

2018 Contract for Exhibit Space



Sheboygan County Home Builders Association, Inc.
 637 Walton Drive, Plymouth, WI 53073-5300
 Phone 920.892.6280 Fax 920.893.9405
 E-mail: admin@schba.org Web: www.schba.org



Lakers Ice Center, 1202 S. Wildwood Avenue, Sheboygan, WI

Friday, March 23, 4:00 – 8:00 pm - Saturday, March 24, 10 am – 4 pm - Sunday, March 25, 10 am – 4 pm

Applicant Information: (*All fields marked with an asterisk are required.) Enter all contact information for person responsible for booth rental arrangements:

*Company: _____ *Phone Number: _____

*Contact Name: _____ *Cell Phone Number: _____

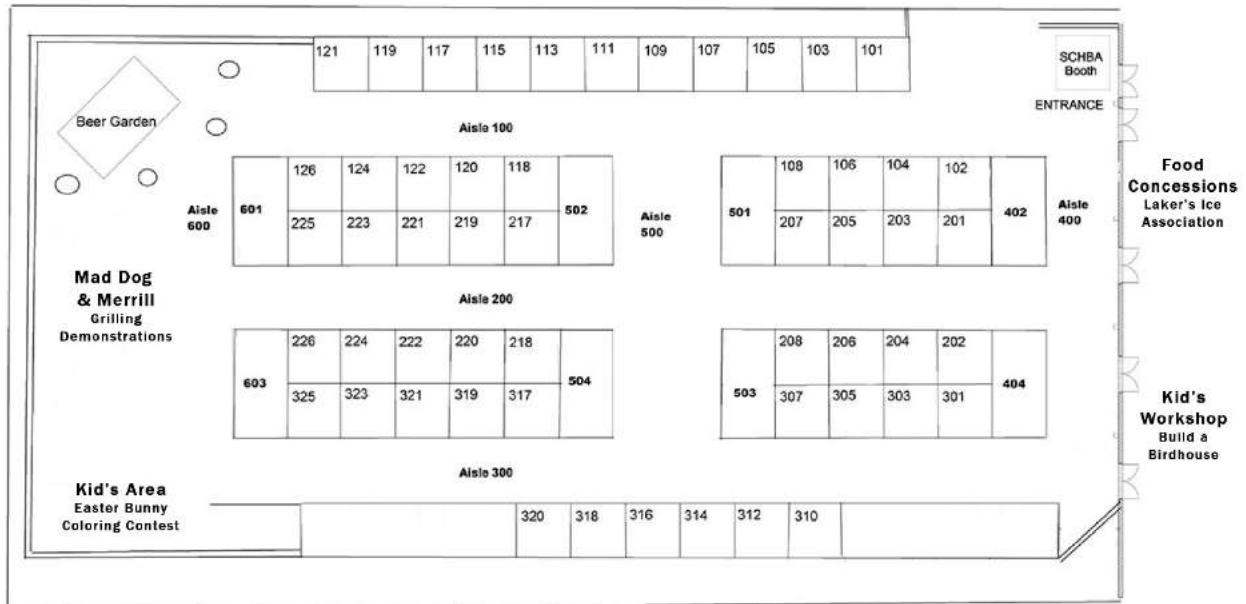
*Address: _____ Fax Number: _____

_____ *E-mail Address: _____

*City/State: _____ Web Site: _____

*Zip Code: _____

Description of Products or Services to be displayed at the show. _____



Booth Size, Amount & Choice: Non SCHBA Member booth registration accepted Friday, December 1st.

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Qty	Item	Includes	Member Fee	Non-Member Fee	TOTAL
	10' x 10' Standard Booth	Electricity, 3' side curtains, 8' back drop curtain	2.28.18 or before \$390.00 3.1.2017 or after \$440.00	2.28.18 or before \$535.00 3.1.2017 or after \$585.00	
			Member Fee	Non-Member Fee	
	10' x 20' Premium Booth 402, 404, 501, 502, 503, 504, 601, 603	Electricity, 8' back drop curtain 3' side curtains only upon request – List in Special Request section below	2.28.18 or before \$890.00 3.1.2018 or after \$990.00	2.28.18 or before \$1035.00 3.1.2018 or after \$1135.00	
			Member Fee	Non-Member Fee	
	Outside display	Dimensions rounded up to nearest ft.	.65 per sq. ft.	.85 per sq. ft.	

Total amount Due – Booth Space

_____ **Total to Page 5**

Event Options

Is the registering company a current member of the Sheboygan County Home Builders Association?

_____ Yes

_____ No

Side Curtain: 2018 Curtain Color – black. **8' side curtains are required if the back of your display is over 4' and unfinished exposed to your neighbor's booth.** 8' back drop curtain – included & required

_____ 3' Right Side Curtain – included

_____ No Right Side Curtain

_____ 3' Left Side Curtain – included

_____ No Left Side Curtain

_____ 8' Right Side - \$5.00 (replaces 3' curtain)

_____ 8' Left Side - \$5.00 (replaces 3' curtain)

Total amount Due – Side Curtains

_____ **Total to Page 5**

Electrical Outlets (110V)- included – *Note: Each booth will be provided 1800 watts free of charge*

Electrical Outlets (220V) – provided free on request only – *Note: 220V not available on outside wall booths.*

Special Requests: Please be as specific as possible (you will be contacted by SCHBA if special requests require any additional charges). _____

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Additional Category Listings

Your company name will be listed in ONE category in the consumer directory for the show. Select the number for one category from the list. If you would like to be listed in additional categories include \$10 for each additional category:

- | | | |
|--|--|---|
| <ol style="list-style-type: none"> 1. Accountants 2. Acoustical/Radiant Heat Floors 3. Aging in Place Specialist 4. Appliance Retailer 5. Architects 6. Auction Services 7. Basement Waterproofing 8. Bathtub Repair or Refinishing 9. Builder-Commercial 10. Builder-Multifamily or Condo 11. Builder-Remodel/Residential/Other 12. Builder-Single Family & Spec. 13. Building Materials & Supplies 14. Business Development Services 15. Cabinets/Countertops & Woodworking 16. Carpenters 17. Carpet/Flooring or Wall Covering 18. Central Vac Systems 19. Ceramic Tile 20. Closets 21. Communications 22. Community Service 23. Concrete/Masonry Materials & Contractors 24. Consultant 25. Crane & Lift Services 26. Decks 27. Decorating or Interior Design 28. Design Services 29. Door Hardware 30. Drywall 31. Duct Cleaning | <ol style="list-style-type: none"> 32. Education 33. Electrical 34. Electronics 35. Elevator Sales & Service 36. Embroidery 37. Energy Consultants 38. Engineering Services 39. Environmental Services 40. Equipment/Tools & Machinery 41. Excavation Contractors 42. Financial Institutions/Consultant 43. Fire Safety Equipment 44. Fireplaces/Woodstoves – Outdoor 45. Furniture 46. Garages 47. Geothermal/Solar 48. Hardwood Flooring 49. Historic Preservation Design & Consulting 50. Home Design & Estimating 51. Home Theater/Audio/Video/Structured Wiring 52. HVAC 53. Inspection Services 54. Insulation 55. Insurance/Warranties 56. Investments 57. Kitchen & Bath 58. Labor Support 59. Land Development 60. Land Surveyors 61. Landscapers/Nursery/Tree Sales & Moving/Lawn Maintenance 62. Legal Services 63. Lighting 64. Log Homes | <ol style="list-style-type: none"> 65. Manufactured Pre-Engineering Structures 66. Media/Newspaper/Radio 67. Organizations 68. Overhead Doors 69. Painting or Staining 70. Pavement Maintenance 71. Plastering 72. Plumbing Contractors 73. Pools & Spas 74. Portable Toilet Rental & Services 75. Printing 76. Radon Screening 77. Real Estate 78. Restaurants or Recreation 79. Roofing/Siding or Gutter Contractors 80. Screen Printing 81. Security/Safety Systems 82. Septic Systems 83. Shower Doors 84. Signs 85. Sprinkler/Irrigation 86. Stone 87. Sunrooms 88. Title Companies 89. Trailers & Repairs 90. Travel Agency 91. Truck & Auto Sales/Service 92. Utilities & Fuel 93. Waste Disposal/Recycling Services 94. Water Treatment 95. Well Systems & Drilling 96. Window Treatments 97. Window/Doors/Glass Products & Service 98. Other _____

_____ |
|--|--|---|

Category: _____, (1st free), _____, _____, _____, _____, _____

\$10.00 each

Total amount Due – Additional Listings _____

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Rental of Booth Equipment: Duration of the Show

1. Table Packages – includes table, cover and skirt

QTY	ITEM	2.28.18 or Before	3.1.18 or After	Total
	2'x4'x30"	\$31.00	\$38.00	
	2'x6'x30"	\$32.00	\$39.00	
	2'x8'x30"	\$33.00	\$40.00	
	2'x4'x42"	\$35.00	\$42.00	
	2'x6'x42"	\$36.00	\$43.00	
	2'x8'x42"	\$37.00	\$44.00	

2. Display Table: Table Only

QTY	ITEM	2.28.18 or Before	3.1.18 or After	Total
	2'x4'x30"	\$17.00	\$24.00	
	2'x6'x30"	\$19.00	\$27.00	
	2'x8'x30"	\$23.00	\$30.00	
	2'x4'x42"	\$21.00	\$28.00	
	2'x6'x42"	\$24.00	\$31.00	
	2'x8'x42"	\$27.00	\$34.00	

3. Round Tables: Table Only

QTY	ITEM	2.28.18 or Before	3.1.18 or After	Total
	30"x30"h	\$20.00	\$24.00	
	30"x42"h	\$23.00	\$27.00	

#4. Booth Carpet: Grey only

QTY	ITEM	2.28.18 or Before	3.1.18 or After	Total
	Single Booth	\$77.00	\$97.00	
	Double Booth	\$102.00	\$122.00	

#5. Furniture

QTY	ITEM	2.28.18 or Before	3.1.18 or After	Total
	Folding Chair	\$5.00	\$9.00	
	Straight chair	\$15.00	\$19.00	
	High Stool	\$13.00	\$17.00	

#6 Other Booth Items:

QTY	ITEM	2.28.18 or Before	3.1.18 or After	Total
	Waste basket	\$7.00	\$12.00	
	Garbage can	\$11.00	\$16.00	
	Wood Easel	\$10.00	\$15.00	

Total amount Due: Equipment Rental

_____ **Total to Pg. 5**

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Exhibitor Passes: Up to 4 Exhibitor passes are allowed per exhibitor for those workers entering the show to man a booth. Should you have more than 4 workers scheduled to work your booth, please provide a workers schedule, with names, allowing them to check in at the ticket counter prior to their shift.

_____ **Number exhibitor passes needed.** Up to 4 allowed – if no number entered 2 will be sent.

_____ **Insurance Certificate will be sent**—as noted in the “Rules & Regulations of this contract.

Note: Set up at the show will not be allowed without an insurance certificate on file naming the Sheboygan County Home Builders Association as the certificate holder.

TOTAL DUE:

Total amount Due – Booth Space _____

Total amount Due – Side Curtains _____

Total amount Due – Additional Listings _____

Total amount Due: Equipment Rental _____

TOTAL DUE _____

Payment information and options are found on the next page

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Payment Information: *Fields marked with an asterisk are required.

Cash Payment is being sent by check to: SCHBA, 637 Walton Drive, Plymouth, WI 53073
(PAYMENT MUST BE RECEIVED WITHIN 10 DAYS OF THE DATE OF THIS CONTRACT OR IT WILL BE VOID)

Payment is to be made by credit card

Please enter your billing information EXACTLY as it appears on your credit card

*Name on Card/Account _____

*Address _____ *City _____

*State _____ *Zip Code _____

***Credit Card Payment Information:**

____ Visa ____ MasterCard ____ American Express

*Credit Card Number _____ *Expiration Date _____

*CVV _____ As an added security measure, we ask that you enter the last 3 digits on the back of your credit card, on or near the signature panel, called the CVV.

Signature of Card/Account Holder OR Authorized Person

_____ Date: _____

Acceptance Terms

All booths reservations are tentative until approved and confirmed by the SCHBA

Following you will find a copy of the show terms and conditions..

By signing this contract you are confirming that you have read and understand all the information presented on this application and in the terms and conditions.

_____ Date: _____

Please print a copy of this contract for your files. Confirmation is required by the Association before booth space is secured. The following two pages contain important information regarding the show.

2018 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 21, 12 pm to 8 pm

Thursday, March 22, 8 am to 8 pm

Friday, March 23, 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**

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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 26, 2018.

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.