

# 2017 Contract for Exhibit Space

## Event Terms & Conditions

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.

**Booth Choices** - All preferences may not be able to 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.

**Payment:** No refunds will be granted exhibitors who cancel after February 1. A 90% refund of monies paid will be granted exhibitors canceling prior to February 1, providing the space is sold.

Applicants understand and agree that this entire document constitutes a contract between applicant and the Sheboygan County Home Builders Association, Inc.

By signing you agree to exhibit under and comply with the rules and regulations of this contract, said rules and regulations thereby becoming a part of this contract.

## Rules & Regulations

**Liability and Insurance** – Neither the Home Expo nor the service contractor nor the management of the Lakers Ice Center 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.

1. 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.
2. Non SCHBA Members are required to furnish a certificate of insurance showing the insurance to be in force at show time with limits of a minimum of \$300,000. Certificates can be sent electronically, mailed or faxed using the above contact information at any time prior to show opening. Member insurance certificates are on file at the SCHBA office. Booth set up will not be allowed without this proof of insurance.

## Exhibit Space / Equipment –

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

**Equipment Rental** – Additional booth equipment is available for rent. (See page 4)

## Move-In Hours –

**Wednesday, March 22, 12 pm to 8 pm**

**Thursday, March 23, 8 am to 8 pm**

**Friday, March 24, 8 am to 2 pm**

All vehicles must be removed from the building by noon Friday unless the vehicle is a part of a display.

## Booth Construction / Appearance / Restrictions

1. **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.
2. **Electric Service** – One 110-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 specs. Electrical wiring must conform to National Electrical Code Safety., Any 240 volt requirements will be an additional cost to the exhibitor.
3. **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.
4. Exhibitors are required 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 will be covered at exhibitors expense.**
5. Any **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.
6. **Storage and Packaging Boxes and Crates** - Exhibitors will not be permitted to store empty packing boxes or cases in booths during the exhibit period.
7. **Fire Prevention** – All booth decorations must be flame-proofed, and all hangings must clear the floor. .
8. **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 fees paid. If your needs require an electrician, contact management and one will be sent to assist you.**

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**Move-Out Hours** – The show will close at 4:00 p.m. Sunday.  
No exhibits can be dismantled or removed before 4:00 p.m.

**If you are not removing your exhibit Sunday evening, please make sure that all signs and items attached to booth curtains are removed immediately following the show.**

SCHBA is not responsible for lost or damaged items.

**Sunday, 4 pm to 8 pm**

**Monday, 8 am to 2 pm**

**Exhibits must be completely out of the building by 2 pm, Monday, March 27, 2017.**

## **Use of Space –**

1. All demonstrations or other sales activities must be confined to the limits of the exhibit booth.
2. 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).
3. Exhibitors must show only goods manufactured or dealt in by them in the regular course of business.
4. Distribution of circulars or promotion material or advertising in general may be made only within the space assigned to the exhibitor presenting such material except for Expo approved programs.
5. A firm or organization not assigned space in the show will not be permitted to solicit business within the exhibit area. Please report to management if you are approached.
6. 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.
7. 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.

## **Restriction in operation of exhibits –**

1. 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.
2. **Admission & Security** – Company or Exhibitor I.D. must be worn when working the show.
3. **Admission is free when entering with an exhibitors pass during show hours.** Exhibitor's passes are for those working the show not those visiting. Up to 4 exhibitor passes are allowed per exhibitor. If no number is mentioned 2 will be provided. If more than 4 passes are needed, a work schedule is to be submitted before the show allowing workers to check in at the ticket counter before their work shift.
4. **No cash sales will be allowed from any booth without prior approval.**
5. **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.