



February 27, 28 and March 1, 2026
Rules, Regulations and General Information
Governing All Exhibits

Simcoe & District Chamber of Commerce, 10 Argyle Street, Simcoe, Ontario N3Y 1V5

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GENERAL PROVISIONS

Your acknowledgment of the Exhibitor Contract and Invoice will be considered as proof that you have read these rules & regulations governing exhibits and contracts and you have agreed to the following:

The Exhibitor agrees to abide by and conform to all rules and regulations adopted by the Simcoe & District Chamber of Commerce for the government and management of the Norfolk Home & Lifestyle Show. The Simcoe & District Chamber of Commerce shall also have the absolute right and discretionary power to alter, amend, add to or cancel any of these rules and regulations in individual cases and without prior notice.

The following will be used as references to terms throughout this document:

- a) The term "Chamber" as used hereinafter shall mean the Simcoe & District Chamber of Commerce.
- b) The "Norfolk Home & Lifestyle Show" is a signature event of The Chamber. It shall be referred to as the Show.
- b) The term "management" as used herein shall mean the Executive Director of the Simcoe & District Chamber of Commerce and/or such other person, for the time being, in charge of the business of the Norfolk Home & Lifestyle Show or the conduct of The Chamber.
- d) The term "Board" used hereinafter shall mean the Board of Directors of the Simcoe & District Chamber of Commerce.
- e) The term "Exhibitor" as used hereinafter shall include all exhibitors, educational or promotional, commercial vendors and food concessionaires.
- f) The term "Licensee" as used hereinafter shall refer to the name used on the Exhibitor Contract.

EXHIBITOR RATES

All rental space is for the full duration of the Show from February 27 to March 1, 2026. Rental space will be in The Aud on the Norfolk County Fairgrounds. All rental space is rented in minimum 10ft x 10ft increments.

Booth rental space shall be priced as the following:

10 x 10 curtained space is \$ 385.00 plus HST. (Chamber members enjoy a \$25 discount per booth)

- Additional space sold in 10ft x 10ft increments

There will not be admission badges distributed to exhibitors. Exhibitors can simply self-identify at the door if they need to come and go during show hours.

Open to the Public Show Hours
Friday, February 27, from 4 pm to 8 pm
Saturday, February 28, from 10 am to 5 pm
Sunday, March 1st, from 10 am to 4 pm

ALLOTMENT OF SPACE, PAYMENT TERMS & CANCELLATION POLICY

The Chamber will issue an exhibit space contract on approval of the vendor which will identify the following:

- a) booth or exhibit location
- b) name of the exhibitor
- c) specific products that may be shown, exhibited, sold, or given away
- d) contract & payment terms

Space contracts are valid for the current show only and no contract implies that the same space or amount of space will be contracted for another year.

The Exhibitor agrees to abide and conform to all rules regarding payment terms as outlined on the Exhibitor Contract and Invoice. You are requested to acknowledge you have read and understand the contract and invoice provided to you.

If there are any changes or corrections to be made on any portion of the contract, please send a request via email to the Chamber at chamber@simcoechamber.on.ca explaining the reason for the changes. If changes are because of new or additional products or changes in location, the vendor coordinator will amend the accepted changes (if approved) to the contract as originally issued.

NO EXHIBITOR MAY SUBLET THE SPACE OR PORTION THEREOF ALLOTTED TO HIM WITHOUT WRITTEN CONSENT OF THE CHAMBER,

PAYMENT TERMS

All Booth fees are due upon receipt of the Exhibitor's contract and invoice. Methods of payment that are acceptable are e-transfers, cash and cheque. We do have provisions for debit and credit cards, and we can accommodate that if requested. E-transfer to chamber@simcoechamber.on.ca.

Exhibitors will not be permitted to set up under any circumstances if there is an outstanding invoice or payment of any kind.

CANCELLATION AND REFUND POLICY

The Management reserves the right to cancel at any time any space allotment to any person or organization without refund, as the Management may decide, for the violation of any rule or regulation, verbal or physical abuse of a Chamber member or for any misrepresentation whatsoever either written or verbal in any application for space.

If a contract is canceled by the Exhibitor for any reason after payment of the rental space, there will not be any refund of fees paid.

The Chamber reserves the right to reallocate any space if a contract or payment(s) have not been received by the due date unless special arrangements have been made.

LIABILITY INSURANCE

Contracts require all Exhibitors to carry their own comprehensive general liability policy and must provide The Chamber with a Certificate of Insurance providing proof of coverage with limits of not less than \$2 million. The Simcoe & District Chamber of Commerce and the Norfolk County Agricultural Society must be named as “additional insured” for the period of occupancy including the period for additional set up or removal occupancy. The Exhibitor shall save and hold harmless The Simcoe & District Chamber of Commerce and The Norfolk County Agricultural Society and their respective members, agents and employees, from and against all claims and occurrences with respect to the operation of the booth.

THE INSURANCE CERTIFICATE MUST BE RECEIVED AT THE CHAMBER OFFICE AS INDICATED IN THE CONTRACT. If a complete and correct Certificate of Insurance is not received by the said date, setup will not be allowed until a proper certificate is received. This may also result in the cancellation of the Exhibitor’s rental space if a Certificate of Insurance is not produced upon the opening day of the Show.

SET UP TIMES, BUILDING HOURS AND MOVE-OUT SCHEDULE

The following will be the set-up times for the Show:

Vendor Set Up Hours

Wednesday, February 25th from 1 pm to 6 pm

Thursday, February 26th from 9 am to 6 pm

Friday, February 27th from 9 am to 2 pm

The Doors will open one hour before the Public can enter for vendors to be set and ready to go. That means that you have access to the building during the following:
Saturday, February 28 from 9 am to 10 am
Sunday, March 1st from 9 am to 10 am

EXHIBITOR BUILDING HOURS

- All exhibit booths must be in place, fully staffed and operational no later than ½ hour prior to the opening.

TIME OF THE SHOW

- All booths must be fully staffed and have adequate stock for the entire 3 days of the Show and be open during the operating hours of the building.
- Exhibitors must vacate the building within 30 mins of closing times. Move out can take place immediately following closing on the final day.

REMOVAL OF EXHIBITS

The Exhibitor agrees that no booth will be dismantled during the entire run of the Show and that the display will remain intact until the closing of the Building on Sunday at 4:00 p.m. At this time the Exhibits may be removed.

ALL BOOTHS MUST BE DISMANTLED AND REMOVED AFTER 4 PM ON SUNDAY, MARCH 3RD.

Failure to follow the “Removal of Exhibit” rules will jeopardize participation and/or space location in future shows. Unless prior arrangements have been made with the Chamber, any exhibit or part thereof that has not been removed after the Show by the date and time specified will be removed by The Chamber at the expense of the exhibitor. The Chamber may dispose of said booth and contents as it sees fit.

ELECTRICAL SAFETY REQUIREMENTS

According to the Ontario Electrical Safety Code all equipment and connections must conform to C.S.A., T.S.S.A., E.S.A. Approved Standards. Where applicable and are subject to inspection by the above authorities including all municipal, provincial and federal authorities.

ELECTRICAL

The Ontario Electrical Safety Code defines the standards for safe electrical products and installation in Ontario, and when followed protects the public. This Code requires all electrical connections and equipment in booths and concessions to be approved. All electrical equipment, including equipment offered for sale, must bear a Recognized Agency Certification marking specified by E.S.A. A list of recognized Certification Agency markings is available on request or by visiting www.esasafe.com or by calling 1-877-ESA-SAFE. ALL BOOTHS AND ELECTRICAL EQUIPMENT WILL BE SUBJECT TO DISCONNECTION IF THEY DO NOT BEAR THE PROPER MARKINGS.

DISTRIBUTION POWER BOXES

- EXTENSION CORDS, ETC. ARE NOT SUPPLIED BY THE CHAMBER. If you bring your own extension cord, please ensure it is properly identified to prevent discrepancies and/or loss

WORKING AT HEIGHTS

As of April 1, 2017, employers must ensure that certain workers complete a “Working at Heights” training program that has been approved by the Chief Prevention Officer (CPO) and delivered by a CPO-approved training provider before they can work at heights. The training requirement is for workers on construction projects who use any of the following methods of fall protection: travel restraint systems, fall restricting systems, fall arrest systems, safety nets and work belts or safety belts. This training requirement is in the Occupational Health and Safety Awareness and Training Regulation and is in addition to training requirements under the Construction Regulation. Please visit <https://www.ontario.ca/laws> for more information.

FIRE & BUILDING SAFETY REQUIREMENTS

It is the Exhibitor’s responsibility to undertake all reasonable precautions to ensure that all fire and building safety requirements are maintained. The Ontario Fire Code and Norfolk County require that all vendors must comply with the following requirements prior to set-up:

Fire Extinguishers

- The Aud is provided with the sufficient number of fire extinguishers. When setting up your indoor booths please ensure that all extinguishers are left easily accessible and visible.

BOOTH ACCESSORIES & CONDUCT OF EXHIBITS

Drapery

All inside booths include draperies, with 8' high backs and 3' high side dividers. Height restriction for the back wall is eight feet, including 3' for sidewalls. To ensure that all exhibitors have a good sightline from the aisle, displays must not exceed the drapery. Minor variations, such as step-down sidewall displays may occur, but must not exceed the maximum dimensions. All other variations must be approved by management prior to opening day.

Draperies and skirting are the property of the Show's Drapery Provider. If there are damages (pinholes, rips, cuts etc.) to the drapes and/or skirting in the booth area that was assigned to the exhibitor: the exhibitor will be responsible for all damages which may result in additional charges.

Booth Accessories

By signing your contract to participate in the Show, you agree to the following:

1. Tables must be fully and professionally skirted
2. Floor coverings and carpet must be properly secured, clean, in good condition and cover the exact dimensions of booth
3. Handwritten signs will not be accepted
4. With the exception of one table, exhibitors must provide all articles required for their booth; including chairs, extension cords, lighting etc.
5. Carpet, Chairs, Tables, Skirting, etc., are available for rent directly from the Chamber's drapery provider Boneyard Event Services. Rental order forms are available on request or can be downloaded on our website.

Rental Space Code of Conduct

- The Exhibitor agrees to use the space(s) provided only for the sale or display of products or services authorized and specified on the Contract/Invoice. Exhibitors must confine their exhibit and all other exhibit activities within the limits of their allotted space.
- The Exhibitor agrees to maintain qualified personnel in the display booth at all times during the operating hours of the Show.
- The number of qualified staff and the aesthetics of your booth and display will dictate your overall success more than the number of visitors who will walk past your booth
- Salespeople and demonstrators are prohibited from operating in the aisle or in any other location on the Fairgrounds than that specified in the contract
- Advertising materials may be distributed only from within the exhibitor's allotted space. Any exhibitor found distributing advertising materials, either personally or by an agent will be considered a breach of this section and shall entitle the management to cancel the contract

- The use of any amplification system, musical instrument(s), or any other similar device used in connection with an exhibit for the purpose of attracting attention thereto is prohibited, except where special permission from the Chamber has been obtained after details of the proposed installation have been submitted for approval
 - All booths are subject to utility easement as may be required. Includes hydro cables and panels, water hoses and pipes etc. From time to time The Chamber or Fairgrounds staff and contractors must gain access to the booth space where such utilities are accessible
 - The following products are prohibited from distribution during the Show;
 - a) Electrical products, not C.S.A. approved
 - b) Laser guns/pointers, Pointer guns, Potato guns and Marshmallow guns
 - c) Products depicting images or statements deemed offensive
 - d) Drug paraphernalia
 - e) Silly string
 - f) Raffles or Lottery Tickets
 - g) Knives, Swords, Shields, Toy Knives or Swords
 - h) Face Masks (anything that covers the face that is for non-medical purposes)
 - i) All other products deemed inappropriate by the Show that have not been approved by the Chamber
 - The Exhibitor acknowledges that they are one of many exhibitors and agrees to reasonably cooperate with the other exhibitors and not to interfere with them or create any nuisance to them, the Chamber or the people attending the Show. Undue noise in the operation of exhibits or unseemly methods employed in sales or demonstration activities is not permitted.
 - Further, offensive language and/or inappropriate mannerisms or behaviour directed towards Chamber staff, other Exhibitors or members of the public will not be acceptable. The decision of what constitutes a breach of this section shall rest with the Chamber, whose decision shall be final. Any dispute among Exhibitors shall be settled by the Management of the Show or the person she/he designates, and her/his decision is final
 - With the exception of the opening reception, to be held in the licensed area on Friday February 27, no intoxicating liquor shall be brought to, or consumed in, or on the said exhibit space; or upon, or in any stand or booth erected thereon. If intoxicating liquor is found within the exhibit space it will result in immediate cancellation of exhibit space and the exhibitor will be asked to leave the Norfolk County Fairgrounds.
 - No pets are allowed to be in the exhibit space unless the animal is a certified therapeutic animal with papers from a reputable institution. All documents of proof must be submitted to the Vendor Coordinator prior to the exhibit rental being signed.
- Waste Removal Service:
- All exhibits shall be kept in a clean and tidy condition, and all sweeping, dusting, removal of refuse, etc. shall be done each day prior to opening or after closing. After the last day of the Show, all sites must be cleared of all refuse. If the exhibit site is left unsatisfactory additional charges will apply

- Recycling must be removed to the appropriate recycling or disposal bins provided for that purpose
- All cardboard boxes, cartons, products and displays must be broken down, flattened and cut or folded to a size of no greater than 36"W x 48"L and stacked together for pickup alongside normal garbage

FOOD SAFETY & SAMPLING

H-N HEALTH UNIT – SPECIAL EVENT FOOD PROVIDER

APPLICATION

Upon acceptance to sell food at the Show such food or drink shall be subject to the approval of the Haldimand-Norfolk Health Unit.

Food Vendors are required to ensure that the Special Event Food Provider Application is completed in its entirety for submission to the Haldimand-Norfolk Health Unit by December 31, 2025. All Food Exhibitors must apply directly to the H-N Health Unit here. It will not be the responsibility of the management of The Chamber to submit your application. The Chamber will not advocate or speak to the HNHU on your behalf.

The Public Health Inspector from the HNHU will contact the Food Exhibitor and conduct a consultation to determine that all Health requirements in terms of food handling are met. Once this is completed, approval is granted by way of an approval letter sent to the Food Exhibitor and Vendor Coordinator via email. The Exhibitor must follow all guidelines set out by the HNHU for food handling during the Show. Failure to do so will result in the closure and removal of your booth space with no refund of booth space fees.

For more information contact H-N Health Unit, 12 Gilbertson Drive, Simcoe, ON N3Y 4L1. 519-426-6170 or 905-318-6623 or visit the website at www.hnhu.org

PROTECTION OF EXHIBITS

The Chamber shall use all reasonable precautions to ensure the safety of materials at the Show, but the owners themselves must take the risk of exhibiting them. Should any exhibit or portion thereof be injured, lost, stolen or suffer damage from any cause whatsoever, the Chamber and the Norfolk County Agricultural Society will not be liable, or make payment for the value thereof.

The Chamber may appoint someone to protect and secure the property of the Chamber within the Aud and to eject all persons who may act improperly within the grounds or behave in a disorderly manner or violate any of the rules or regulations of the Chamber. This includes appointing persons to protect and secure the premises overnight between the Closing at night and opening the following morning.

ADDITIONAL GENERAL PROVISIONS

The Exhibitor shall indemnify and hold harmless The SIMCOE & DISTRICT CHAMBER OF COMMERCE and THE NORFOLK COUNTY AGRICULTURAL SOCIETY, their members, agents and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by any third parties that may arise out of, or may attribute to, all operations performed by or carried out by The Exhibitor, his agents, employees, or servants, or anyone for whose acts he may be held liable, howsoever caused.

The Corporate name and any logo or device designed to identify the Show and its activities are the sole property of the Chamber and may not be reproduced or used in any form without the written permission of the Chamber.

The decision of the Chamber on any question of interpretation of these rules or on any dispute or difference arising between any exhibitors and the Chamber shall be final, conclusive and binding for all parties. Any breach of these conditions shall entitle the management to cancel the contract and close the booth forthwith and if deemed necessary to remove the operator and his goods, apparatus and wares from the Norfolk County Fairgrounds at the owner's expense.