhibits. A sign will indicate your location for setting up your booth. No exhibit shall feature obscene or criminal display, and all displays are subject to the promoter's approval, including noise, persons, things, conduct, printed matter, or anything of a character nature that might be objectionable to the exposition as a whole.
- Public address systems are specifically prohibited. Electric or electronic amplification of musical instruments is specifically prohibited. No intoxicants may be served. Please limit booth side displays to heights that are not precarious or uncomfortable to others and do not obstruct view to neighboring exhibits. No height limit on display is imposed unless heights are so extreme as to be unreasonable or unsafe. All displays will comply with the Venue Theatre's regulations, and aisles or other common areas may not be used for display or furniture, product demonstrations, distribution of literature or samples, or other obstruction. All exhibits must remain within the confines of their own spaces and no Exhibitor will be permitted to sublet or to transfer use of space to any other party without written permission from the Promoter. Any and all advertising distribution must be made from within the Exhibitor's booth space.
- Exhibitors who have not submitted an executed Exhibit Contract or have not paid for space may not be permitted to move in or set up until contract and payment are received.

- The show you are promoting your products for is the **2023 Supplement King Open – Newfoundland & Labrador CPA Championships** to be held **July 22<sup>nd</sup>, 2023 at the Holy Heart Theatre**
- Move-in will begin at 8:00 am & booth set-up must be completed by 9:30 am on Saturday morning, July 22nd. Exhibitors are expected to staff their booths at all times during the Pre-Judging and Evening Finals show.
- A schedule of daily hours when the show is open to the public is:  
  
10:00 am to 1:00 pm approximately (Pre-Judging)  
5:00 pm to 10:00 pm approximately (Evening Finals)
- The Promoters expect all staff at their booth displays during those hours.
- If not already done so, the Exhibitor is asked to email their LOGO of their company to the promoters of the event ASAP. Email: [figure@heatherleblanc.ca](mailto:figure@heatherleblanc.ca)
- Booth rental charge is **\$300.00**. Booth furniture is available from the staff at the Venue such as; (1) 6-8 ft table and 2 chairs. If you require extra chairs or another table, contact me asap to discuss at [figure@heatherleblanc.ca](mailto:figure@heatherleblanc.ca) . For all exhibitors, parking is free.

## GENERAL INFORMATION

**AVAILABILITY:** Booth space and location is sold on a first come first serve basis. To confirm booth space reservation, services or equipment, payment must be paid on or before June 22<sup>nd</sup>, 2023.

**CANCELLATIONS:** If cancellation is made because of circumstances outside its control, *i.e.*, weather catastrophe, acts of God, acts of war, or other unforeseen occurrences, reimbursement will be paid and full credit applied. If Exhibitor initiates cancellation, exhibit fees are fully forfeited.

**EQUIPMENT RESPONSIBILITY:** From move-in through move-out, the Exhibitor is responsible for the ordinary care of booth equipment. Any special booth equipment the exhibitor sets up, must be included in the form below so the promoters are made aware. Please ensure equipment is secure and protected when not in use, particularly against theft. Be sure that un-used equipment that may have been in storage is on-hand at pick up. Charges for missing equipment provided by the Venue will be assessed should loss or damage occur in an Exhibitor's booth. The exhibiting company or organization agrees to be responsible for such charges should they occur. All supplies, cleaning of booths, telephones, wireless access, or any other services as required by the individual Exhibitor, are at the expense of the Exhibitor.

**PHOTOS:** General event photos taken may be used for publication or on websites.

**PROMOTION:** The promoters makes every effort to extensively advertise for & promote attendance to the event, using a variety of media, such as logo on the Video Screen at the venue, logo on the website and logo in the program. However, cannot predict the attendance or expected audience and as such, are not a guarantee of visitor turnout.