

HBA 2021 HOME SHOW CONTRACT



**HOME BUILDERS ASSOCIATION OF
GREATER SPRINGFIELD**

636 W. Republic Rd #D108
Springfield, MO 65807
P: 417.881.3711 • F: 417.881.7334

I wish to reserve the following:

____ (how many) booths
 ____ 110 Electric (\$40)
 ____ 220 Electric (\$75)
 ____ corner booth charge (\$75*)

*Applicable to 100 section ONLY.
Include \$75 for each 10x10 corner booth

Requested Booth Space:

1st choice _____
 2nd choice _____
 3rd choice _____

**Please include contact information for
employee in charge of set-up/tear down**

Name: _____
 Email: _____
 Mobile: () _____

Product Description: _____

**I UNDERSTAND THAT MY CONTRACT WILL NOT BE ACCEPTED
UNLESS IT IS SIGNED AND DELIVERED WITH THE CORRECT
DEPOSIT AMOUNT.**

**IN ADDITION, I ACKNOWLEDGE THE RULES & REGULATIONS
GOVERNING THIS SHOW AND AGREE TO ABIDE BY THEM.**

Signature _____

Title _____

I wish to reserve exhibit space in the HBA of Greater Springfield's Home Show, held at the Springfield EXPO Center.

January 29-31, 2021

Company _____

Billing contact _____

Mailing Address _____

City, State, ZIP _____

Phone () _____

E-Mail Address _____

\$ _____ TOTAL BALANCE DUE

\$ _____ DEPOSIT ENCLOSED

**SEE CHART BELOW FOR CORRECT PRICING.
BOOTH SPACE WILL NOT BE HELD WITHOUT A DEPOSIT.
MEMBER PRICING IS FOR CURRENT HBA MEMBERS ONLY.**

BOOTH SPACE PRICING				
Booth Size	HBA Member Price		Non-Member Price	
	Total Cost	Deposit Due Now	Total Cost	Deposit Due Now
4x10	\$335	\$170	\$400	\$210
6x10	\$470	\$240	\$585	\$310
8x10	\$550	\$280	\$760	\$390
8x20 or 10x16	\$980	\$500	\$1,325	\$670
8x30	\$1,320	\$670	\$1,780	\$900
16x20	\$1,675	\$840	\$2,220	\$1,120
10x10	\$670	\$340	\$920	\$470
10x20	\$1,190	\$610	\$1,560	\$790
10x30	\$1,645	\$835	\$2,150	\$1,160
20x20	\$1,975	\$995	\$2,575	\$1,310

Bulk space areas will be figured by the following square footage rates:
 \$4.87 per sq. ft./50% deposit \$6.38 per sq. ft./50% deposit

TOTAL BALANCE DUE BY December 14th

NO REFUNDS AFTER November 16th

(No AMEX, please!) There is a 3.5% Convenience Fee for running credit cards

VISA MASTERCARD DISCOVER

Card Number: _____ Payment Amt _____

Name on Card: _____ Exp. Date _____

Business Name: _____ Sec. Code _____

Billing Address: _____

City, State, Zip: _____

Signature _____

HBA of Greater Springfield, MO

Home Show Rules & Regulations

- 1. CONTRACT OBLIGATIONS:** No exhibitor will be permitted to set up their booth until all fees are paid.
- 2. EXHIBITOR ELIGIBILITY RIGHT OF REFUSAL AND/OR CANCELLATION:** The HBA of Greater Springfield (the HBA) reserves the right to determine the eligibility of any exhibitor. In the event of non-acceptance, the deposit shall be returned to the applicant. Once the applicant has been accepted, the full cost of the exhibit space is due and payable in the manner described in the fee schedule. Exhibits and the conduct of exhibitors are subject to Trade Show Committee approval, which reserves the right to refuse the application of any company not meeting the required standards, as well as the right to curtail exhibits or parts of exhibits that detract from the character of the show. This also applies to displays, literature, advertising, novelties, souvenirs, and personal conduct of exhibitors. Officers, employees, and agents involved in the management of the Home Show shall have full authority to interpret and enforce all rules and regulations governing Exhibitors. All matters and questions not specifically addressed in the rules shall be subject to final determination by the Trade Show Committee. The rules may be amended at any time by the HBA upon notice to Exhibitors. In addition to any other recourse referenced in these rules and regulations, the HBA may have recourse for the violation of any of these rules in any manner it deems appropriate, including expulsion of an exhibitor from the show and suspension from future shows.
- 3. EXHIBIT SPACE:** A. Any company that is a building or remodeling company must be a member of the HBA if they wish to have booth space in the Home Show. B. For each 8x10 or 10x10 space, the HBA shall provide booth draperies and hardware (EXCEPT bulk spaces), one draped 6 foot table, two chairs and a garbage can. Electric services must be contracted for separately with the HBA. **Any vendor wishing to have ALL BLACK DRAPES for their booth, rather than the green & black mix provided by the EXPO, MUST PROVIDE THEIR OWN. BOOTH SIGNAGE WILL BE THE RESPONSIBILITY OF THE VENDOR.**
- 4. HEIGHT RESTRICTIONS:** The height restriction for all exhibitors or portions thereof located in the newer portion of the building, INCLUDING SIGN, is 16 feet. If your booth is over 16 feet, there will be an additional charge of \$300. The height restrictions for all exhibits or portions thereof located in the older portion of the building, INCLUDING SIGN, is 8 ½ feet. Due to fire regulations, there shall be no exceptions in the older portion of the building unless previously approved by the City Fire Marshall. **The sidewalls of adjoining booths may carry the background height out to within 2 feet of the front line. The front 2 feet of space must not have equipment or display material in it over 42 inches high.** No part of the display may extend beyond the front line of the exhibit space into the aisle. Exhibitor is responsible for following these rules. If booth display goes over the booth line or does not follow the height limitations, they will be required to IMMEDIATELY CORRECT THE PROBLEM. If the problem is not immediately corrected, booth is subject to removal, at Exhibitor's expense, by the Show Committee. This is a NO TOLERANCE POLICY.
- 5. ENDCAP RESTRICTIONS:** Any vendor that reserves twelve booths may occupy two endcaps in the SAME ROW ONLY. Any vendor that reserves MORE than twelve booths may occupy up to three endcaps, however they must be located in no more than TWO rows.
- 6. BOOTH SPACE:** Business activity is restricted to the actual booth space only. No solicitation or other business activity may be conducted in the aisle.
- 7. MOVE IN:** A fork lift is available to be used during move in and tear down. The fee to rent the fork lift is \$72 per hour and does not include a driver. If you need a driver, please contact the HBA office at least one week prior to the Home Show. **The Expo Center does not provide any other equipment to help with move in or tear down. THIS MEANS THERE WILL BE NO CARTS AVAILABE.** Please come prepared with any equipment you need to help move your product.
- 8. SIGNS:** A. All signage must look professional. Any exhibitor having signs which are, or look, amateurish and detract from the overall dignity and refinement of the Show will be asked to remove them from the booth. B. **If signs extend above the back of the booth, the back of the sign must be black. The only exception shall be in the situation where the sign is in the middle of a booth or group of booth spaces. C. No Banners can be hung from the ceiling.** If you want to hang a Banner, you can do so on the EXPO Lobby wall for an additional price. Lobby Signs must be delivered to the Expo Center no later than 10am Monday, January 25. If the signs are delivered after 10am on January 25, it will be up to the discretion of the Show Committee if they are able to be hung. All signage in the old portion of the building must be hung from the pipe and drape of the booth or be freestanding. **No signage may be attached to the walls of the facility. Absolutely no exception shall be allowed in this sign regulation.**
- 9. CHARACTER OF EXHIBITS:** Each exhibitor agrees to display only products or services that are sold by him in his regular course of business. It is the purpose of the Show Committee, and understood by the exhibitor, that only products and services that are pertinent to the field of home building, modernizing, decorating, furnishing, recreation, landscaping, or closely related to these fields of activity shall be displayed, demonstrated, and explained. Each exhibit must comply with and conform to the laws of the State of Missouri and ordinances and regulations of the City of Springfield. The Show Committee reserves the right to reject any exhibit, or part thereof, which is not in keeping with the character and spirit of this rule.
- 10. LICENSES/PERMITS:** Exhibitors must have acquired all licenses required by the Ordinances of the City of Springfield for participation in a show of this character. It is the exhibitor's responsibility to obtain a license.
- 11. SUB-LETTING SPACE:** No exhibitor shall assign, sub-let or apportion the space or any part of the space allotted to him, nor exhibit any goods, apparatus, services, advertising, signs, etc., other than those manufactured or sold by the exhibitor in the regular course of this business, without the written consent of the Trade Show Committee. If it is necessary to use the equipment of another manufacturer, distributor, or dealer whose equipment shall be displayed separately, then no advertising of that equipment may be in evidence unless authorized by the Trade Show Committee.
- 12. UNOCCUPIED SPACE:** If the exhibitor fails to occupy space contracted for, or fails to comply in any respect with the terms of these rules and regulations, the Trade Show Committee shall have the right to rent such space to any other applicant without releasing the original exhibitor from paying the sum agreed to in the application and contract for exhibit space.
- 13. FIRE SAFETY:** No combustible oils or gases may be used as part of the exhibit, nor will any open flames be permitted without prior written approval of the Fire Marshall. All electrical equipment used in conjunction with the display's installation, operation, and dismantling must be in good operating condition and able to pass the inspection of the local Fire Marshall. **All booths with a closed-top roof of any kind MUST have a fire extinguisher in the booth at all times per the Fire Marshall.** Vendors are solely responsible for providing the extinguisher for their booth. Storage of excess materials in hallways is prohibited.
- 14. SELLING:** Retail selling of any products or materials whatsoever **WILL NOT BE PERMITTED.** Exhibitors may take prospective customers' names and addresses. **EXHIBITORS MAY NOT ACCEPT CASH, CHECK, OR CREDIT CARD NUMBERS or sign contracts or purchase orders at the Show.**
- 15. SOUND CONTROL:** Loudspeakers, radios, TV sets, or the operation of any machinery or equipment of sufficient volume to be annoying to the neighboring exhibitors is not permitted. Public address systems to attract the attention of people passing in front of exhibit spaces are not permitted.
- 16. DISTRIBUTION OF LITERATURE AND SOUVENIRS:** Printed advertising, souvenirs, etc., may be distributed by exhibitors from their own space only. Any souvenir or advertising that is of an objectionable or undignified character will not be permitted. Souvenirs should not be of a noise-making variety. All such items are subject to the approval of the Trade Show Committee.

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- 17. DRAWINGS FOR FREE PRIZES:** Exhibitors may offer drawings for door or promotional prizes in their individual booths. If you are running a contest in your exhibit, please make note of the following rules: 1) Each exhibitor must provide his own registration slips, 2) you must have rules posted in the area where the registration takes place, 3) prizes offered MUST be given as stated in the contest offer. If the exhibitor wishes the winners to be announced during the Home Show, there is a fee of \$10.00 per announcement with a limit of three (3) announcements per day on Friday and Saturday and a limit of two (2) announcements on Sunday.
- 18. HELIUM BALLOONS:** Exhibitors cannot utilize helium balloons as décor or a part of their booth (per Expo Center rules and regulations).
- 19. EXHIBITORS LOUNGE:** An Exhibitors Lounge will be available for use by the Exhibitors. The Exhibitors Lounge will be located at the East end of the Lower Lobby of the Expo Center. Snack items, coffee and water will be provided throughout the show. Deli-type items will be available for a few hours in the middle of each Show day. Exhibitors may also purchase meals from the concession area provided by the Expo Center.
- 20. FOOD AND DRINK:** The sale and service of all food and drink products is retained by the Expo Center concession stand. The ONLY food items that may be given away to the public by exhibitors are small candies, i.e. hard wrapped candies and/or mini-size candy bars (per Expo Center rules and regulations). **POPPING AND/OR DISTRIBUTING POPCORN AT YOUR BOOTH IS STRICTLY PROHIBITED.** If the problem is not immediately corrected, booth is subject to removal, at Exhibitor's expense, by the Show Committee. This is a ZERO TOLERANCE POLICY.
- 21. CARE OF EXHIBIT SPACE:** Each exhibitor must keep their own space cleaned and their exhibit maintained in good order while the show is open to the public. Expo Center personnel shall be responsible for maintaining the aisles and public areas.
- 22. VENDOR BEHAVIOR:** All vendors are asked to respect the time and priorities of their fellow vendors. Networking between vendors is allowed and encouraged, however it should not inhibit the ability of any vendor to meet, and conduct business with, potential clients.
- 23. EVENTUALITIES:** In case the exhibit hall should be destroyed by fire or the elements, or by another cause, or in case other circumstances shall make it impossible for the Show Committee to permit the contracted space to be occupied by exhibitor, the application and contract for exhibit space shall terminate and the exhibitor shall waive any claim for damages or compensation.
- 24. LIABILITY:** Neither the HBA, the employees thereof, their agents or representatives; nor Springfield Expo Center, the employees thereof, their agents or representatives; nor any member of the Trade Show Committee shall be responsible for any injury, loss or damage that may occur to the exhibitor, or to the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the application and contract for exhibit space; and the exhibitor on signing the contract expressly releases the foregoing named Association, Corporations, individuals, their agents and employees from any and all claims for such loss, damage, or injury.
- 25. SECURITY:** The Expo Center contains a sophisticated electronic security system, which shall be activated each evening after the exhibit hall is vacated. Entry to the exhibit area prior to public hours shall be permitted only by display of Exhibitor's badge supplied to those individuals who are involved with the set-up and take down of exhibits.
- 26. SET-UP OF EXHIBITS:** Hours for set-up of exhibits are Tuesday 8am–5pm, Wednesday 8am - 8pm, and Thursday 8am–8pm. The main structure of the exhibit (including sawing, hammering, painting, wallpaper, etc) must be complete by 8pm on Thursday. Accessorizing and literature placement may be completed Friday morning. Any vendor that is working on their booth outside of the above hours will be fined \$250/hour.
- 27. SHOW TIMES:** The show will be open to the public 11am–7pm on Friday, 10am–7pm Saturday, and 11am–4pm on Sunday.
- 28. REMOVAL OF EXHIBIT:** All exhibits must remain set up until 4pm on Sunday. Tear down will not begin until after 4pm (no exceptions). **If the vendor chooses to start dismantling their booth prior to 4pm on Sunday, they will be assessed a \$500 penalty.** This penalty must be paid in full before a contract will be accepted for any future HBA of Greater Springfield Trade Shows. Exhibits may be removed 4pm–7pm on Sunday, and 7am–4pm on Monday. All exhibits must be out of the exhibit hall by 4pm on Monday following the show.
- 29. LOT ACCESS FOR TEAR DOWN:** Vendors will NOT be allowed in the EXPO loading dock area - including the lot - until their booth is completely torn down and ready to be loaded.
- 30. BOOTH ASSIGNMENTS:** The HBA reserves the right to change or alter space assignments, floor plans, and show conditions without notice and at their sole discretion for the best interests of the Show.
- 31. COMPLIANCE WITH LAWS:** Exhibitors shall comply with all local, city, state and federal safety, fire and health laws, ordinances and regulations, including the Policies, Rules and Regulations of the Convention Center regarding the installation, dismantling and operation of the exhibit.
- 32. COPYRIGHTED WORKS:** Exhibitor acknowledges and agrees that it shall be solely responsible for obtaining any licenses, permits, etc., which may be required for it to broadcast, perform, or display any copyrighted materials including, but not limited to, music, video, and software. Exhibitor shall indemnify, defend and hold harmless the HBA and its directors, officers, employees and agents from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Exhibitor's breach of this provision. The terms of this provision shall survive the termination or expiration of this Agreement.
- 33. AMERICANS WITH DISABILITIES ACT:** Exhibitor represents and warrants that its exhibit and product/service information shall comply with the Americans with Disabilities Act, its regulations, and guidelines (collectively "ADA"). Exhibitor shall indemnify, defend and hold harmless the HBA and its directors, officers, employees and agents from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Exhibitor's breach of this provision or noncompliance with any provision of the ADA.
- 34. LEGAL ACTION:** Any legal action by an exhibitor against the HBA related to these rules must be brought in Circuit Court of Greene County, Missouri, and Exhibitor's sole remedy is limited to exhibition fees actually paid by the exhibitor, and indirect or consequential damages may not be sought. Should any litigation arise out of this Show, the Exhibitor shall pay all costs and reasonable attorney's fees incurred by the HBA and/or the co-sponsoring agencies if they are the prevailing party.
- 35. INSURANCE AND HOLD HARMLESS AGREEMENTS:** Each exhibitor is required to have Public Liability Insurance to protect against possible claims arising out of the operation of this exhibit. Fire, theft, liability and extended coverage insurance is not provided by the HBA or Convention Center. Exhibitor may obtain such coverage at its own expense. Small and valuable exhibit materials should be packed each night and placed in a secure location. Exhibitor remains responsible for all property brought into the Show and shall bear the sole risk of loss for that property. Exhibitor shall indemnify and hold harmless the HBA, and its directors, agents and employees from any damages caused by theft or other perils normally covered by extended coverage, liability, theft, or fire policies, as well as for all claims, losses, liability, or damages for injury, death, or property damage that may arise from activities of the exhibitor, its employees, agents, invitees, and licensees.
- 36. Exhibitor hereby represents and warrants to the HBA that the exhibitor has taken all steps reasonably necessary to ensure the sound engineering and structural integrity in its exhibit design and the proper construction and safety of the exhibit itself, as erected.**
- 37. AMENDMENTS:** The Trade Show Committee has full power to interpret or amend these rules. Whatever these rules do not cover, the Trade Show Committee reserves the right to make rules to cover to be in the best interest of the Show, and the exhibitor agrees to accept and abide by such rulings.
- 38. PENALTIES:** The penalty for violation of any rule CAN result in immediate booth closure and suspension of exhibitor's right to be in the next year's show.