



QUINTE

HOME &  
COTTAGE

EXHIBITOR MANUAL

show

APRIL 4-6, 2025

3  
DAYS

FRIDAY, APRIL 4 2 PM - 7PM  
SATURDAY, APRIL 5 10 AM - 6PM  
SUNDAY, APRIL 6 10 AM - 3PM

SHOW PRODUCED & MANAGED BY:



Photo: VanHuizen Homes



Read more on our website  
@reallygreatsite



QUINTE

HOME &  
COTTAGE

show

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YOUR HOME & COTTAGE  
DESTINATION.

## MESSAGE FROM THE COMMITTEE

Welcome to our 53rd Annual Quinte Home & Cottage Show!

This handbook has been created to guide and support your preparation and participation in the 2025 Quinte Home & Cottage Show – our 53rd annual event. Please review the information carefully to help streamline your setup and ensure a smooth experience at the Show.

As a reminder from the City of Belleville, smoking is strictly prohibited inside the building and within 9 meters of any entryway. If you have any questions, please contact Show Director, Ruth Estwick at:

☎ Office: 613-970-2216

☎ Cell: 416-508-9928

✉ Email: [info@quintehomebuilders.com](mailto:info@quintehomebuilders.com)

Your premier destination for Home & Cottage consumers!



# SHOW DATES AND LOCATION

**TICKETS  
ON SALE NOW**

**EXHIBITORS: BOOK YOUR  
SPACE TODAY!**



QUINTE

**HOME &  
COTTAGE**

**APRIL 4-6**

*show*

PROUDLY SPONSORED BY:



**FEATURING LOCAL CELEBRITY**

**PRESENTER:**

**CARSON ARTHUR**

**TV PERSONALITY &  
CANADA'S GO-TO  
GARDENING EXPERT**

**THREE DAYS.  
TWO ARENAS.  
THOUSANDS  
IN PRIZES.**



QUINTE SPORTS & WELLNESS CENTRE | 265 CANNIFTON RD, BELLEVILLE

**YOUR HOME & COTTAGE DESTINATION.**

[QUINTEHOMEBUILDERS.COM](http://QUINTEHOMEBUILDERS.COM)

**2 ARENAS**

**3 DAYS**

**FRIDAY, APRIL 4 2PM - 7PM  
SATURDAY, APRIL 5 10 AM - 6PM  
SUNDAY, APRIL 6 10 AM - 3PM**

**YOUR DESTINATION FOR HOME & COTTAGE CONSUMERS  
QUINTE SPORTS & WELLNESS CENTRE - 265 CANNIFTON RD. BELLEVILLE**

# SET-UP SCHEDULE:



## MACKAY ARENA:

**WEDNESDAY, APRIL 2**

**THURSDAY, APRIL 3**

**FRIDAY, APRIL 4**

NO ACCESS (SEE \*EXCEPTIONS)

9:00 AM TO 10:00 PM

(MOVE IN TIME FOR LARGE ITEMS: 11:00 AM TO 6:00 PM.)

7:00 AM TO 12:00 PM

**NOTE: ALL SET UP MUST BE COMPLETED BY 12:00 PM FRIDAY TO ACCOMODATE BELLEVILLE FIRE/SAFETY WALK THROUGH**

*\*EXCEPTIONS: UNLESS AUTHORIZED BY SHOW DIRECTOR, PLS CALL TO ARRANGE - RUTH (416) 508-9928*

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## FAMILY DENTAL CENTRE ARENA:

**WEDNESDAY, APRIL 2**

**THURSDAY, APRIL 3**

**THURSDAY, APRIL 3**

**FRIDAY, APRIL 4**

ACCESS TO "STAGING" AREA FOR LARGE ITEMS ONLY. THIS INCLUDES ANY ITEMS THAT YOU REQUIRE TO BE DRIVEN INTO/ OR FORKLIFTED INTO THE FDC ARENA. **THESE ITEMS MUST BE DELIVERED TO STAGING AREA BY 8AM AND MUST BE PRE-ARRANGED WITH SHOW DIRECTOR. RUTH ESTWICK @416-508-9928 DUE TO A MAJOR FEATURE INSTALLATION. AFTER 8AM, ALL ITEMS MUST ARRIVE THROUGH THE ZAMBONI DOORS.**

7:00 AM TO 10:00 PM

7:00 AM TO 12:00 PM

**NOTE: ALL SET UP MUST BE COMPLETED BY 12:00 PM FRIDAY.**

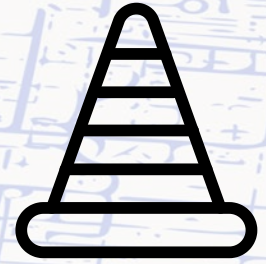
**THERE IS NO ACCESS ON WED, APRIL 2ND TO THE ARENAS UNLESS PREVIOUS PERMISSION FROM THE SHOW DIRECTOR HAS BEEN PROVIDED**

DURING SET UP FOR ALL AREAS —PLEASE KEEP THE AISLES AND FIRE ROUTES OPEN AT ALL TIMES. ALL LARGE ITEMS THAT REQUIRE A TRUCK/HEAVY CART MUST BE MOVED IN BEFORE THE AISLE CARPET IS IN PLACE. ONCE THE AISLE CARPET IS IN PLACE, ALL ITEMS MUST BE HAND CARRIED OVER THE CARPETED AREAS IN THE ARENAS.

**ALL EXHIBITS MUST BE SET UP NOT LATER THAN 12 PM ON FRIDAY, APRIL 4, 2025 WITHOUT EXCEPTIONS.**



# TEAR-DOWN SCHEDULE



## FAMILY DENTAL CENTRE ARENA:

**SUNDAY, APRIL 6**

3:00 PM TO 10:00 PM

**ABSOLUTELY NO TEAR DOWN BEFORE OFFICIAL SHOW CLOSE**

**MONDAY, APRIL 7**

6:00 AM TO 11:00 AM

REMOVAL TIME FOR LARGE ITEMS: 7:00 AM TO 11:00 AM

LARGE ITEM REMOVAL: PLEASE COORDINATE WITH SHOW DIRECTOR, RUTH ESTWICK @ 416-508-9928.

**NOTE: ALL TEAR DOWN AND REMOVAL MUST BE COMPLETED BY 11:00 AM MONDAY, APRIL 7. NO EXCEPTIONS - IF THE QHBA/CITY STAFF MUST MOVE EXHIBITOR ITEMS, AN ADMINISTRATIVE FEE OF \$250 PER BOOTH WILL BE APPLIED. THIS IS A CONDITION OF OUR RULES AND REGULATIONS AND ADHERENCE TO THIS IS MANDATORY.**

## MACKAY ARENA:

**SUNDAY, APRIL 6**

3:00 PM TO 10:00 PM

**ABSOLUTELY NO TEAR DOWN BEFORE OFFICIAL SHOW CLOSE**

**MONDAY, APRIL 7**

6:00 AM TO 11:00 AM

**NOTE: ALL TEAR DOWN AND REMOVAL MUST BE COMPLETED BY 11:00 AM MONDAY, APRIL 7. NO EXCEPTIONS - IF THE QHBA/CITY STAFF MUST MOVE EXHIBITOR ITEMS, AN ADMINISTRATIVE FEE OF \$250 PER BOOTH WILL BE APPLIED. THIS IS A CONDITION OF OUR RULES AND REGULATIONS AND ADHERENCE TO THIS IS MANDATORY.**

# FORKLIFT SAFETY, POLICY & PROCEDURES

## Forklift Safety:

QHBA has a duty under Section 25(2)(h) of the Occupational Health and Safety Act to take every precaution reasonable in the circumstances for the protection of the worker, but there are specific regulations governing the safe use of lifting equipment.

Ministry of Labour (MOL) inspectors will be looking to ensure that we are following these specific regulations as well as ensuring that employers are maintaining lifting devices to determine their load capacity and ensuring a lifting device is constructed and equipped with suitable ropes, chains, slings and other fittings, and maintained to ensure the safety of all workers. Review MOL inspection information here: <https://www.ontario.ca/page/workplace-health-and-saf>

Specific Occupational Health and Safety Act regulations for our purposes may include:

- Construction Projects, Regulation 213/91.
- Industrial Establishments, R.R.O. 1990 Regulation 851.

There are also CSA standards governing this equipment like:

- B335-04 - Safety Standard for Lift trucks
- Z150-20 - Safety Code on Mobile Cranes

## Show Policy:

Forklifts are provided by member authorized rental companies. The QHBA has trained and licensed forklift drivers who are authorized users of the onsite equipment. Only licensed forklift drivers may operate these onsite lift trucks and each user must follow the Show's policy and procedure for safe use of these vehicles.

Forklift Use Policy Manuals can be found in the binder on each forklift entitled "FORKLIFT USE POLICY - Quinte Home & Lifestyle Show". Authorized users must review the Show Policy on forklifts and sign the binder prior to use.

Special thanks to Certified Members - Battlefield Equipment and Sunbelt Rentals for their contributions to the show in equipment donation.



# EXHIBITOR BADGES, PARKING & GENERAL CONDUCT



## EXHIBITOR BADGE ASSIGNMENT & PICKUP

As part of your Exhibitor contract, exhibitors may receive

- 4 Exhibitor Badges per booth to a max of 8 for Industry Exhibitors
- 2 Exhibitor Badges per booth to a max of 4 for Market on the Bay Exhibitors

These three-day, Exhibitor Badges are to be worn at all times during the Show and are required for entry, without exception. They are non-transferrable.

Exhibitors can pick up their Exhibitor Badges from the QHBA Exhibitor Support Booth in the Mackay Arena during set up times and throughout the Show from the QHBA booth. These badges will allow Exhibitors entry or re-entry during, before and after the Show.

**EXHIBITOR BADGES ARE NON-TRANSFERABLE** to regular attendees of the Show and shall not be given to anyone other than those working within an Exhibitor's booth during the Show. ALL VISITORS TO THE SHOW MUST PURCHASE AN ENTRY TICKET.

Half Price Tickets are available to all Member Exhibitors until 1pm on opening day. Non Member exhibitors can purchase a max of 10 half price tickets until the end of the day, Thursday before the Show. Please contact Show Staff via email at [info@quintehomebuilders.com](mailto:info@quintehomebuilders.com) until the Tuesday prior to opening day, and then at the Exhibitor Support Booth from Wednesday - Thursday evening until the Show opens. The Exhibitor Support Booth is located inside the Mackay Arena near the entrance of the Show.

## EXHIBITOR ENTRANCE AND PARKING BEFORE, AFTER & DURING THE SHOW HOURS:

Only the main Show **Exit** in the Family Dental Centre Arena will be open during Show times for exhibitor entry. PLEASE DO NOT ACCESS THE SHOW VIA THE MACKAY ARENA ENTRANCE. This entry is intended for show visitors and we are expecting greater than normal volumes.

### ENTRY BEFORE AND AFTER SHOW HOURS

Prior to Show opening hours, Exhibitors may enter the **rear entrance of the Mackay Arena** but MUST be wearing Exhibitor Badge in order to gain entry. During off hours before opening and after show closing, Exhibitors are asked to enter and exit through these designated doors only. Outside of regular Show Hours, Facility doors will be locked to protect exhibitor displays. Exhibitor entry points will have appropriate signage and will be monitored for entry or re-entry, as required. Please do not leave your badges in your booth. Lost/misplaced badges can be replaced at a cost of \$5+HST per badge.

### ENTRY DURING SHOW HOURS:

Exhibitors are required to wear their assigned Exhibitor Badge at all times to gain entry into the Show. **Exhibitors are asked to use the Family Dental Centre Arena doors (Show Exit) during regular Show times.** ALL EXHIBITORS MUST HAVE THEIR EXHIBITOR BADGE WORN ON THEIR PERSON AND VISIBLY DISPLAYED TO FRONT DOOR STAFF. PLEASE DO NOT ENTER THE SHOW VIA THE MACKAY ARENA ENTRANCE DOORS during regular show hours.

Please note that you will be required to be wearing (not carrying your Exhibitor badge at all times during the Show so you can be identified as an Exhibitor).



# EXHIBITOR BADGES, PARKING & GENERAL CONDUCT

## EXHIBITOR PARKING

To allow for adequate visitor parking, all exhibitors must park their vehicles in the back of the south lot. All company vehicles, trailers, etc must be parked in this lot. If the lot is full please park as close to the South lot as possible. Exhibitors can access the rear doors of the Mackay Arena before and after regular Show hours. We ask that during any and all Stage Presentations that Exhibitors NOT enter via the rear Mackay Arena Entrance. Please use the rear entrance of the Family Dental Centre Arena or the front entrance of the Mackay Arena during this time. Parking can often get congested at the QSWC. There are often other events running concurrently at the Quinte Sports & Wellness Centre (Senators games on the evenings, for example) so be sure to park accordingly.

## EXHIBITOR GENERAL CONDUCT:

The QUINTE HOME & COTTAGE SHOW has developed a reputation of being one of the most professional Home Shows in the Region. This is largely because our Exhibitors maintain a high standard and have high quality displays throughout the Show which showcases their business professionally. We understand that displays, customer service and interactions with Show visitors are a direct reflection of your business. That's why we ask that you continue to assist us in upholding this professional Show standard by adhering to the guidelines, rules and requirements of the Show. Please report any misconduct or incidents of any kind to the Show Director or any other Show Staff.

Booths will have perimeter pole & drapery as provided by the Show and its contractors, unless otherwise negotiated with the Committee or Show Director in advance. We ask that you please do not hang, pin, staple or tape any display materials to the drapery or poles. Please provide your own display materials such as stands, easels etc. Lightweight materials may be hung with S hooks if approved by the Show Director.

All displays must be staffed for the full duration of each day of the Show. Please ensure that all booth staff are wearing their Exhibitor Badges at ALL TIMES — additional company name badges are optional.

Exhibitors wishing to conduct draws or prize giveaways at their display must receive permission from the Show Director, AND must provide the winners' name to the Show Director at the end of the Show. Demonstrations are encouraged but must be conducted in a safe, professional manner and should not interfere in any way with the neighbouring Exhibitors, Show Staff or visitors.



# EXHIBITOR BADGES, PARKING & GENERAL CONDUCT

## **DISPLAY REGULATIONS:**

As noted, the drapery is NOT the property of the Show or the Quinte Home Builders' Association. The use of any items that could rip/tear or damage the drapery is prohibited. Light weight items may be hung over the drapery pole frame using "S" type hooks but requires Show Director approval. Any damage will be billed back to the Exhibitor. Standard booth sizes are generally 10'x10' spaces. Exhibitors with pre-built displays must adhere to the standard exhibit format which avoids boxing in your display, and blocking off neighboring exhibits. Changes to this standard are not permitted unless special permission is obtained from the Show Director/Committee. Display materials and signs must not overhang the aisle, or encroach upon adjacent exhibits.

All display material must remain within the floor space boundaries. All displays must have suitable floor covering, and such material must also conform to the exhibitor's appropriate floor space. All carpet must be taped to the arena floor. All health and safety regulations must be adhered to during set up and tear down of displays.

## **EXHIBITOR'S LOUNGE & FOOD SERVICE:**

"The Fireplace Room" is our Exhibitor's Lounge and will be available to exhibitors during show hours. Exhibitors are welcome to relax and enjoy some down time in this unlicensed lounge, away from the Show. The Vineyard Café will be open throughout the Show and we encourage Exhibitors to enjoy lunch or break snacks from this facility vendor.

## **SALE OF GOODS:**

Sale of goods will be allowed during the show, (exceptions apply ie. alcohol shall not be sold by any exhibitor unless as part of our Licensed area through AGCO & Show protocols and policy). Please use common sense regarding moving larger, sold items. This should be done either after Show hours or in such a manner as not to damage carpet, disturb Show visitors or inconvenience other exhibitors.

## **MUSIC AND/OR OTHER SOUND:**

All exhibitors have an equal opportunity to present their products/services without unnecessary interference. Excessive noise is not permitted. Music must not be played in your booth unless you are licensed with SoCan.

## **CARPETING / FLOOR COVERING:**

Each booth space MUST have suitable floor covering and this is the sole responsibility of the Exhibitor. All carpet, or the flooring MUST be taped to the arena floor securely. Please use appropriate tape—DUCT tape is not permitted. Carpet tiles can be rented through the QHBA (supply is limited).

# EXHIBITOR BADGES, PARKING & GENERAL CONDUCT

## **LIGHTING / ELECTRICAL:**

One electrical outlet will be supplied for each exhibitor booth. Note that these are shared quads or duos. Any extra power requirement must be arranged prior to the Show with the Show Director. These extra outlets are available at an additional cost. Any special requests during Show set up, if available, will be subject to additional charges. Electrical outlets are the property of the QHBA and should not be removed from the facility.

## **CLEANING:**

Aisles and aisle carpet will be cleaned daily or as required. Exhibitors are responsible for maintaining the cleanliness of their own booth/display area. Please ensure you utilize garbage and/or recycling receptacles as provided by the City.

## **SECURITY:**

The Show Director, Committee members and Volunteers will be on duty during regular hours of the Show. In addition, we have volunteers working throughout the Show. Exhibitors should exercise judgement in putting items of value away in a secure location once the Show closes. The facility security system will be armed, and the arena areas secured at night. In the event of an emergency, facility policies, procedures and practices will be enacted immediately. Please report any incidents or suspicious activity immediately to the Show Director.

## **INSURANCE:**

The Quinte Home Builder's Association will use all reasonable precautions for the protection of the public and property, and is insured against public liability and property damage arising from the Show. This insurance does not cover the Exhibitor or any materials which are placed on display. Exhibitors understand that displaying items of value is at the Exhibitor's own risk. Exhibitors must carry their own insurance per the Terms & Conditions of the Show. Certificates of valid insurance must be provided to the Show Director and the City of Belleville at time of application or at least 3 days prior to the Show start. Set up **will not** be permitted for Exhibitors who have not provided their valid and appropriate Certificate of Insurance. Please read the Rules & Lease agreement at the end of the online application for further insurance and safety details.



## INSURANCE

### PLEASE READ THIS IMPORTANT INFORMATION:

Exhibitors must provide a current Certificate of Insurance, at their own expense, prior to setup of booths or exhibits. That insurance coverage will begin on the date of April 2, 2025, and terminates after the final move out date, April 7, 2025.

**IMPORTANT:** The policy **shall** include the following as additional named insured:

- Quinte Home Builder's Association PO BOX 22018 Belleville ON,
- The Corporation of the City of Belleville - 169 Front St. N. Belleville
- Quinte Sports and Wellness Centre - 265 Cannifton Rd, Belleville

This information **MUST** be included in all Exhibitor COI (Certificates of Insurance), and shall insure the Exhibitor against all claims, demands, actions or proceedings for sums of money, damages, costs, penalties and losses, and all liability which may be imposed by law for: loss of life, personal injury, or damage to or loss of property arising from or in any way connected with the exhibitor's presence, conduct, or operations at the Quinte Home and Cottage Show. The Quinte Home Builder's Association will use all reasonable precautions for the protection of the public and property, but will not be held responsible for any loss or damage caused by fire, theft or otherwise. The Exhibitor accepts all risks associated with the use of exhibit space. The Exhibitor shall not make any claim or take any legal action, whatsoever, against the Quinte Home Builder's Association, Home Show Committee, Show Management, Show sponsors, other exhibitors, the venue owner(s) and their respective agent(s); servant(s) and employee(s), and/or members of the public attending the Show.

PLEASE NOTE THAT THE CITY OF BELLEVILLE REQUIRES \$5M LIABILITY INSURANCE. \*some exceptions may apply with approval from the City of Belleville's assigned staff. Please contact your insurer regarding this requirement and contact the Show Director if you have any questions.

NOTE THAT ANYONE WITHOUT THE CORRECT COI WILL BE DENIED SET UP IN THE SHOW. COI MUST BE SUBMITTED TO THE QHBA PRIOR TO APRIL 1, 2025.

# INSURANCE & SAFETY

## City of Belleville Fire Department

### FIRE REGULATIONS

#### GOVERNING EXHIBITS AND DISPLAYS IN THE QSWC

##### DISPLAY LAYOUT

1. Tents and canopies must be approved for indoor use and have a **permanently attached label** indicating conformance to CAN/ULC-S109 "Flame Tests of Flame-Resistant Fabrics and Films"
2. Exit doorways and aisles leading to the doorways shall be kept free of ANY and ALL obstructions.
3. Fire Extinguishers, hose cabinets, fire alarm pull stations, Exit signs, emergency lights, etc. shall be maintained, clearly visible and accessible at all times.

##### DISPLAY OF MOTORIZED AND NON-MOTORIZED VEHICLES

1. Fuel tanks containing fuel or which have ever contained fuel shall be maintained less than  $\frac{3}{4}$  full to allow for the expansion of product.
2. Fuel caps shall be the locking type OR sealed in a manner acceptable to the Fire Department. (Taped over)
3. Batteries are to be removed or battery cables disconnected.
4. Propane tanks SHALL NOT contain any propane if the display is inside any part of the QSWC.
5. Vehicles, boats, RV's, Trailers and similar exhibited products having over 9.3m<sup>2</sup> (100'sq) of roofed area shall have an operating smoke alarm installed.
6. Vehicles shall NOT be started or operated within the QSWC during show hours.

**\*\*\*OPEN FLAMES ARE NOT ALLOWED IN THE QSWC\*\*\***

**ANY ADDITIONAL REQUIREMENTS SHALL BE DETERMINED BY  
THE BELLEVILLE FIRE DEPARTMENT FOR EACH EVENT**



# MAIN STAGE SCHEDULE



The QHCS prides itself in professionalism and as such, each year we have an amazing line up of Celebrity Presenters, Live Demo's and Sessions of Interest for Show visitors to enjoy. Main Stage Schedule is below but is subject to change :

# ARENA MAPS



## MACKAY ARENA

These are not final layouts, as a sample & subject to change. Maps will be displayed on entrances (front and rear) of each arena. In addition, booth spaces will be marked with Booth Number & Exhibitor name during set up. Arena maps will be available to Show Visitors at entry along with the Show Guide which contains an Exhibitor's List. This list is subject to change, as it was printed prior to Show start. You can find the latest version of the Mackay & Family Dental Centre Arena Maps online at [quintehomebuilders.com](http://quintehomebuilders.com) under Quinte Home & Cottage Show/ Arena Maps.



# ARENA MAPS



## **FAMILY DENTAL CENTRE ARENA**

These are not final layouts, as a sample & subject to change. Maps will be displayed on entrances (front and rear) of each arena. In addition, booth spaces will be marked with Booth Number & Exhibitor name during set up. Arena maps will be available to Show Visitors at entry along with the Show Guide which contains an Exhibitor's List. This list is subject to change, as it was printed prior to Show start. You can find the latest version of the Mackay & Family Dental Centre Arena Maps online at [quintehomebuilders.com](http://quintehomebuilders.com) under Quinte Home & Cottage Show/ Arena Maps.

# EXHIBITOR AWARDS



## QHCS EXHIBITOR AWARDS:

Once again, we will be hosting our QHCS Exhibitor Awards Program. There are two categories:

### Best in Show Award

This award will be judged by the QHBA Home & Cottage Show Committee and presented to the winner on the Sunday before Show close.

The criteria will be as follows:

- Booth Design – Overall structure; quality of the build and innovative use of materials
- Creativity – Use of color, sound, light and other creative elements
- Branding – Use of brand within the booth; promotion of product or service

### Exhibitors Choice Award

This category will be awarded to the Exhibitor's booth which receives the most votes from fellow Exhibitors via ballot submission. Ballots will be distributed to exhibitors by the QHCS Committee on the Saturday of the Show. Completed ballots must be delivered to the QHBA Booth not later than noon on the Sunday of the Show. Ballots will be tabulated and the winners announced before Show close on Sunday.

All the hard work, effort and Exhibitor pride within the Show and displays are what have made the Quinte Home & Cottage Show one of Eastern Ontario's finest Home Shows and a undeniable trademark of quality & professionalism. We trust that this year's Show will be a pleasurable and profitable experience for all participants. On behalf of the 2023 Quinte Home & Cottage Show Committee; thank you!

**GRAND PRIZES:** Grand prizes (usually 3) will be awarded and drawn immediately after show close. Ballots are entry tickets and must be complete in order to qualify for the grand prize draws. Skill testing questions required in order for winners to claim grand prizes.

NOTE: Exhibitors, and/or exhibitor's employees and/or immediate relatives, Show staff, volunteers, or QSWC Staff are not eligible for grand prize draws. Grand prize draws are intended Show visitors with a valid, paid entry ticket.

**THANK YOU FOR YOUR CONTINUED COMMITMENT AS AN EXHIBITOR. We are here for you; please contact us if you need further information of if you have questions or require any accommodations. Have a great Show!**

QHCS 2025 Committee

Show Sponsored by:

