

**40<sup>th</sup>**

# HOMESHOW 2016

**SHOW SETUP/DATES  
AND HOURS**  
PAGE 3

**IMPORTANT DATES  
AND DEADLINES**  
PAGE 7

**RULES AND  
REGULATIONS**  
PAGE 8

**APPENDICES**  
PAGE 10

**PRESENTING SPONSOR**



*Each RE/MAX office independently owned and operated*

**EXHIBITORS' MANUAL**

THE **40<sup>th</sup>** ANNUAL CHBA - NL HOME SHOW  
APRIL 24 - APRIL 26 / THE GLACIER

EVERYTHING  
"HOME"  
at your  
fingertips



Canadian Home Builders' Association  
Newfoundland and Labrador

# TABLE OF CONTENTS

## SECTION I GENERAL SHOW INFORMATION

SHOW DATES AND HOURS . . . . .	3
PURPOSE . . . . .	3
LOCATION . . . . .	3
TYPE . . . . .	3
CONTACT US . . . . .	3

## SECTION II EXHIBITOR SPACE

STAFFING . . . . .	4
SHOW CLOSING . . . . .	4
PARKING . . . . .	4
ELECTRICAL . . . . .	4
FIRE SAFETY . . . . .	4
PHONE LINES AND INTERNET . . . . .	4
EXHIBITING COMBUSTIBLE MATERIALS . . . . .	4
INSURANCE . . . . .	5
INSPECTION . . . . .	5
CLEANING . . . . .	5
EXHIBITOR NAME BADGES . . . . .	5
HOME SHOW VISITOR PASSES . . . . .	5
BOOTH REALLOCATION . . . . .	5
BOOTH CONSTRUCTION . . . . .	5
BOOTH ACTIVITIES . . . . .	6
CANCELLATIONS . . . . .	6
ADMISSION FEES . . . . .	6
VISITOR PROFILE . . . . .	6

## SECTION III SHOW SECURITY

PRE-SHOW SECURITY TIPS . . . . .	6
SHOW TIME SECURITY MEASURES . . . . .	6
MISSING ITEMS - WHAT TO DO? . . . . .	6

# TABLE OF CONTENTS

**SECTION IV** IMPORTANT DATES AND DEADLINES . . . . . 7

**SECTION V** RULES AND REGULATIONS . . . . . 8

**APPENDIX**

Exhibitor Name Badge Request Form . . . . . 11

Additional Industry Event Pass Request Form . . . . . 12

Audio Visual Order Forms. . . . . 13

## The Glacier - 45 Olympic Drive, Mount Pearl, NL



## SECTION I GENERAL SHOW INFORMATION

### SHOW DATES AND HOURS

#### **Set Up:**

Thursday, April 23, 2026 8:00 am - 10:00 pm  
Friday, April 24, 2026 8:00 am - 12:00 pm

**Booths MUST BE SHOW READY by 2:00 pm on Friday, April 24, 2026**

#### **General Admission**

Friday, April 24, 2026 5:00 pm - 7:00 pm  
Saturday, April 25, 2026 9:00 am - 6:00 pm  
Sunday, April 26, 2026 9:00 am - 4:00 pm

#### **Closing**

Sunday, April 26, 2026 4:00 pm

#### **Move-out:**

Sunday, April 26, 2026 4:00 pm - 9:00 pm  
Monday, April 27, 2026 8:00 am - 12:00 pm

Extra charges will be incurred for items left in the building after 9 pm on Monday, April 27, 2026. Please see section 37 on page 9.

### PURPOSE

Home Show 2026 is organized by the Canadian Home Builders' Association - Newfoundland and Labrador (CHBA-NL) to provide a meeting place for consumers and professional members of the residential construction industry. A primary focus for the Show organizer is the sharing of information on energy efficiency, healthy housing, and the value provided by contracting with professional product and service providers. Home Show is Newfoundland & Labrador's largest new home building and renovation show.

### LOCATION

The Glacier, 45 Olympic Drive, Mount Pearl, NL A1N 4K3

### TYPE

Consumer Industry Show

### CONTACT US

48 Welland Street, St. John's, NL  
Tel: 709.753.2000  
Fax: 709.753.7469  
Toll Free: 1.800.265.2800  
[www.chbanl.ca](http://www.chbanl.ca)  
Email: [admin@chbanl.ca](mailto:admin@chbanl.ca)

### ASSOCIATED BENEFITS

- Exposure at the Home Show with highest visitor count in greater St. John's & surrounding areas
- Partnership with Provincial residential construction industry association
- Exposure through Home Show Marketing Campaign
- Listing in the Home Show Consumer Guide
- 25 complimentary visitor passes per booth
- Forklift provided during show set-up and tear-down
- Exhibitor name badges
- Facility cleaning
- Standard voltage 110 volt duplex electrical outlet
- Exhibitor's Manual
- Wireless internet access is available free of charge. A login and password will be provided to you for the duration of the show.

**NOTE:** Blue pipe drape complimentary with booth. Additional items are available from Eastern Audio. Please see attached order form.

## SECTION II EXHIBITOR SPACE

Exhibitors must have a valid name badge in order to be granted access. CHBA - NL staff will contact you with your assigned set up time.

### STAFFING

Booths must be staffed and completely operational from Friday, April 24, 2026 5:00 pm until the closing of 4:00 pm on Sunday, April 26, 2026.

- This policy is in place to preserve the professional orientation of the Show.
- All staff, contractors and sales representatives involved in the Show should be informed of and understand this policy.

### SHOW CLOSING

Home Show 2026 closes at 4:00 pm on Sunday, April 26, 2026. Dismantling of the display and/or packing of the product is not permitted until 4:00 pm. Please notify all staff and display contractors to ensure their compliance to this policy.

### PARKING

Exhibitors are responsible for payment of any parking violation tickets.

### ELECTRICAL

- One (1) standard 110-volt duplex electrical outlet hook-up per booth.
- Additional billable electrical service available through Eastern Audio
- Additional booth rental surcharges may apply if the electrical usage exceeds The Glacier's limit.
- Booth construction must comply with the 2010 National Building Code and provincial OH&S Regulations.

### FIRE SAFETY

- All extension cords must be CSA approved and in good condition.
- All wires running on the floor must be taped down.

### PHONE LINES AND INTERNET

- Billable phone service is available through BellAliant or Rogers
- Service requests should be made at least 2 weeks before the Show.
- Phone lines must be installed by April 24, 2026.
- High speed and wireless internet access is available through The Glacier.

### EXHIBITING COMBUSTIBLE MATERIALS

Any exhibitor planning to use or demonstrate combustible equipment or appliances must agree implicitly to the following conditions:

- All propane appliances must be connected as per manufacturer's instructions.
- Maximum amount of propane per unit inside building shall be one 5lb. cylinder.
- Spare cylinders must be stored on the exterior.
- Each gas appliance exhibitor must have installed at their location, one ULC listed, carbon monoxide detector, mounted 7ft. above the floor level.
- Each unit shall have 10ft. of "B" vent pipe attached and extending straight up.
- Each exhibitor shall have a ULC 5lb listing, ABC dry chemical fire extinguisher in their booth.
- All units shall be extinguished nightly at Show closing.
- The use of spray chemicals or sealing agents is not permitted without proper ventilation.
- No balloons are permitted anywhere in The Glacier.
- No use of scented products, cleaners, or agents.

## INSURANCE

Show Management is not responsible for any loss or damage to persons, exhibits or decorations, caused by fire, theft or any other cause while in The Glacier. Exhibitors should consult their insurance brokers to protect themselves against insurable risks. In consideration of acceptance of the application to exhibit, the Exhibitor hereby releases, waives, and forever discharges the Canadian Home Builders' Association - Newfoundland and Labrador, The Glacier, and all service or supplier groups as designated by Show Management. This release from all the above and any claims arising as a result of bodily injury or death of a person or persons arising out of the exhibitor's use of facilities, and also from all and any claims as a result of any loss or damage to the Exhibitor's property caused by Fire, Theft, Accident or Cause whatsoever during the moving of materials to and from the Show. Exhibitors should include or have a rider attached to their insurance policies covering the shipment of merchandise to the Show, during Show days and return of the merchandise to their home base. **Exhibitors must include with booth payment proof of current and in force commercial general liability insurance. A limit of \$2,000,000.00 (minimum) must be submitted to the Show Manager.** Exhibitors who use contractors for booth installation and removal should insist upon evidence of comprehensive general liability insurance providing coverage of at least \$2,000,000.00 inclusive for bodily and/or property damage for each occurrence.

## INSPECTION

All exhibits **MUST** be complete and ready for inspection by Show Management and the Fire Marshall, on **Friday, April 24, 2026** at 2:00 pm. Inspection will include: proper installation of electrical cords and general safety features. No carpet traffic once the carpet is laid.

## CLEANING

Common Show areas will be cleaned and the waste containers emptied each evening, commencing Friday, April 24, 2026 through Sunday, April 26, 2026. There is no cost for this service; it is included with your rental agreement and will be performed automatically. **Cleaning of individual booths is the responsibility of the individual booth holder.** In the unlikely event that the area in front of your booth is not cleaned, please report it as soon as possible to the Show's Management. Show Management accepts no responsibility for any loss or damage to exhibits, displays or products as a result of performing this service.

## EXHIBITOR NAME BADGES

- Booth personnel **MUST** be pre-registered. Exhibitors will receive one name badge for each member of their company who will be working in the booth to a maximum of 12 per booth.
- Exhibitor name badges will be listed under the company name of the booth holder only.
- The exhibitor name badge form must be returned to the CHBA-NL office by **Friday, March 27, 2026**, otherwise generic badges will be provided. (see Appendix page 11).
- You will be contacted when your name badges are available for **pick up at 48 Welland Street, St. John's, NL**

## HOME SHOW VISITOR PASSES

Exhibitors will receive fifteen (15) complimentary visitor passes per booth. Each pass is valid for up to 2 people. Additional passes can be ordered at a cost of **\$50.00 plus HST per dozen (Appendix page 13)**. The deadline for completion of the order form is **Wednesday, March 25, 2026**. You will be contacted when your visitor passes are available for **pick up at 48 Welland Street, St. John's, NL**

## BOOTH REALLOCATION

Management reserves the right to alter or change the space assigned to the Exhibitor (with due cause).

## BOOTH CONSTRUCTION

The Exhibitor agrees to observe all union contracts and labour relations in force, agreements between Show Management, official contractors serving companies and the building in which the Show will take place and according to the labour laws of the jurisdiction in which the building is located. Booth holders will be given the dimensions of their booths and must ensure that there is no encroachment into aisles, walkways or other booth areas. Dimensions of booths are outside measurements. No booths will be constructed as to interfere with, impede, or in any way detract from another booth. No booth, or part thereof, will be constructed beyond 14 feet in height, unless expressed approval is received in advance from Show Management. All operating electrical equipment used in the exhibit must have CSA or equivalent provincial power authority approval. Exhibitor representatives are responsible for the continuous cleaning and removal of refuse from the booths at all times, including booth set-up and removal.

## BOOTH ACTIVITIES

Any exhibitor demonstrating or operating machinery and/or products must ensure that care is exercised to protect the general public from harmful fans, mobile equipment, fires, and items generating heat, etc. Subletting of booths is not allowed without written permission from the Show Management. Wholesaler exhibitors giving their dealers and agents an opportunity to be present at the booths, shall advise them that they are not permitted to display any sign, logo, vehicle or other form of advertising, either at the wholesaler's booth or on the property surrounding the Show area. Exhibitors are not permitted to display signage outside of their booth space. Mascotts are not permitted on the Show floor. Balloons are prohibited.

## CANCELLATIONS

Management reserves the right to cancel the contract and to withhold possession of exhibit space if the Exhibitor fails to perform any material condition of the contract or refuses to abide by the Show Regulations, in which case the Exhibitor shall forfeit as liquidation damages all space rental payments made by him/her and any further occupancy of such space. This contract may be cancelled by either party provided written notice is received by the other at least (6) weeks prior to the first day of the Show in which case all monies paid by the Exhibitor, less the \$600.00 down payment shall be refunded. If the exhibitor cancels after this date three quarters of the total contracted costs will be forfeited.

## ADMISSION FEES

Admission will be \$10.00 including HST per person, with \$1.00 discount available to seniors and students. Children under 12 will be admitted free of charge, provided that an adult accompanies them.

## VISITOR PROFILE

Exhibitors at Home Show 2026 expect to meet with interested customers from throughout the province, particularly the Avalon Peninsula that represents 50% of the Province's population. Through our advertising and public relations campaign, every effort will be made to bring the buyers of new homes and home renovation products and services in direct contact with the Exhibitors in the area. The Home Show Guide will make it easy for these prime customers to locate the suppliers and products that they come to see.

## SECTION III SHOW SECURITY

Security will be provided by The Glacier. Neither the The Glacier, Show Management, nor Show Sponsors will assume responsibility for any loss, damage, accident or theft of any products or displays. It is your responsibility to ensure the safety of your valuables and to secure adequate coverage against insurable risks.

### PRE-SHOW SECURITY TIPS

- Plan security into the design and construction of your booth.
- Make an inventory list of all equipment and product before you ship your freight.
- Ship freight in well-constructed, lockable containers. Never indicate the content on the outside of the container.
- Provide your shipping company with accurate and complete bills of lading.
- Make sure crates are unpacked in your presence.
- Compare the contents to your original inventory list.
- Be alert during move-in and move-out times; when there is the greatest risk of theft or loss.
- Don't bring excess supplies and products to the Show - arrange to send it to interested buyers after the Show closes.
- Obtain adequate insurance coverage for your exhibit and products, and ensure it includes coverage for transit to and from the The Glacier.

### SHOW TIME SECURITY MEASURES

- Never leave your booth unattended.
- Lock up purses, briefcases, samples, etc.
- Consider securing valuables in another location each night.
- Cover all displays and tables at the close of each Show day.
- Use security cables, tags, screws, velcro and alarms to protect valuable items.
- At the close of the Show on Sunday, April 26, 2026 pack all products before you leave.

### MISSING ITEMS - WHAT TO DO?

- Verify with your shipping company that items were shipped to The Glacier.
- Check your inventory list and bill of lading.
- Contact The Glacier staff if a crate or carton is missing; it may not have been delivered to your exhibit space.
- Assistance will be provided to locate and deliver the crate to your booth.

## SECTION IV IMPORTANT DATES AND DEADLINES

### **March 27, 2026**

Order your exhibitor name badges (Appendix page 11)  
Otherwise generic name badges will be issued.

### **April 10, 2026**

Advance Deadline to request audio visual, furniture, booth  
pipe and drape, etc. from Eastern Audio.  
(Appendix pages 14 - 16).  
No orders will be taken from the floor.

## SECTION V RULES AND REGULATIONS

1. Show Management agrees to provide the Exhibitor with a booth space located as per the attached plan and at the cost quoted.
2. The Exhibitor agrees to abide by all regulations and rules adopted by Management in the best interests of the Show, and agrees that Management shall have the final decision in adopting any rule or regulation deemed necessary.
3. The Exhibitor will be liable for and will indemnify and hold harmless Management from any loss of damages whatsoever suffered by Management as a result of any loss or damages whatsoever occurring to or suffered by any person or company, including without limiting the generality of the foregoing, Exhibitor, other Exhibitors, Management, the owner of the building and their respective agents, servants and employees and members of any public attending the Show, either on the said space or elsewhere if said loss or damages arose from or were in any way connected with Exhibitor's occupancy of said space.
4. Show Management is committed to your health and safety on show site. As such, any material and product that is used in the installation, dismantle or operation of your exhibit space must be safe for all. Keep your work area clean and tidy. Un-secured wires, trip hazards and sharp edges are everyone's concerns. Alcohol consumption is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees or anyone else working at or attending the show that does not comply with this policy will be removed from the show.
5. Show Management reserves the right, at its sole discretion, to change the date or dates upon which the Show is to be held, and shall not be liable in damages or otherwise by reason or any such change. In addition, Management shall not be liable in damages or otherwise for failure to carry out the terms of this Agreement in whole or in part where caused directly or indirectly by or in consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike or by any cause whatsoever beyond the control of Management whether similar to or dissimilar from the caused enumerated herein. In the event that the exhibit space to be used by the Exhibitor should in any way be rendered unusable, the Exhibitor shall pay for such space only for the period during which it was or could have been used as determined within the sole discretion of Management. A refund of all monies paid by the Exhibitor to Management will be made by Management in the event that the Show is not held as proposed by Management.
6. The Exhibitor agrees to observe all union contracts and labour relations in force, agreements between Show Management, official contractors serving companies and the building in which the Show will take place and according to the labour laws of the jurisdiction in which the building is located.
7. Exhibitors are responsible for their own booth security. Exhibitors are asked to report any losses to the Show Office immediately. Show Management assumes no responsibility for losses. Any claims should be forwarded to your insurance company for reimbursement.
8. Show Management reserves the right to limit the number of overall booth spaces allocated to any particular product or service.
9. Exhibitors will be given the dimensions of their booths and must ensure that there is no encroachment into aisles, walkways or other booth areas. Dimensions of booths are outside measurements.
10. No booths will be constructed as to interfere with, impede, or any way detract from another booth. No booth, or part thereof, will be constructed beyond 14 feet in height, unless expressed approval is received in advance from the Show Management.
11. Exhibitors wishing to lay tile or other floor covering, or build any structure, may not adhere it directly to the carpet. It is required that building paper, plastic sheeting, or some other suitable protection be laid on the carpet. Tape may not be used to adhere any floor covering to the carpet, the fastening of material to the carpet/floor by means of ramset fasteners or masonry nails, the fastening of nailing strips to any of the building or booth walls, by any means and the painting of any part of the building is prohibited.
12. Show Management reserves the right to alter or change the space assigned to the Exhibitor (with due cause).
13. The Exhibitor agrees that no display may be dismantled or goods removed during the entire run of the Show but must remain intact until the closing hour of the last day of the Show. The Exhibitor also agrees to remove the exhibit, equipment and appurtenances from the Show building by the final move-out time limit, or in the event of failure to do so, to pay for such additional costs as may be incurred.
14. Show Management reserves the right at any time to alter or remove exhibits or any part thereof, including printed materials, product, signs, lights or sound, and to expel Exhibitors or their personnel, if in Management's opinion, their conduct or presentation is objectionable to other Show participants.
15. All booths must be staffed at all times. Failure to do so will result in the inability to participate in the next annual Home Show.
16. Exhibitors are not allowed to install any electrical wiring devices on-site other than CSA approved extension cords. Extension cords must be of the three-prong type (i.e.: grounded) and must contain wires of the proper size to carry the electrical load. FAILURE TO COMPLY COULD RESULT IN THE EQUIPMENT ORDERED REMOVED FROM THE DISPLAY.
17. All booth holders are responsible for providing liability insurance to ensure their adequate coverage and protection during the Home Show.
18. Show Management attaches the utmost importance to the cleanliness of the building and the presentation of a neat appearance to visitors at all times. Exhibitor representatives are responsible for the continuous cleaning and removal of refuse from the booths at all times, including booth set-up and removal.
19. Any Exhibitor planning to use or demonstrate combusive equipment or appliance must agree implicitly to the conditions of the Fire Commissioner's inspection of April 24, 2026.
20. Any Exhibitor demonstrating or operating machinery and/ or products must ensure that care is exercised to protect the general public from harmful fans, mobile equipment, fires, and items generating heat ETC.
21. Management reserves the right to cancel this contract and to withhold possession of exhibit space if the Exhibitor fails to perform any material condition of this contract or refuses to abide by the Show rules and regulations, in which case the Exhibitor shall forfeit as liquidation damages all space rental payments made by the Exhibitor and any further occupancy of such space.

**22.** This contract may be cancelled by either party provided written notice is received by the other at least seven (6) weeks prior to the first day of the Show in which case all monies paid by the Exhibitor, less the \$600 down payment per booth shall be refunded. If the Exhibitor cancels after this date three quarters of the total contracted costs will be forfeited.

**23.** By canceling this contract the Exhibitor forfeits all rights or claims to the allocated space and Management is free to rent it to others and collect the cancellation charge as liquidation damages.

**24.** Subletting of booths is not allowed without written permission from the Show Management.

**25.** Wholesaler exhibitors giving their dealers and agents an opportunity to be present at the booths shall advise them that they are not permitted to display any signs, logo, truck or other form of advertising, either at the wholesaler's booth or on the property surrounding the Show area.

**26.** All goods shipped to the Show must be clearly marked with the name of the Exhibitor and the booth number. Management assumes no responsibility for loss or damage to goods before, during the Show, or after its closing.

**27.** The Show Management shall approve all materials distributed to visitors at the Gate. Exhibitors are free to disperse their own literature at their respective booths.

**28.** Exhibitors are responsible for payment of any parking violation tickets.

**29.** Exhibitors will be given 15 passes per booth. Additional passes are available at a cost of \$50/twelve (plus HST).

**30.** Home Show name tags will be made available to Exhibitors and must be shown to gain access to The Glacier.

**31.** Exhibitors are not permitted to display signage outside of the assigned booth space. Signs are intended to identify your exhibit space. No hand written signs allowed. Booth materials and configurations are subject to the policies of the facility. Please contact Show Management for any non-uniform set ups. Use of canopies, platforms, flame, fuels or other variables could result in restrictions or obligations on the part of the exhibitor.

**32.** Competitions and like promotions conducted by exhibitors is strictly prohibited.

**33.** Exhibitors are not permitted to conduct charitable activities unless selected by the planning committee in advance of the Show.

**34.** Exhibitors are discouraged from selling product off the floor. Prior approval must be obtained from Show Management. Any complaints received with regard to the sale of such goods and services shall be immediately brought to the exhibitor's attention. If complaints cannot be settled to the mutual satisfaction of all concerned, Show Management reserves the right to act as an arbitrator and their decision shall be final and binding on all parties. In no way shall any of the foregoing be deemed to make Show Management a party to any contract of the purchase and sale of any goods or services of any exhibitor. It is necessary that every exhibitor give a "proof of purchase" or a receipt to the customers, to be shown to security when exiting the show. Exhibitors not providing a "proof of purchase" or a receipt to customers may be prohibited from further retail sales activity.

**35.** Each Exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in an exhibitor's booth or display.

**36.** Free sampling of food and beverages is strictly prohibited. Soliciting of business and distribution of sample, souvenirs, and literature, including solicitation by costumed personnel including mascots, must be confined to the exhibitor's space. Soliciting is not permitted in the aisles, in other exhibitor's booths, at any building entrance/exit, or anywhere on the grounds of Mile One Centre. Solicitation of exhibitors or visitors by non-exhibitors is strictly prohibited.

**37.** Due to space limitations in the building, storage space is unable to be provided for any Home Show related items which may be shipped to the venue in advance of set up. Likewise, upon load out, all items must be removed from the building at the end of the specified move out time. Any remaining items will be subject to a fee of \$100.00 per day + HST. Exhibitors must be on site to accept delivery and shipment of their belongs.

## **DON'T FORGET!**

- Set your Exhibiting Goals
- Develop your strategy to reach and measure your success
- Ensure all extension cords are CSA approved and in good working order
- Ensure that your propane stove hook-up meets the Fire Marshall's requirements
- Order signage
- Order your brochures and promotional items
- Notify the Show Office of any "Show Give-Aways" you are planning
- Customize your complimentary Show passes

4 0 t h A N N U A L C H B A - N L

# HOMESHOW

2026

## APPENDIX

### IMPORTANT DATES TO REMEMBER

#### FORM NAME

Exhibitor Name Badge Request Form  
Audio Visual Order Form  
Furniture & Booth Order Form  
Installation, Dismantling & Drayage Order Form  
Additional Show Pass Request Form

#### DUE DATE

Friday, March 27, 2026  
Friday, April 10, 2026  
Friday, April 10, 2026  
Friday, April 10, 2026  
Wednesday, March 25, 2026

PRESENTED BY:



Canadian Home Builders' Association  
Newfoundland and Labrador



*Each RE/MAX office independently owned and operated*

4 0 t h A N N U A L C H B A - N L

# HOMESHOW

2026

## EXHIBITOR NAME BADGE REQUEST FORM

Please photocopy this form if you require additional name badges

**DEADLINE: This form must be returned to CHBA-NL by Friday, March 27, 2026**

**Note:** Maximum of 12 Exhibitor name badges per booth

Exhibiting Company Name to Appear on Badge

First Name	Last Name	First Name	Last Name
First Name	Last Name	First Name	Last Name
First Name	Last Name	First Name	Last Name
First Name	Last Name	First Name	Last Name
First Name	Last Name	First Name	Last Name
First Name	Last Name	First Name	Last Name

Home Show staff will contact you when your name badges are available for **pick up at the CHBA-NL office at 48 Welland Street, St. John's, NL.**



Canadian Home Builders' Association  
Newfoundland and Labrador

48 Welland Street, St. John's, NL A1E 6C1  
T: 709.753.2000 • F: 709.753.7469 • www.chbanl.ca

# HOMESHOW

# HOMESHOW

## ADDITIONAL VISITOR PASS REQUEST FORM

Each Exhibitor will be supplied with 15 complimentary visitor passes per booth

**DEADLINE: This form must be returned to CHBA-NL by Wednesday, March 25, 2026**

**Important Note:**

Each Home Show 2026 Exhibitor will be supplied with 15 complimentary visitor passes per booth for Friday, April 24 and Sunday, April 26. Passes are valid for up to 2 people. However, if you wish to purchase additional passes at a cost of \$50.00 + HST for 12 passes, please complete and return this form. Home Show staff will contact you when your visitor passes are available for pick up at the CHBA-NL office at 48 Welland Street, St. John's, NL.

Exhibiting Company: \_\_\_\_\_

Booth Number(s): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tel: \_\_\_\_\_

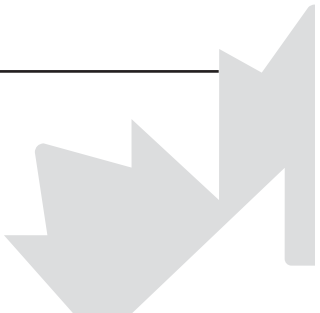
_____	x \$50.00	=	_____	x	_____	=	_____
# of packages requested	per pkg of 12 passes			HST			Total
Maximum of 2 pkgs (12 passes per pkg)							

Cheque enclosed, payable to CHBA – Newfoundland and Labrador

VISA or MasterCard Card # \_\_\_\_\_ Expiry \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

(709) 753-2000 or admin@chbanl.ca



# **EXHIBITOR ORDER MANUAL**

## ***40TH ANNUAL HOME SHOW***

**APRIL 24 – 26, 2026**

**The Glacier Arena**



5 Waterford Bridge Road, St. John's Newfoundland A1E 1C5  
709-722-0864 Toll Free: 1-800-640-4691 [www.easternaudio.com](http://www.easternaudio.com)  
[info@easternaudio.com](mailto:info@easternaudio.com)

# CONTENTS

IMPORTANT DATES	3
SHIPPING INSTRUCTIONS	4
MATERIALS HANDLING FORM	5
SHIPPING LABELS	6
AUDIO VISUAL ORDER FORM	7
FURNITURE ORDER FORM	8 & 9
POWER ORDER FORM	10
LABOR ORDER FORM	11
PAYMENT FORM	12

## **IMPORTANT DATES:**

- April 10 Deadline To Receive Oder Rate
- April 23 Exhibitor Move in and Setup ( Time TBA )
- April 26 Exhibitor Dismantle and Move out ( 5pm )

## **SHIPPING INSTRUCTIONS:**

### **\*MATERIAL HANDLING FORM MUST BE COMPLETED PRIOR TO SHIPPING OF FREIGHT**

(1) Any exhibitor requesting Materials Handling service must ship their materials to following address:

**Eastern Audio Ltd  
5 Waterford Bridge Rd  
St. John's NL, Canada  
A1E 1C5  
(709)722-0864  
Hours = 0900 – 1700 (Mon - Fri)**

(2) All pieces in your shipment must include the following information:

**Company Name  
Show Name  
Number of pieces (i.e; 1 of 4, 2 of 4...)  
Booth Number  
(SEE SHIPPING LABELS BELOW)**

(3) All Materials received by Eastern Audio will be stored in our warehouse prior to show load in date. On show load in date, materials will be delivered to the venue and brought to your booth.

(4) Important Dates:

- **Advanced Shipments will be accepted 4 weeks prior to show date.**
- **Deadline to receive shipments is Mar 6<sup>th</sup>, 2025. (See Materials Handling Form)**
- **Deadline to receive Advanced Order Rate is Mar 3<sup>rd</sup>, 2025.**

(5) If you require return Materials Handling service, all materials must be packed up and labeled with all shipping documents **including any customs forms**, and ready for pickup in your booth at the end of the show. Eastern Audio will pick up your materials and return to our warehouse to hold for your shipping company to pick up the next business day. **Please note that in all cases, YOUR COMPANY is the SENDER & RECEIVER ~ c/o Eastern Audio Ltd. It is the exhibitor's responsibility to call their shipping company to arrange pick up the next business day from 0900 to 1700. You must use our warehouse address for the incoming freight as well as the pick-up location of the returning freight. See below.**

**Exhibitor Company Name  
c/o Eastern Audio Limited  
5 Waterford Bridge Road  
St. John's, NL  
A1E 1C5  
(709)722-0864**

(6) **PLEASE NOTE:** Any shipments left at our warehouse after 5 business days will be **FORCE SHIPPED COLLECT** using our choice of transport.



# MATERIALS HANDLING ORDER FORM

5 Waterford Bridge Rd  
 St. John's NL Canada  
 A1E 1C5  
 Bus: (709) 722 0864 (800) 640 4691  
 Fax: (709) 722 8114  
 Email: [info@easternaudio.com](mailto:info@easternaudio.com)

**Company Name:** \_\_\_\_\_ **Show Name:** CHBA-NL Home Show  
**Contact Email:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Advanced Rate Deadline:** April 10, 2026  
**City, Prov/State:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
**Postal/Zip Code:** \_\_\_\_\_ **Contact Ph #:** \_\_\_\_\_

Rates are based on each 100 lbs. of weight for your shipment. Please round up to the next 100 lbs.  
 Example: 527 lbs = 600 lbs.  
 The greater of actual or volumetric weight will be charged. Vol Weight = 10lbs per cubic ft  
**Large or oversized shipments requiring special handling (ie. forklift or truck with lift-gate) or freight being delivered to venues without proper loading docks/facilities may be subject to additional charges**  
 Please contact our office prior to completing form. Ph: (709) 722 0864 email: [info@easternaudio.com](mailto:info@easternaudio.com)

<b>ADVANCED SHIPMENTS TO EASTERN AUDIO WAREHOUSE</b> Advanced Shipments will be accepted at our warehouse 4 Weeks prior to show Load in date. Deadline for advanced shipments = 48 hours prior to show load in	Minimum Charge (up to 200 lbs)	\$200.00	
	Additional \$100.00/100 LBS	WEIGHT	TOTAL

<b>POST SHOW SHIPMENTS FROM EASTERN AUDIO WAREHOUSE</b> All materials must be packed up and labeled with all shipping documents including any customs forms, and ready for pickup in your booth at the end of the show. Eastern Audio will pick up your materials and return to our warehouse to hold for your shipping company to pick up the next business day. <b>Please note that in all cases, YOUR COMPANY is the SENDER &amp; RECEIVER ~ c/o Eastern Audio Ltd. It is the exhibitor's responsibility to call their shipping company to arrange pick up the next business day from 0900 to 1700.</b>	Minimum Charge (up to 200 lbs)	\$200.00	
	Additional \$75.00/100 LBS	WEIGHT	TOTAL

Any shipments left at our warehouse longer than 5 business days will be **FORCE SHIPPED COLLECT** using our choice of transport.

<b>MATERIALS HANDLING TOTAL:</b>	\$
----------------------------------	----

**EASTERN AUDIO LTD.**

**EASTERN AUDIO LTD.**

**R U S H R U S H**

***DO NOT DELAY***

***DO NOT DELAY***

**TO:**

(EXHIBITOR NAME)

C/O: Eastern Audio Ltd  
5 Waterford Bridge Road  
St. John's, NL  
Canada  
A1E 1C5

**TO:**

(EXHIBITOR NAME)

C/O: Eastern Audio Ltd  
5 Waterford Bridge Road  
St. John's, NL  
Canada  
A1E 1C5

**WAREHOUSE**

**WAREHOUSE**

SHOW: HNL Conference & Trade Show 2025

SHOW: HNL Conference & Trade Show 2025

BOOTH #   OF  PCS

BOOTH #   OF  PCS

*THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVINIENCE. PLACE ONE ON EACH  
PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES  
ARE ACCEPTABLE*



# AUDIO VISUAL ORDER FORM

5 Waterford Bridge Rd  
 St. John's NL Canada  
 A1E 1C5  
 Bus: (709) 722 0864 (800) 640 4691  
 Fax: (709) 722 8114  
 Email: [info@easternaudio.com](mailto:info@easternaudio.com)

<b>Company Name:</b> _____	<b>Show Name:</b> <b>CHBA-NL Home Show</b>
<b>Contact Email:</b> _____	<b>Booth Number:</b> _____
<b>Address:</b> _____	<b>Advanced Rate Deadline:</b> <b>April 10, 2026</b>
<b>City, Prov/State:</b> _____	<b>Contact Name:</b> _____
<b>Postal/Zip Code:</b> _____	<b>Contact Ph #:</b> _____

## MONITORS / STANDS

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	24" LED MONITOR (16:9 Format – DVI & HDMI INPUT – NO AUDIO IN)	\$100.00/day	\$120.00/day	
	32" LCD MONITOR (16:9 Format – VGA, DVI & HDMI INPUT)	\$200.00/day	\$240.00/day	
	42" LED MONITOR (16:9 Format – VGA, DVI & HDMI INPUT)	\$275.00/day	\$330.00/day	
	55" LED MONITOR (16:9 Format – VGA, DVI & HDMI INPUT)	\$325.00/day	\$390.00/day	
	80" LED MONITOR (16:9 Format – VGA, DVI & HDMI INPUT)	\$600.00/day	\$720.00/day	
	PREMIER FLATSCREEN FLOOR STAND 60" W/SHELF	\$75.00/day	\$90.00/day	
	PREMIER FLATSCREEN FLOOR STAND 72" W/SHELF	\$75.00/day	\$90.00/day	
	42" SKIRTED AV CART W/15' POWER CORD	\$30.00/day	\$36.00/day	
	6' HDMI Cable	\$5.00/day	\$6.00/day	

## COMPUTERS / INTERNET TURBO HUBS

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	DELL LAPTOP WITH HDMI OUTPUT (WINDOWS 10, OFFICE 2019)	\$200.00/day	\$240.00/day	
	INTERNET TURBO HUB (DEDICATED WIRELESS INTERNET – 15 IP'S)	\$200.00/day	\$240.00/day	

**AUDIO VISUAL TOTAL: \$**



# FURNITURE ORDER FORM

5 Waterford Bridge Rd  
 St. John's NL Canada  
 A1E 1C5  
 Bus: (709) 722 0864 (800) 640 4691  
 Fax: (709) 722 8114  
 Email: [info@easternaudio.com](mailto:info@easternaudio.com)

**Company Name:** \_\_\_\_\_ **Show Name:** **CHBA-NL Home Show**

**Contact Email:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Advanced Rate Deadline: April 10, 2026**

**City, Prov/State:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Postal/Zip Code:** \_\_\_\_\_ **Contact Ph #:** \_\_\_\_\_

## TABLES / SKIRTING / LINENS

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	6' SKIRTED BANQUET TABLE (Skirt Color: Black ___ Blue: ___ Red: ___ White: ___ Green: ___ Burgundy: ___)	\$45.00/show	\$54.00/show	
	16" HIGH PEDESTAL TABLE 30" DIAMETER	\$40.00/show	\$48.00/show	
	30" HIGH PEDESTAL TABLE 30" DIAMETER	\$40.00/show	\$48.00/show	
	42" HIGH PEDESTAL TABLE 30" DIAMETER	\$40.00/show	\$48.00/show	
	42" HIGH BLACK SPANDEX SCUBA TABLE COVER	\$25.00/show	\$30.00/show	
	30" HIGH TABLE SKIRT FOR 6' BANQUET TABLE (Color: Black ___ Blue: ___ Red: ___ White: ___ Green: ___ Burgundy: ___)	\$15.00/show	\$18.00/show	
	WHITE LINEN TABLE CLOTH FOR 6' BANQUET TABLE	\$8.00/show	\$10.00/show	

## TRADE SHOW BOOTHS, CARPET, COUNTERS

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	10' x 10' BOOTH CARPET (Color: Tuxedo: ___ Black ___ Blue: ___ Red: ___ Grey: ___)	\$90.00/show	\$108.00/show	
	BOOTH CLEANING	\$50.00/show	\$60.00/show	

## CHAIRS

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	BAR STOOL- SWIVEL W/BACK (METALIC BRONZ)	\$45.00/show	\$54.00/show	
	BAR STOOL - SWIVEL BLACK/NO BACK (ADJ 21.5" - 30")	\$65.00/show	\$78.00/show	
	FOLDING CHAIR	\$3.00/show	\$3.60/show	

## BOOTH ACCESSORIES

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	MAGAZINE / LITERATURE HOLDER ZED-UP	\$75.00/show	\$90.00/show	
	FISH BOWL	\$20.00/3 day	\$24.00/3 day	
	ACRYLIC BALLOT BOX	\$50.00/show	\$60.00/show	
	LARGE PLANT	\$40.00/show	\$48.00/show	

	SMALL PLANT	\$25.00/show	\$30.00/show	
	LED CLAMP ON TRADE SHOW BOOTH LIGHT	\$35.00/show	\$42.00/show	
	4' x 8' DOUBLE SIDED POSTER BOARDS (VELCRO FRIENDLY)	\$90.00/show	\$108.00/show	
	BLACK WASTE BASKET	\$4.00/show	\$4.80/show	
	POLISHED CHROME STANCHION W/14" BASE	\$25.00/show	\$30.00/show	
	6' LONG STANCHION RED ROPE	\$5.00/show	\$6.00/show	
<b>FURNITURE TOTAL</b>		<b>\$</b>		



# POWER ORDER FORM

5 Waterford Bridge Rd  
 St. John's NL Canada  
 A1E 1C5  
 Bus: (709) 722 0864 (800) 640 4691  
 Fax: (709) 722 8114  
 Email: [info@easternaudio.com](mailto:info@easternaudio.com)

**Company Name:** \_\_\_\_\_ **Show Name:** **CHBA-NL Home Show**

**Contact Email:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Advanced Rate Deadline:** **April 10 , 2025**

**City, Prov/State:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Postal/Zip Code:** \_\_\_\_\_ **Contact Ph #:** \_\_\_\_\_

## POWER

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	STANDARD 10 AMP – 120 VOLT POWER SERVICE <i>(1 power drop Provided by HNL with Booth Purchase)</i>	\$50.00/show	\$60.00/show	
	25' AC CABLE	\$5.00/show	\$6.00/show	
	POWER BAR	\$5.00/show	\$6.00/show	
	20 AMP – 120 VOLT POWER SERVICE	Call for Pricing	Call for Pricing	
	20 AMP – 208 VOLT POWER SERVICE	Call for Pricing	Call for Pricing	
	30 AMP – 120 VOLT POWER SERVICE	Call for Pricing	Call for Pricing	
	50 AMP – 208 VOLT POWER SERVICE	Call for Pricing	Call for Pricing	
	20 AMP – 3 PHASE – 208 VOLT POWER SERVICE	Call for Pricing	Call for Pricing	
	30 AMP – 3 PHASE – 208 VOLT POWER SERVICE	Call for Pricing	Call for Pricing	
	60 AMP – 3 PHASE – 208 VOLT POWER SERVICE	Call for Pricing	Call for Pricing	
	100 AMP – 3 PHASE – 208 VOLT POWER SERVICE	Call for Pricing	Call for Pricing	
	200 AMP – 3 PHASE – 208 VOLT POWER SERVICE	Call for Pricing	Call for Pricing	

## ELECTRICIAN LABOUR FOR 3 PHASE POWER

QTY	EQUIPMENT	ADVANCED RATE	STANDARD RATE	TOTAL
	ELECTRICIAN ON AVAILABILITY	Call for Pricing	Call for Pricing	

*Additional labour charges may apply for special connections or wiring, please call for details 709 722 0864*

**POWER TOTAL \$**



# LABOR ORDER FORM

5 Waterford Bridge Rd  
 St. John's NL Canada  
 A1E 1C5  
 Bus: (709) 722 0864 (800) 640 4691  
 Fax: (709) 722 8114  
 Email: [info@easternaudio.com](mailto:info@easternaudio.com)

**Company Name:** \_\_\_\_\_ **Show Name:** **CHBA-NL Home Show**

**Contact Email:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Advanced Rate Deadline: April 10 , 2026**

**City, Prov/State:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Postal/Zip Code:** \_\_\_\_\_ **Contact Ph #:** \_\_\_\_\_

### INSTALLATION LABOUR (Two hour minimum charge per worker)

Straight Time:	0800 – 1800 (Monday to Friday)	\$82.00/hr
Overtime:	1800 – 2200 (Monday to Friday)	\$123.00/hr
	0800 – 1800 (Saturday & Sunday)	
Double Time:	ALL OTHER TIME NOT MENTIONED ABOVE	\$205.00/hr

Installation Date:			
Start Time:		End Time:	
# of Persons:		Hours per person:	
Rate: (see above)	Straight Time <input type="checkbox"/>	Overtime <input type="checkbox"/>	Total Hours:
			Total: \$

### DISMANTLE LABOUR (Two hour minimum charge per worker)

Straight Time:	0800 – 1800 (Monday to Friday)	\$82.00/hr
Overtime:	1800 – 2200 (Monday to Friday)	\$123.00/hr
	0800 – 1800 (Saturday & Sunday)	
Double Time:	ALL OTHER TIME NOT MENTIONED ABOVE	\$205.00/hr

Installation Date:			
Start Time:		End Time:	
# of Persons:		Hours per person:	
Rate: (see above)	Straight Time <input type="checkbox"/>	Overtime <input type="checkbox"/>	Total Hours:
			Total: \$

**LABOUR TOTAL: \$**



## PAYMENT FORM

5 Waterford Bridge Rd  
 St. John's NL Canada  
 A1E 1C5  
 Bus: (709) 722 0864 (800) 640 4691  
 Fax: (709) 722 8114  
 Email: [info@easternaudio.com](mailto:info@easternaudio.com)

<b>Company Name:</b> _____	<b>Show Name:</b> CHBA-NL Home Show
<b>Contact Email:</b> _____	<b>Booth Number:</b> _____
<b>Address:</b> _____	<b>Advanced Rate Deadline:</b> April 10 , 2026
<b>City, Prov/State:</b> _____	<b>Contact Name:</b> _____
<b>Postal/Zip Code:</b> _____	<b>Contact Ph #:</b> _____

*Please Complete ALL Information. Thank you*

<b>MATERIALS HANDLING ORDER FORM TOTAL:</b>	<b>\$</b>
<b>AUDIO VISUAL ORDER FORM TOTAL:</b>	<b>\$</b>
<b>FURNITURE ORDER FORM TOTAL:</b>	<b>\$</b>
<b>POWER ORDER FORM TOTAL:</b>	<b>\$</b>
<b>Delivery / Pickup</b>	<b>\$100.00</b>
<b>Subtotal</b>	<b>\$</b>
<b>15% HST</b>	<b>\$</b>
<b>Total</b>	<b>\$</b>

### Method of Payment

VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> CHEQUE <input type="checkbox"/>	
CARD NUMBER:	EXP:
CARD HOLDERS NAME	SIGNATURE: _____

# THANK YOU TO OUR SPONSORS

## PRESENTING SPONSOR



*Each RE/MAX office independently owned and operated*

## PARTNER SPONSOR



## MEDIA SPONSOR



## SUPPORTING SPONSOR



## CONTRIBUTING SPONSOR



## PRESENTED BY



Canadian Home Builders' Association  
Newfoundland and Labrador



*Each RE/MAX office independently owned and operated*

**For additional information**  
on sponsorship opportunities, contact **Kelly** at **CHBA-NL**

**709.753.2000**