



**April 13 - 15, 2018**

**Carleton Place Arena**

**[www.carletonplace.ca](http://www.carletonplace.ca)**



## Frequently Asked Questions

**Q- I'm a Returning Vendor, can I pick a new or bigger spot?**

A- Yes! As a returning vendor, you have first rights to your previous spot, or you can request to move to a different location. We can provide you with a list of available spots to choose from, or we can secure you in your previous spot and contact you if your preferred spot becomes available. If you would like a bigger spot and your current location does not have the vacancy for growth, we can provide you with a list of spots that have the room!

**Q- I am a New Vendor, how can I pick my spot?**

A- Welcome! We will provide you with a list of available spaces, however, we must stress that available spaces are on a first-come, first-serve basis. So time is of the essence when you find a spot that you like. We are happy to hold a spot while you speak to your organization, however we put a 24-hour cap on holds in order to be fair to all other new vendors.

**Q- What does my booth contain?**

A- Your booth is a 10x10 space and includes drapery and electricity. You are welcome to be as creative as you like within your 10x10 space, however we highly suggest bringing folding tables and chairs for yourself and your staff. Typical booth displays include: signage & information handouts, products on display or for sale, product or service demonstrations, video slideshows or other visual displays, and a friendly face!

**Q- Do I need to be in my booth at all times?**

A- While we understand the need to sneak away for a bathroom break or to grab a snack, we do require that all booths have staff or volunteers to be at your booth each day. Please ensure you are able to have staff or volunteers to supervise your booth each day before committing to the show.

**Q- Is Wifi Provided?**

A- Yes, however we encourage vendors to only access the wifi if it is required for your sales or demonstrations.

***Carleton Place Spring Home and Fashion Show***

**Q- Can I do draws or giveaways at my booth?**

A- Yes, in fact we encourage it! We ask that you please confirm with us what draws or giveaways you'll be providing, so that we can ensure we promote your booth!

*New to this year-* we will be providing cloth bags to the first 500 people in the door each day, so we will be doing a call-out for giveaways that you'd like to include in those bags!

**Q- How is the Home Show promoted?**

A- We advertise the show in a variety of ways including (but not limited to): Radio advertising, Newspaper Ads, Billboard Ads, Mail outs to all Carleton Place Homes, Carleton Place Nursery Magazine Ad, Paid Social Media Promotions, Contests, Posters, flyers, and more!

**Q- Will you promote my presence at the show?**

A- Absolutely! We encourage all vendors to provide a blurb for what they are showcasing in their booth as well as any draws/giveaways. We do weekly promotions leading up to the show, which is a great opportunity for vendors to create a buzz for their presence at the show.

**Q- How can I find out more information about the show?**

A- We update our Facebook page on a regular basis leading up to the show with promotions, important FYIs and imagery that you can use as you promote your presence in the show! If you haven't already done so, we encourage you to visit and like our Facebook page: [Home Show Facebook Page](#). You can also find us at the Town of Carleton Place Website: [Click here!](#)

**Q- Can I use the Carleton Place Spring Home and Fashion Show Logo in my promotions?**

A- We welcome vendors to use the logo to promote their presence in the show, however organizers reserve the right to contact your organization and request a promotion be edited or removed if it is felt that the logo is used in a misleading way. Have a question regarding this? Just contact us!

**Q- Is there food on site?**

A- Yes! Our canteen, which has a wide assortment of snacks and beverages will be open during show hours. We are also thrilled to welcome back Law & Orders, who will be offering a full menu of assorted meals and snacks that you can quickly grab and bring to your booth! We will be distributing a menu closer to the date, so stay tuned!

**Q- Who can I contact for further questions?**

A- Jessica is available at (613)257-1704, by email at [jhansen@carletonplace.ca](mailto:jhansen@carletonplace.ca), or via facebook messenger through the event page. Bob is available at (613)229-0043 or [bwhite@carletonplace.ca](mailto:bwhite@carletonplace.ca).

We'd love to hear from you!