



February 24, 25, 26 – 2012

www.kingstongardeningfestival.com

Just 6 weeks to go...please note, responses or inquiries go to Bill Allen until the end of January (next two weeks) – call 613-547-3267 or e-mail bill.allen@cogeco.ca

Accommodations (out-of-towners)

Please take advantage of our Four Points Sheraton “Kingston Gardening Festival” rate of \$115/night or \$75 at the Peachtree Inn (about 10 minutes from the Expo Centre). There are certainly other Kingston motel / hotel options from which to choose. The La Salle Motel near Chapters on Princess Street is another location that is close to the Festival site.

Exhibitor Set-up

1. Set-up for landscapers can begin as early as **Monday February 20th at 11am**. Set-up for other exhibitors can begin **Tuesday February 21st (PM)**. Let Bill know **by Feb 1st** when you will be first **arriving on site** to start set-up
2. Let Bill know by **Feb 1st** if you need **tables (draped) and chairs and power** for your booth.
3. If you need power to your booth, bring sufficient **extension cords (50-100’ lengths)**. Power outlets come from the ceiling and the walls.
4. There will be **carts and dollies** available to assist bringing in your equipment.
5. Any **flammable display materials** (e.g.- drapery, etc) must be **sprayed** for the festival

Booth Payment

Any outstanding booth payments are now due for the booth(s) you have been assigned.

Insurance Coverage

If you have not yet done so, please send in a copy of your liability insurance for this event.

Raffle / Silent Auction Items

We would like to continue the tradition of receiving **1 item** for either the Raffle or Silent Auction tables from our Exhibitors. Please **notify Bill** as soon as possible what you are contributing and its approximate value. Your company’s name will be publicized for this contribution.

Promotion

Please consider best ways to **promote the festival** and your participation as an exhibitor to your customers and the general public. By partnering with the Home and Cottage Expo we intend to provide Kingston and Area with an event like no other.

For communication purposes, contact Bill Allen at 613-547-3267 or e-mail bill.allen@cogeco.ca