



2010 Contract for Exhibit Space

Sheboygan County Home Builders Association, Inc.
435 E. Mill Street, Plymouth, WI 53073, Phone 920-892-6280 Fax: 920-893-9405 E-mail: admin@schba.org www.schba.org

Show location: Blue Line Ice Arena, 1202 S. Wildwood Avenue, Sheboygan, WI

Show Dates:	Friday, March 26, 2010	4:30 p.m. – 8:30 p.m.
	Saturday, March 27, 2010	10:00 a.m. – 4:00 p.m.
	Sunday, March 28, 2010	10:00 a.m. – 4:00 p.m.

Complete all RED areas

Please reserve the following booth(s) for our use at the “Home Builders Expo”, hereinafter referred to as “Expo”. We agree to exhibit under and comply with the rules and regulations printed on the back of this contract, said rules and regulations thereby becoming a part of this contract.

Premium Booth Fees –	Member – 20’ x 10 - \$750	Non Member – 20’ x 10’ - \$1150.00*
Standard Booth Fees –	Member – 10’ x 10 - \$335	Non Member – 10’ x 10’ - \$535.00*
Econo Booth Fees –	Member – 8’ x 10 - \$285	Non Member – 8’ x 10’ - \$485.00*

See attached floor plan for booth type locations

*Proof of current insurance required – See reverse #3

Booth(s) #'s Requested # _____ # _____ # _____ # _____ # _____ # _____
(First Choice) (Second Choice) (Third Choice) (Fourth Choice) (Fifth Choice) (Sixth Choice)

Outside Booth Space Required: Sq. footage needed _____ x .65 **member (.85) = \$** _____

Exhibitor Passes: Number needed – # _____

Booth Rent Due \$ _____

Side curtains: (circle one) 3 ft. or 8 ft. _____ If no choice is made 3 ft. will be provided. (2010 colors – To be determined)

Electrical (each booth will be provided 1800 watts free of charge – 220 provided upon special request)

1 operating hot tub free additional \$15.00 each (tubs can now be located anywhere on the main exhibit floor) \$ _____

Amount Enclosed: \$ _____

Product or service you would like to be listed as showing: _____

Payment for the **FULL AMOUNT** must accompany this contract to secure exhibit space; failure to do so may result in loss of exhibit space. No refunds will be granted exhibitors who cancel within thirty (30) days prior of opening day of the show. A 90% refund of moneys paid will be granted exhibitors canceling prior to the thirty-(30) day cancellation date providing the space can be sold.

Applicants understand and agree that this entire document constitutes a contract between applicant and the Sheboygan County Home Builders Association, Inc. only when this contract is counter signed by a duly authorized representative of the Sheboygan County Home Builders Association, Inc. **If paid by check mail to the above address. If paid by credit card fax to the above fax number.**

Firm Name _____ **Phone** _____ **Cell #** _____

Contact Person _____ **Fax#** _____ **E-mail** _____

Address, City, State, Zip _____

Signature _____ **Date** _____

VISA Master Card Discover American Express 3 Digit Security Code _____

Credit Card Number _____ **Expiration Date** ____/____/____

Name on Credit Card _____ **Card Holders Signature** _____

Address Credit Card is billed to: Street _____ **City** _____ **State** _____ **Zip** _____

By: _____

Marsha Binder, SCHBA Executive Director

Date Accepted

Upon acceptance by the association, a signed copy will be returned with your confirmation

**CONTRACT FOR EXHIBIT SPACE
SCHBA HOME BUILDERS EXPO
-EXHIBITOR'S RULES AND REGULATIONS**

Exhibit Space – Standard booths are 10' deep x 10' wide unless noted differently. You may rent multiple booths (maximum 8). Exhibit space is as per enclosed layout. An 8' high back curtain and 3' high side curtains will be provided as standard.

Equipment Rental – Additional equipment will be available from the exposition service. An application form and price list will be sent to you under separate cover. A name card identifying your booth is included. Equipment must be rented in advance and will NOT be available on site.

Move In & Move Out Hours – Wednesday, March 24 from 3:00 p.m. to 8:00 p.m.; Thursday, March 25, from 8:00 a.m. to 8:00 p.m. and Friday, March 26, from 8:00 a.m. to 2:00 p.m. All vehicles must be removed from the building by noon Friday unless the vehicle is a part of a display.

The show will close at 4:00 p.m. Sunday. **NO EXHIBITS WILL BE DISMANTLED OR REMOVED FROM THE BUILDING PRIOR TO THAT TIME.** Removal allowed Sunday 4:00 p.m. to 8:00 p.m.; Monday 8:00 a.m. 4:00 p.m. Exhibits must be completely out of the building by 4:00 p.m. Monday, March 29, 2010.

1. **Use of Space** - All demonstrations or other sales activities must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet or share the space allotted without knowledge and written consent of show management. (No posting other company signs or products in your booth). Exhibitors must show only goods manufactured or dealt in by them in the regular course of business.

(a) Exhibitors are strongly urged to use some type of wall paneling, wall board or other sturdy divider for the sides of their display areas whenever necessary. **Bracing, framing or support unit, unfinished or exposed that detract from the adjoining booth must be finished or covered at exhibitors expense.**

(b) Distribution of circulars or promotion material or advertising in general may be made only within the space assigned to the exhibitor presenting such material. A firm or organization not assigned space in the show will not be permitted to solicit business within the exhibit area.
NEW! 1) Any business sign advertising a company that extends over 8 ft. in height must be covered on the side not facing the vendor's own booth. If not covered, you will be asked to remove the sign.

(c) The exhibitor is charged with the knowledge of national, state and local legal restriction on any merchandising, advertising or promotional scheme, which involves attracting visitors to an exhibitor's location, by an inducement which might be construed as a lottery. The Home Expo does not accept responsibility for any promotional schemes undertaken by the exhibitor.

(d) Exhibitors will refrain from using excessive noise or disruptive lighting to attract or hold the attention of visitors. Parameters of excessive noise and disruptive lighting will be determined by the Home Expo management. Complaints will be handled on an individual basis. All decisions of the Home Expo Management are final.

2. **Liability and Insurance** – Neither the Home Expo nor the service contractor nor the management of the Blue Line Arena nor any officers and/or staff members of the above will be responsible for the safety of the property of exhibitors from theft, strikes, damages by fire water, storm, vandalism or other causes, unless caused by their or its negligence, but they will take responsible precautions to protect the exhibitors from such loss.

3. **EXHIBITORS ARE REQUIRED TO CARRY FLOATER INSURANCE TO COVER EXHIBIT MATERIAL AGAINST DAMAGE AND LOSS AND PUBLIC LIABILITY INSURANCE AGAINST INJURY TO THE PERSON AND PROPERTY OF OTHERS.** The exhibitor is charged with the responsibility of knowledge of all local laws, ordinances and regulation pertaining to health, fire prevention and public safety while participating in this show. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.

ALL NON MEMBER EXHIBITORS ARE REQUIRED TO FURNISH SCHBA A CERTIFICATE OF INSURANCE ENFORCE AT SHOW TIME with limits of a minimum of \$300,000. Member insurance certificates are on file at the SCHBA office. Booth set up will not be allowed without this proof of insurance.

4. **Fire Prevention** – All booth decorations must be flame-proofed, and all hangings must clear the floor. Electrical wiring must conform to National Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of his exhibit as may be irregular.

5. **Storage and Packaging Boxes and Crates** - Exhibitors will not be permitted to store empty packing boxes or cases in booths during the exhibit period.

6. **Care of Building and Equipment** – Exhibitors or their agents shall not injure or deface the walls, ceilings, or floors of the building, the booths or the equipment of the booths. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

7. **Restriction in operation of exhibits** – the management reserves the right to restrict exhibits which, because of noise, method of operation materials or for any reason, become objectionable, and also to prohibit or evict any exhibit which, in the opinion of the management, may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character, which the management determines is objectionable to the exhibit. In the event of such restriction or eviction, the Home Expo is not liable for any refunds or rentals or other exhibit expense. All reservations deposit money to be retained by the Home Expo in the event an exhibitor fails to fulfill this contract.

8. **In event the Home Expo** is not held for any reason; the rental and lease of space to the exhibitor shall be cancelled and terminated upon the return of the deposit and/or rental paid by the exhibition building of this specific event. Return of the money will terminate any liability upon the Home Expo.

9. **Electric Service** – One 100-volt electrical plug outlet service is available. The exhibitor must provide their own extension cords from the power source at your booth. Exhibitor must also provide the Home Expo with the AMP DRAW of special devices. Any 240 volt requirements will be an additional cost to the exhibitor.

At no time is an exhibitor allowed to enter, open or wire into the Expo provided electrical equipment. For insurance and safety reasons, anyone violating this rule will be asked to remove themselves and their exhibit from the property with no refund in fee's paid. If your needs require an electrician, contact management and one will be sent to assist you.

10. **Admission & Security** – Company or Exhibitor I.D. must be worn when working the show. **Admission is free when entering with an exhibitors pass.** The quantity of exhibitor passes needed per company must be noted on this contract. If no amount was given, 2 will be provided. Additional passes can be provided if available. If not ordered or available daily passes can be purchased.

11. **Booth Choices** - All preferences cannot be honored. Booth assignments will be made on a first come, first reserved basis, when possible, with first consideration given to the overall benefit of the show.

12. These regulations become a part of the contract between the exhibitor and the HOME EXPO. The management respectfully asks the full cooperation of the exhibitors in their observance. **ALL POINTS NOT COVERED ARE SUBJECT TO THE DECISION OF THE HOME EXPO COMMITTEE and/or SCHBA BOARD OF DIRECTORS.**