

West Michigan Lakeshore Home Show  
2010 Energy Conservation & Green Living Show  
Sponsored by the Home Builders Association of the Holland Area



February 26 & 27, 2010 at the DoubleTree Hotel

Contract for Exhibition Space  
(must be filled out in full before acceptance)

1. Please reserve space for us in the Home Show to be held at the place and on the dates specified above. This contract is in effect upon receipt of full payment.
2. We agree to abide by the rules and regulations governing the show on the attached form. Please read carefully before signing contract.
3. Exhibit space required.

10' x 10' booth \_\_\_\_\_ \$500 / \$750 Non-Member    6' Table Top Space \_\_\_\_\_ \$350 / \$500 Non-Member

Total cost of booth space \$\_\_\_\_\_. **Non-refundable booth fee of \$500 due January 15, 2010.**

4. Home Expo booth requirements

- ◆ All signs must be professionally printed. No hand written signs allowed.
- ◆ All tables must be neatly draped on all sides to the floor in identical fabric.
- ◆ All exhibitors are required to have a fire extinguisher in their booth.
- ◆ Booth sizes must be strictly adhered to or booth will be removed.
- ◆ Does your booth need electricity?

YES    NO

6. **Exhibitors must provide proof of Liability Insurance for a minimum of \$1,000,000, naming the HBA & the DoubleTree Hotel, and are included as Additional Insured as their interests may appear.**

7. Please list the type of business, products and services to be exhibited in this space. Products not listed here will not be allowed in your booth space.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. The person responsible for this booth will be

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

9. We agree to all Exhibitor rules as noted in this contract, by signing this contract, our company agrees to the philosophy of the Home Builders Association of the Holland Area.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please sign this contract and forward payment to HBA Holland Area, 211 Lincoln Avenue, Holland, MI 49423 or fax with credit card to 616-392-2011.

Visa    MasterCard   # \_\_\_\_\_ Exp. \_\_\_\_\_ Signature \_\_\_\_\_

Accepted by \_\_\_\_\_ Date \_\_\_\_\_



## Rules and Regulations Governing the Conduct of the Home Show



1. Exhibitor to install an attractive and educational display of his products and/or services.
2. Exhibitor agrees to provide a complete list of products and/or services he will display.
3. The Home Builders Association of the Holland Area reserves the right to eject or prohibit an exhibit, part of exhibit, or proposed exhibit, including persons, things, conduct, printed matter, catalogs, or souvenirs, which in its opinion, are not suitable to and in keeping with the philosophy of the Home Show.
4. **Exhibitor agrees to confine his display and activities within the limits of his exhibition space. No exhibit shall protrude in the aisle, and all exposed walls must be suitably covered. All display tables will be skirted. All signs will be professionally printed. Hand lettered signs will be removed by the HBA.**
5. No sound emitting devices will be allowed other than audio-visual equipment, such as TV, sound projectors, etc., whose sound must be kept at a level as not to disturb neighboring exhibits.
6. Exhibitor agrees not to sublet or assign any portion of his space.
7. Direct sales will not be allowed on the floor during the show, sales meaning money and products changing hands on the exhibit floor.
8. Exhibitor agrees to observe the designated hours of the show. Designated hours of the show are Friday 2:00 - 8:00pm & Saturday 10:00am - 8:00pm
9. All goods, wares, and merchandise of any kind placed in the show is understood to be at the owner's risk, and by acceptance of this contract, the exhibitor releases the sponsors and management of and from all liability for damage, injury, or loss, to any person, or goods, from any cause whatsoever.
10. The driving of nails, tacks, screws, or use of any method of attaching materials to walls, floors or railings is strictly prohibited.
11. The exhibitor will be required to replace, repair or otherwise assume all expense for any defacement or injury of the premises caused by his exhibit or his representative.
12. Uniform set-up furnished by the management includes janitor service in the aisles only (not booth area) and general lighting, all within the limits of the facilities of the DoubleTree Hotel.
13. No highly flammable or explosive materials will be permitted either for decoration, display or use within the building. The use of paper or fabric display materials will not be permitted unless considered **Flame Proof** by the management or the Fire Department. The use of pennants and streamers tend to cheapen a display.
14. No open flames will be permitted within the building.
15. Heavy materials or equipment shall not be dragged, skidded or rolled over the floors, but will be carried or moved on wheels of such size and type as will not cause scratches or mars which are irremovable by ordinary routine methods of cleaning.
16. Materials and equipment that might cause a stain mark or discoloration of the floors shall be protected against such damage by water-tight pans, shields, baffles or other suitable devices.
17. No devices or activities classified within the definition of gambling will be permitted in the building or on the grounds.
18. **Installation of exhibits may begin at 6:00am Friday, the day the show opens and must be completed no later than 1:00pm. No work will be permitted on the exhibits during the time the Show is open to the public. Assigned set-up times will be strictly enforced.**
19. No exhibits may be removed from the show before 8:00pm or whenever the Show closes to the public the last day of the show.
20. All exhibits must be removed in their entirety by 12:00 midnight on the day the show ends.
21. It is understood and agreed that in case the Management shall fail to open the Home Show as herein provided, or to furnish the space to the exhibitor herein described, or comparable space as herein provided, it will refund to the exhibitor all sums paid hereunder, which sum shall be in full liquidation of all loss or damages suffered by the exhibitor. If, however, Management is unable to open the Home Show on account of strikes, fires, casualties, acts of God or other causes beyond Management's control, then it shall not be in any manner financially liable to the exhibitor.
22. Management reserves the right to adopt and promulgate such further rules and regulations as shall be reasonably necessary for the convenience and safety of all exhibitors, and any and all such regulations or rules shall be as much a part hereof as though fully incorporated herein, and the exhibitor agrees to conform to and abide by them.
23. Any exhibitor breaching or violating any of the above rules and regulations, shall, upon oral notification by Management, forthwith comply with such rules and regulations. Management reserves the right, upon refusal of exhibitor to comply herewith, to cancel exhibitor's lease, and to remove, at exhibitor's expense, its exhibit and to retain all monies previously paid to it for rent as liquidated damages.
24. The Management reserves the right to move an exhibitor to an equal space if his space should block the sale of multiple spaces to another exhibitor.