

NORTH BAY **HOME &** **GARDEN** **EXPO**



EXHIBITOR INFORMATION PACKAGE

**BOART LONGYEAR
MEMORIAL GARDENS
NORTH BAY, ON**

19-21 FEBRUARY 2027

Presented by:

DEGAGNE PRO
Group

GENERAL INFORMATION

**Thank you for choosing to exhibit at
the 2027 North Bay Home & Garden Expo!**

This Exhibitor Information Package is designed to assist you in preparing for the Expo. We strongly recommend you read this package carefully to fully understand the event's details and expectations. It is important to share this information with all those attending the Expo on behalf of your organization.

LOCATION

Boart Longyear Memorial Gardens
100 Chippewa Street West, North Bay

EXPOSITION DATES & HOURS

Friday, February 19	3:00 PM - 8:00 PM
Saturday, February 20	9:00 AM - 5:00 PM
Sunday, February 21	9:00 AM - 2:30 PM

SET UP OF EXHIBITS

Front Door Entrance or Zamboni Door for Large Items

Thursday, February 18	3:00 PM - 8:00 PM
Friday, February 19	8:00 AM - 1:00 PM

** Please do not block any fire routes, driveways, roads
or other access points while loading your exhibit.*

REMOVAL OF EXHIBITS

**Display materials may NOT be removed until 2:30 PM on
Sunday, February 21, 2027** and everything must be removed
by 8:00 PM. Please remember to remove all your garbage.

REGISTRATION & BADGE INFO

To receive your All Access Exhibitor badge, you **MUST** register your organization with the North Bay Home & Garden Expo team at North Bay Memorial Gardens during one of the following dates:

THURSDAY • FEBRUARY 18

3:00 PM to 8:00 PM

FRIDAY • FEBRUARY 19

8:00 AM to 1:00 PM

Home & Garden Expo Badges

Badges will be required for all booth personnel for admittance to the North Bay Home & Garden Expo Exhibit Floor prior to, during, and after the open hours of the Expo. Instructions on how to retrieve your Exhibitor badges will be provided upon registration. All exhibitors will receive two (2) badges per booth.

Please advise your booth personnel that their Exhibitor Badge identifies them as members of your organization and provides admission to the Expo before, during and after the official exhibition hours.

Meeting Space

We understand the Exhibitor Floor can be loud and difficult to meet with your prospective clients. If you require a meeting space off of the Exhibitor Floor, please speak with our coordinators to confirm availability of the space during the Expo.

HOME & GARDEN EXPO: MEET & GREET

Join the Organizing Committee, the Labour Market Group and fellow Exhibitors for a casual meet and greet to network with other companies from North Bay and the surrounding area before the Expo!

WHERE

Hall of Fame Room and Bar, Memorial Gardens

WHEN

Friday, February 19, 2027, 8:00 PM - 10:00 PM

EXHIBITOR RULES & REGULATIONS

Lighting

Floodlights or other lighting may not be installed in such a way that the glare is annoying to visitors or neighbouring Exhibitors. The use of flashing, rotating or travelling electric signs or lights is NOT permitted.

Compliance with Laws

Exhibits must comply with all laws, rules, regulations and ordinances enforced in the City of North Bay.

Handouts/Souvenirs

The distribution of any printed matter, souvenirs or other articles must be confined to the Exhibitor's booth space. Adhesive stickers and helium/air balloons are NOT permitted in the building.

Food and Beverages

Water and coffee will be provided at no charge in the Scout Room of Memorial Gardens. The Main Lobby Snack Bar will be open to the public. An exhibitor menu will be available daily for you to order from at the Hall of Fame Bar for a fee.

Exhibit Building Protection

Nothing should be taped, tacked, nailed or attached in any way to the walls, ceiling or floors. No pins and/or other adhesive options are to be attached to any pipe and draping.

Noise

All use of recorded or live presentations should be operated intermittently. Exhibitors may be requested to discontinue any noise, which becomes objectionable to neighbouring Exhibitors.

Aisle

All aisle space belongs to the North Bay Home & Garden Expo. Any demonstrations or activities, resulting in aisle obstruction or prevent ready-to-access neighbouring booths, may be suspended for any period of time specified by the Organizing Committee. NO exhibit or advertising will be allowed to extend beyond the booth space of the Exhibitor.

Cameras/Photography

Except for Home & Garden Expo Personnel, no pictures may be taken on the Expo Floor before 3:00 PM on Friday, February 19, 2027.

Exhibitors are not permitted to photograph another Exhibitor's booth space, display or equipment at any time without prior permission from that Exhibitor.

MARKETING TOOLS

We have been engaging with a local marketing firm to support the Expo with our overall marketing message and capitalizing on social media opportunities. Our goal is to drive traffic to the Expo and showcase our Exhibitors, like you!

We need your help to ensure we are reaching our target audience, and we encourage you to post on social media using some of the various tools, such as graphics, hashtags and tagging social handles:

FACEBOOK

North Bay Expo

INSTAGRAM

@northbayexpo

HASHTAG

#NorthBayExpo2027

Graphics

We have provided a few graphics that you can use to promote on your own social media channels to let your followers know you'll be attending the Expo and to encourage your audience to attend!

If you need the graphics sent to you, please contact: info@northbayexpo.ca

EXPO PERSONNEL

The North Bay Home & Garden Expo will be staffed at all times by various committee members and volunteers. Should you require assistance before, during or after the Expo, please contact:

SCOTT CLARK

705.499.7341

scott@northbayexpo.ca

LOUISE LOWE

705.499.1445

louise@northbayexpo.ca

northbayexpo.ca

Thank you for your participation! We look forward to seeing you at the Expo!