

Bay County Home Builders Association Exhibitor Home Show Rules and Regulations

The following rules and regulations are designed to insure an orderly and harmonious relationship between exhibitors and the connection with the Bay County HBA Home Show. The show is intended to promote a positive image for the BCHBA and its members. The contract all exhibitors enter into will be subject to the following rules and regulations. The Association shall have the right to enforce these regulations. Please read the same carefully before signing your contract.

Payment: Full payment for the number of booths required prior to the home show in accordance with due date set in contract. No booth set up will be allowed without payment in full prior to the show bar final due date.

Cancellations: Cancellations of exhibit area must be made in writing. A charge of \$50 will be charged for cancellations until January 1st. After January 1st, 50% of the total price of the booth(s) will be refunded.

Booth Size: Booth size will be 10 feet wide and 10 feet deep, except where fire regulations do not allow. A 10-foot aisle must be kept in certain areas. Pipe and drape is included and consists of 3 and 8 feet high drapes where needed. All multiple booth rentals will be based upon the single booth space sides.

Table Top Display: Tabletops will consist of a space for an 8 foot table and two chairs with a drape back drop. **Table and chairs not included.**

Booths spaces & Locations: Exhibitors may not automatically increase the number of space(s) they already have. Permission must be obtained and the decision will be based on availability. The BCHBA reserves the right to rearrange floor plans and relocate any exhibit as needed

Subletting: Exhibitors shall not sublet or assign any portion of their space, in whole or part, or exhibit therein any goods other than those manufactured or sold by them in the regular course of business. This includes sharing exhibit with another company. Any firm, other than the one showed on the contract, which shares a space with an exhibitor, will be charged the same amount as the exhibitor who signed the contract (\$475 to \$575 per space).

A charge of \$100 per each show day will be billed to any Exhibitor who displays signs or literature for the goods others than those sold by the Exhibitor who signed the contract.

Direct Sales: Direct sales will be allowed within the guidelines set by the committee. No large items can be removed from you booth during show hours. Items can be removed at the beginning and end of the day when follow of traffic is light. If you plan on selling products please contact the office for permission. No raffle tickets allowed.

Loading & Unloading: All loading and unloading will be done from the designed loading entrances only. The public entrances may not be used. All exhibitors will receive a map with a designated door assignment for each company as well as booth number and location.

Set Up & Tear Down: Exhibitors may begin setting up the day before the show (Thursday after 6:00 pm). You have a choice to request a time frame or one will be assigned to you. (Check appropriate box on front of contract). Your booth must be ready by 3:00 pm by the day of the show. Exhibitors shall not lean anything against the walls or windows while in process of setting up or tearing down. The Exhibitor will replace, repair, or otherwise assume expense for any defacement or injury of premises caused by his exhibit or his representative. The Exhibitor must, at their own expense, keep their space cleaned and their exhibits in good order. No goods can be removed during show hours. The show closes at 5:00 pm on Sunday, and all exhibits must remain intact until that time. To ensure order, you will need to have exhibits completely tore down before you will be allowed to pull up vehicles and trailers. You are responsible to remove your garbage from the premises.

Carpets and Flooring: Carpet is optional but highly recommended. Carpet must be taped down on all sides using AB Tape. This tape can be purchased from the association if needed. Any type of landscaping must have plastic put in place and taped down before building the booth.

Booth Display: All products and services must pertain to home building, remodeling, home products, or the home building trade. Any enclosed structure, i.e. storage shed, awnings or canopy must have permission by the Bangor Township Fire Dept. and have an approved fire extinguisher at the display. Exhibits must be opened and manned at all times the show is open. Keeping with a professional image, please refrain from eating in booth.

Restrictions: No sound equipment or sound making devices, which are objectionable or can be heard outside of your exhibit, will not be permitted. Alarm systems may not be activated during show hours. Radios and televisions are not permitted unless they specifically promote the Exhibitors displays are used within the display. All distribution of promotional material and activities must be confined within the assigned space.

Combustible and Dangerous Materials: No combustible oils, gases or other materials can be used as part of the exhibit. All flammable material must be fire proofed. No other materials may be used or stored in the exhibition hall, which could potentially be dangerous. Exhibitors must comply with the fire regulations of the Bay County Civic Arena.

Electricity: Electricity is provided. Exhibitors must provide own extension cords. Extension cords will be connected to the closest available floor or ceiling outlet.

Internet: Internet connection will be provided for an additional charge of \$15.00. Contact the HBA Office for an Internet Connection Form.

Insurance: The Bay County Home Builders Association, Inc. shall not be responsible for entry, loss or damage to any Exhibitor or third party. The Exhibitor agrees to indemnify and defend the Bay County Home Builders Association from and against any and all claims, liabilities, loses, cost damages, expenses, including reasonable attorney's fees, obligations or charges of any kind whatsoever made against or suffered by the HBA in any way connected with or relating to the Exhibitor's participation in the Home Show. Each Exhibitor shall provide its own insurance with respect to property damage, fire, and theft, and shall also provide liability coverage and workmen's composition with respect to its booth activities and their representatives.

Exhibitor Only Area: All exhibitors and their staff will enter the Exhibitor only door located on map to be provided. All Exhibitors will supply the Bay County HBA office and a list of staff. Nametags will be provided to all exhibitors for identification purposes. A maximum 6 nametags will be provided to each exhibitor. Additional nametags will be \$2.50 each. Exhibitor Lounge will be located in the Community Room. There will be complimentary food and drinks through out most of the weekend from local sponsors. This is limited to exhibitors only.

Show Management: The Show Manager, along with such committee and or assistants specifically designated, is individually and collectively referred to herein as "Show Management". All actions hereunder by Show Management consider being in the best interest of and on behalf of the Bay County HBA and those individuals shall have no personal liability for such actions.

Amendments: The Bay County HBA and Show Management shall have full power to interpret and to make or amend these rules from time to time when deemed necessary by the committee and or assistants and or wherever these rules and regulations do not cover a situation.

Addendum: The Bay County Civic Arena requires all exhibitors who participate in promotional activity at the Civic Arena to abide by the rules and regulations of the enclosed Addendum that will be enforced by Show Management. Failure by exhibitors to abide by these rules and regulations could result in Show Management taking any actions that it considers necessary or appropriate.