

2018 HBA HOME SHOW

Thurs, Feb 8; Fri, Feb 9 & Sat, Feb 10



November 30, 2017

We are excited to let you know that the 2018 HBA Home Show is back in Joplin! We are leasing 440 N. Range Line Road; the old Office Max/Spirit Halloween space in the North Point Shopping Center located at 7th and Range Line Road. For those of you not familiar with Joplin, this is centrally located in a shopping center with Toys R Us, Ashley Furniture, Ross Dress for Less, PetSmart, Pier 1 Imports, and more!

The 2018 Home Show will kick off with a VIP Night Thursday, February 8 from 5:30pm - 9pm. We will have entertainment, a cash bar, and guests must have a special VIP ticket to get in the venue. We will provide each company that has a booth the VIP tickets closer to the event. The show will be open to the public Friday, February 9 and Saturday, February 10 from 10am - 8pm both days.

Attached to this letter is the contract for booth space. If you will be selling items at your booth, there is additional paperwork to fill out for the City of Joplin. If you need to utilize equipment to move your booth items in, please schedule your time with staff so that the equipment is available.

Booths will be filled on a first come, first served basis. Advanced tickets for the Home Show, sold prior to the event, will be available at half price.

If you have any questions or concerns, please contact Cheryl or myself.

We're excited for the 2018 Home Show and we'll see you soon!

A handwritten signature in black ink that reads 'Valerie Searcy'.

Valerie Searcy
Executive Officer
HBA SWMO

2018 HBA HOME SHOW CONTRACT



2024 East 32nd St., #2
 P.O. Box 2532
 Joplin, MO 64803
 Ph: 417.623.5205
 Fax: 417.623.1509
 Cheryl@hbabuilders.com

Company _____

Contact Person _____

Mailing Address _____

City, State, Zip _____

Phone () _____ Fax () _____

E-Mail Address _____

**I wish to reserve exhibit space at the HBA Home Show held at the North Point Shopping Center at 7th & Range Line
 VIP Night Feb 8; Show Feb 9 & 10, 2018**

YOU MUST SUBMIT PAYMENT IN FULL WHEN YOU RESERVE

Number/Size of booth _____ for \$ _____
 Table Needed: ____ Yes, one 6 ft table ____ No, I have my own
 \$ _____ for corner(s) (if applicable; see pricing below)
 (\$50 per corner)
 \$ _____ for electricity (if applicable; see pricing below)
 = \$ _____ **Total Due Now**
 (Total Due To Reserve Space)

Requested Booth Space:

1st Choice _____

2nd Choice _____

3rd Choice _____

We accept Visa, Mastercard, Discover & American Express

Provide Card Holders Name & _____
 Exact Billing Address _____
 Card # _____ Exp Date _____ CVN _____

NO RESERVATIONS ACCEPTED WITHOUT PAYMENT IN FULL.

Booth Fees:	Small 7x8	Standard 8x10	Large 10x10	Corner (each)	Electricity 1-5AMP	Electricity 20AMP	Premium Booth 18x25
Builder Member Rate	\$300	\$450	\$550	\$50	\$55	\$70	\$2,800
Associate Member Rate	\$400	\$500	\$600	\$50	\$55	\$70	\$2,800
Non-Member Rate	\$500	\$650	\$800	\$100	\$55	\$70	Based on Availability

I plan to exhibit the following products: _____

I plan to sell at my booth: ____ Yes, my Missouri Tax ID # is _____

2018 HBA Home Show Contract & 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 Southwest Missouri (the HBA) reserves the right to determine the eligibility of any exhibitor. 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 HBA 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 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:** For each exhibit space, the HBA shall provide booth draperies, two chairs and a garbage can. Tables will be available upon request. Electricity will be provided at an additional cost as noted on the first page.
4. **CARE OF EXHIBIT SPACE:** Each exhibitor must keep his own space cleaned and his exhibit maintained in good order while the show is open to the public.
5. **MOVE IN:** A fork lift, scissor lift, and pallet jack, along with certified driver, will be available to be used during move in and tear down. Please schedule your move in time with staff to reserve the equipment. Please also come prepared with any equipment you need to help move your product.
6. **SET-UP OF EXHIBITS:** Hours for set-up of exhibits are 8:00 a.m. to 8:00 p.m. All exhibits must be complete by 2:00 p.m. Thursday, February 8. Any vendor that is working on their booth outside of the above hours will be fined \$100/hour.
7. **SHOW TIMES:** The show will be open to the public 10:00 a.m. to 8:00 p.m. on Friday, February 9 and Saturday, February 10. A special invitation-only VIP Night will be held Thursday, February 8 from 5:30pm to 9PM. You are responsible for items at your booth.
8. **REMOVAL OF EXHIBIT:** All exhibits must remain set up until 8:00 p.m. Saturday, February 10. Tear down will not begin until after 8:00 p.m. (no exceptions). If the vendor chooses to start dismantling their booth prior to 8:00 p.m. on Saturday, 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 Southwest Missouri Trade Shows. Exhibits may be removed 8:00 p.m. to 10:00 p.m. on Saturday; 10:00 a.m. to 2:00 p.m. on Sunday, February 11; and 8:00 a.m. to 5:00 p.m. on Monday, February 12. All exhibits must be out of the exhibit hall by 6:00 p.m. on Monday, February 12.
9. **HEIGHT RESTRICTIONS:** The height restriction for all exhibitors or portions thereof, INCLUDING SIGN, is 16 feet. If your booth is over 16 feet, there will be an additional charge of \$300. 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.
10. **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. No signage may be attached to the walls of the facility. Absolutely no exception shall be allowed in this sign regulation.
11. **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. 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.
12. **LICENSES/PERMITS:** Please make sure any City of Joplin licenses needed are obtained and properly displayed.
13. **BOOTH SPACE:** Business activity is restricted to the actual booth space only. No solicitation or other business activity may be conducted in the aisle.
14. **SELLING:** Retail selling will be allowed on a limited basis. Items offered for sale must be related to the remodeling, building, home and/or décor business and must be items routinely sold by the exhibitor. The Trade Show Committee reserves the right to determine what items are and are not appropriate to be sold at the Home Show.
15. **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 and 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 Show Committee.
16. **DRAWINGS FOR FREE PRIZES:** Exhibitors may offer, are in fact encouraged to hold, 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 is being held.
17. **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 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 Show Committee.
18. **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 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.
19. **FIRE SAFETY:** No combustible oils or gases may be used as part of the exhibit, nor will any open flames be permitted. All electrical equipment used in conjunction with the display's installation, operation, and dismantling must be in good operating condition and able to pass inspection.
20. **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.
21. **FOOD AND DRINK:** 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. Vendors must get any other food item pre-approved by staff and/or the Home Show committee.
22. **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.
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 Home Builders Association of Southwest Missouri, the employees thereof, their agents or representatives; nor Chase Properties, 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 in jury.
- 25. **SECURITY:** The facility will be locked each night, however there will not be anyone in or around the building. Please cover or put away any items of value that you do not want to leave unattended.
- 26. **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 HBA regarding the installation, dismantling and operation of the exhibit.
- 27. **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.
- 28. **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.
- 29. **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 Chase Properties. 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.
- 30. **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.**
- 31. **AMENDMENTS:** The Show Committee has full power to interpret or amend these rules. Whatever these rules do not cover, the 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.
- 32. **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.

THIS AGREEMENT made and entered in to this _____ day of _____ 20____,

(Company Name)

HOME BUILDERS ASSOCIATION OF SW MISSOURI

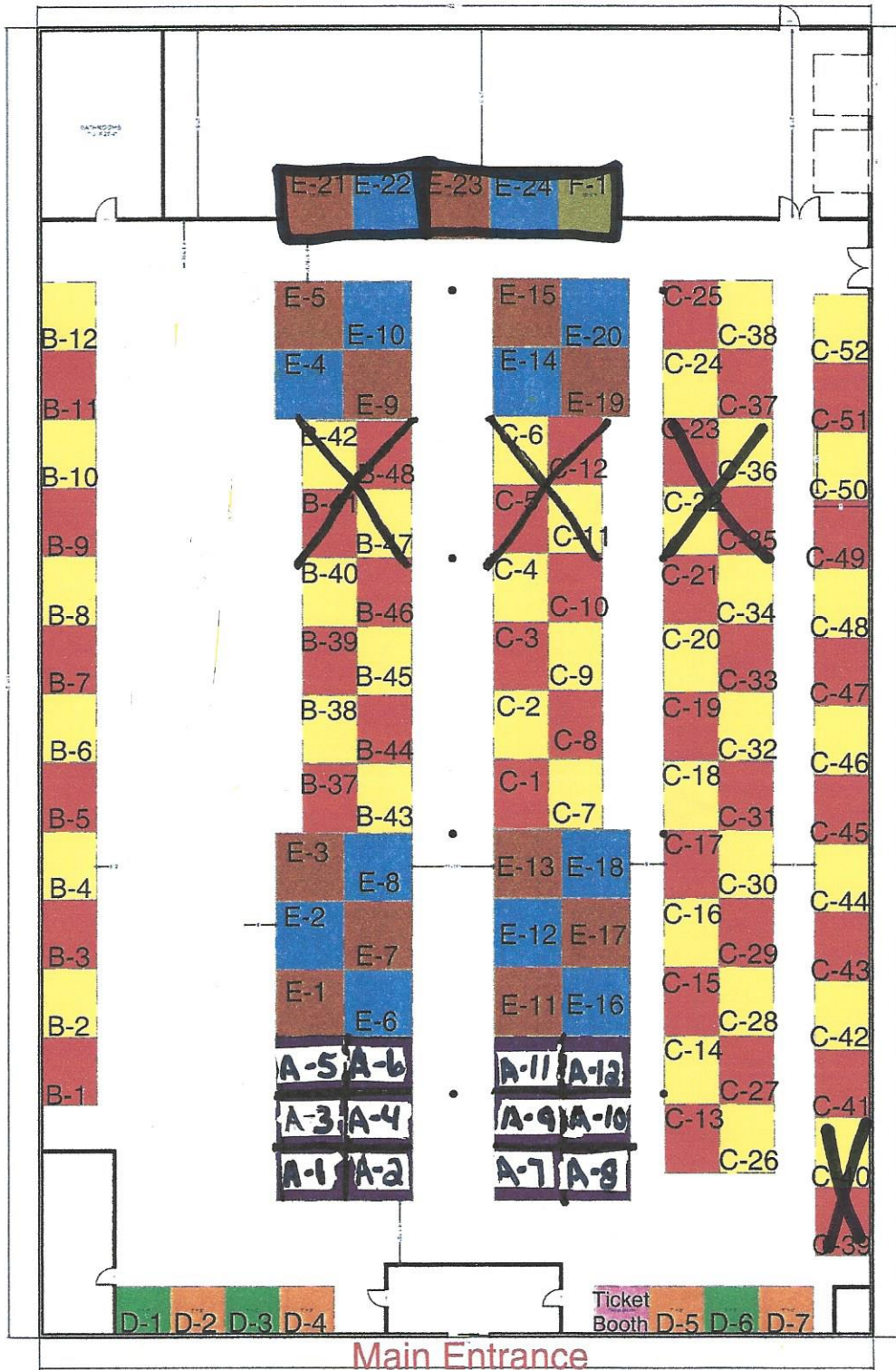
By _____
(Signature - Company Representative)

By _____
(Signature - HBA Representative)

(Contact Person) PLEASE PRINT

Best Contact Phone Number _____

FOR OFFICE USE ONLY	
DATE REC'D _____	PMT INFO _____



7x8'



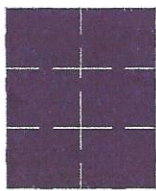
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10x10