

Exhibitor Guide 2024

Signatures Beaches Arts and Crafts

Welcome to the Signatures family of shows! Thank you for joining us. Please take a moment to review this guide to ensure a successful show experience and to take advantage of advance pricing options.

Show Details

Show Website	signatures.ca/beaches-arts-and-crafts
Show Manager	Christine Mathieu cmathieu@signatures.ca
On-Site Manager	Christine Mathieu cmathieu@signatures.ca
Show Location	Kew Gardens Park 2075 Queen Street East Toronto, ON M4E 2N9

Key Dates & Times

Friday, June 7 th	Load-in and set-up 2 p.m. to 8 p.m. from Lee Ave near Kew Gardens House *Note: load-in and set-up from Queen Street East accessible from 6 p.m. to 8 p.m. <u>only</u>
Saturday, June 8 th	10 a.m. – 6 p.m.
Sunday, June 9 th	10 a.m. – 6 p.m. Load-out from 6 p.m. until 9 p.m.

Location Access Times for Exhibitors

Saturday & Sunday 8 a.m.

Admission Prices

Free for all ages.

Show Suppliers

AER Event Rentals – Tents, Tables, Chairs, Display Grids and more – **Access the Order Form [here](#)**

Scam/Phishing Emails

Beware of fraudulent emails falsely associated with Signatures Shows. These scams often request urgent information, offer the likes of attendee lists, exhibitor directory listings or travel/accommodation discounts and include suspicious links. Official event communications will only be sent from @signatures.ca domains. If you receive a suspicious email or are unsure whether a message is legitimate, please contact info@signatures.ca for verification.

Parking Info

Paid parking is available at the public parking lot at 85 Lee Avenue (height clearance of 2.67m) and along nearby side streets. The closest parking for RVs and oversized vehicles will be at the outdoor municipal parking lot located at 117 Hammersmith Avenue or at the Impark lot at 1141 Eastern Ave.

Load-In/Load-Out

We recognize that parking and unloading/loading for the show is more difficult than others; please be patient and respectful to our onsite staff and your fellow exhibitors during this process.

Load-In Steps

- You will be emailed a load-in pass approximately two (2) weeks before the show which will indicate your booth number and include instructions on how to access the show location during load-in. **This pass must be printed and placed on the dash of your vehicle during load-in.**
- Upon arrival at Kew Gardens there are two (2) options for load-in depending on your booth location and the time you require for set-up (*see location map below for reference*):
 - Option 1)** Unload your vehicle from the south end of the park (entrance on Lee Ave. near the Kew Gardens House). With this option you may arrive any time after 2 p.m. on load-in day to unload and set-up your booth. Signatures staff will be available onsite to direct you and your vehicle to the appropriate temporary parking location.
 - Option 2)** Unload your vehicle from the north end of the park (entrance on Queen Street East). This option is only available after 6 p.m. on load-in day. Traffic attendants will be available to guide you on and off Queen Street East.
- To accommodate everyone and avoid any issues with the Toronto Parks, Forestry and Recreation, you must unload vehicle as quickly as possible and immediately move it to a nearby parking location **before** beginning your booth set-up. **All vehicles must be removed from the park once they are emptied.**
- Dollies will **not** be provided. If you require use of a dolly, you must bring your own with you.
- Register your arrival with onsite show management at the Information Tent (located near the Library) to collect your vendor permit, exhibitor badges, booth number sign and any other relevant information.



Please notify us if, for any reason, you will not be arriving by 6 p.m. during load-in. Any booths remaining empty by 7 p.m. on set-up day will be reassigned at the discretion of show management and booth fees forfeited. Ensure you allow yourself enough time to complete your booth display by 9:30 a.m. on opening day. Saturday morning move-ins will not be permitted.

Load-Out Steps

Your booth tear-down begins after the show closes at 6 p.m. on Sunday. **You are not permitted to park your vehicle on Queen Street East or enter the south end of the park until your display is entirely torn down and packed up.**

- Once your display is entirely packed up and ready to be loaded into your vehicle, you will have two (2) load-out options depending on your booth location (***see location map above for reference***) :
 - Option 1)** Load your vehicle from the south end of the park (entrance on Lee Ave. near the Kew Gardens House). For safety reasons, Signatures staff will be on hand to escort vehicles to the loading area.
 - Option 2)** Load your vehicle from the north end of the park (entrance on Queen Street East).
- Dollies will **not** be provided. If you require use of a dolly, you must bring your own with you.

Signatures staff will be on-site to assist you if required, but you are strongly encouraged to plan ahead and recruit your own staff to help you during load-in/out.

IMPORTANT - Children under the age of 15 are not permitted in the park during load-in/out for liability and safety reasons. We will be enforcing this rule - plan for childcare in advance.

Booth Display Requirements

Your booth space does **not** include any display equipment or electrical. You must bring or rent your own equipment as necessary for your booth display.

Tents, tables, and chairs are not included with your booth. Tabletop displays that do not incorporate a design element are not permitted. If you need to rent a tent or other display material, please refer to the [AER Event Rentals Order Form](#). Only freestanding structures may be erected in the park. **Digging holes in the ground and nailing fixtures to tress is not permitted.** Tent pegs for canopies may be used.

Signage is required to identify your company, and your booth number sign (provided by show management on load-in day) must be visible. All signs in your booth must be professional in appearance. Handwritten or fluorescent signs are not acceptable.

Storage

There is no storage space available onsite so plan to incorporate storage within your booth space or restock in the mornings. Please remove empty plastic packing bins or boxes to your vehicles or trailers for storage.

Waste

Please be advised that you are responsible for the clean-up, collection, and removal of **all** your garbage and recyclable materials from the park both during and after the show. Our show permit requires that the park is left clean after the event so it is critical your area be free of any waste materials at the end of the show.

Security

Security controls are in place to prevent thefts overnight; however, **your structure and merchandise are left at the location entirely at your own risk**. The following guidelines should be observed, including during load-in/out:

- Keep your booth attended at all times.
- Wear your exhibitor badge at all times.
- If you have any problems, or observe any unusual activity, please make us aware of it immediately.
- Do not leave any merchandise, valuables or cash in your booth overnight.
- Place a barrier, such as a tarp, over the entrance to your booth overnight.
- Stay in your booth for a few minutes after the show closes each night to allow time for all customers to leave the show.

Signatures cannot assume responsibility for any damage to structures or losses incurred from theft, shoplifting, pilferage, or any other causes. We reserve the right to inspect any box or crate that is removed from the show.

Conduct

Show etiquette requires that you conduct your business solely within your booth space with no disruption to your neighbouring exhibitors. If you wish to display or distribute flyers not directly related to your craft, prior permission from show management is required.

The price of work for sale must not be altered or changed during the show. "Reduced Price", "Sale", "Show Special", two-tier pricing (e.g. ~~\$30.00~~ \$25.00 on price tag/ticket), or other signs of this nature are not permitted. Video displays, music, or other attention-grabbing devices require prior authorization for their use by show management.

Photography

Photography of another artisan's booth or work is not allowed unless you have their permission to do so. Customers must also acquire your consent prior to taking any photos. If you observe anyone taking photos of your work without your permission, please inform show management. Accredited media personnel and show staff are permitted to shoot videos and take photos for promotional purposes.

Exhibitor Services

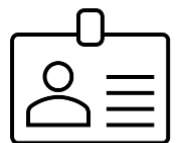
Exhibitors enjoy free listing on the show website with product image (if provided). **Note: Any requests for changes to web gallery listings must be received, no later than, 30 days before the show.**

Customer Services

Show customers enjoy free admission for the duration of the show and a convenient snack area within the park.

Exhibitor Identification

Each booth receives up to four (4) Exhibitor Badges containing the name of the artisan/staff and their company. Additional badges can be purchased for \$10.00/each. Badges are only for people working in your booth and must be worn at all times during show hours. Blank badges with only a company name will not be printed.



Please order your badges for the show using the [online order form](#) by **May 24th, 2024**. Additional badges will not be available on site and badges are not transferable.

Communications

There is no Wi-Fi available at Kew Gardens. If you require the use of a POS device, this will need to connect to your cellular data network. We recommend contacting your cellular service provider to upgrade your data allowance if required.

Regulations/Insurance

Electrical

There are no electrical connections available at the show.

Exhibitor Regulations

You may only display and sell the products outlined in your contract. The addition of non-juried products, other artisans' work, or commercial products will result in termination of your participation. ***Jewellery products in non-jewellery booths and brand merchandise are not permitted, unless specifically indicated in your contract.***

Your display may not exceed its assigned size or infringe on another artisan's display. You may not conduct business in the aisles or use attention-grabbing devices/methods to draw customers in your booth.

Health Regulations

Food exhibitors must comply with all federal, provincial, and municipal public health regulations on food handling, sampling, package-labelling, and production facilities.

All food sampling must take place within your assigned booth space and must have clear ingredient labels, allergen alerts posted and waste receptacles for discarding sampling materials.

Body Care

For the health and safety of our attending customers and other participating artisans, soaps, bath bombs, perfumes and other heavily scented products must be wrapped and/or tightly contained for display.

Insurance

Liability insurance (minimum of \$5,000,000 coverage) is required. We recommend that you contact your insurance provider first to provide coverage. If they cannot provide coverage, there are insurers who provide trade show insurance. Information on these insurers is available online.

Checklist

- [Ordered Exhibitor Identification Badges](#) - (Deadline: May 24th, 2024)
- Hired staff to help (if required)
- Arranged for insurance coverage
- Ordered additional display materials from [AER Event Rentals](#) (if required)
- Promoted your participation on social media

