

**Home Show Exhibitor Application**  
**CONTRACT FOR 2019 EXHIBIT SPACE**

This application for exhibit space at the Interstate Center in Bloomington, IL on the dates of March 1, 2, 3, 2019, for Home Show will become a contract between the **Bloomington-Normal Area Home Builders Association** (Hereinafter called "Organizer") and the undersigned representative below (Hereinafter called "Exhibitor") upon acceptance by management and is based upon the terms set forth below and on the rules and regulations which must be strictly adhered to by exhibitor, their employees and representatives. This contract is deemed binding when the Organizer receives the non-refundable payment-in-full and an executed and signed contract.

Please enter your company name exactly as you wish it to appear on exhibit signage /promotions  
 Maximum 35 characters.



Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Cell:(\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Web Address: \_\_\_\_\_

**BOOTH SPACE**

1st Choice(s) \_\_\_\_\_

2nd Choice(s) \_\_\_\_\_

3rd Choice(s) \_\_\_\_\_

**\*\*Booth spaces WILL NOT be reserved until the following criteria has been met:**

-Exhibitor application is complete.

-Full payment received.

-Members of the BNAHBA have first right of booth selection from 8/13/2018 thru 8/24/2018. Non-member requests honored in order of application and receipt beginning 8/27/2018. The BNAHBA has the right to place any vendor based on need and number of booths. (Propane, Electrical need...etc)

**REGISTRATION**

\$735 Bloomington-Normal Area Home Builders Association member \_\_\_\_\_

\$835 Non-member \_\_\_\_\_

\$35 Interstate Center Fee (All vendors must pay this fee) \_\_\_\_\_

Number of 10'x10' booths \_\_\_\_\_

Banners (\$150 each) \_\_\_\_\_ (see vendor details sheet for more information-restrictions) Internet Fee (\$50) \_\_\_\_\_

Number of advanced discount tickets (\$3 each) \_\_\_\_\_ Water Fee (\$50) \_\_\_\_\_ Forklift Fee (\$150) \_\_\_\_\_

**Total \_\_\_\_\_ (make sure to include the \$35 Interstate Center Fee)**

The individual signing this contract warrants that he/she has been duly authorized to execute this binding contract and that exhibitor will continue to fulfill these terms even if the individual ceases to be part of the exhibitor's company. This signature also verifies that the attached Exhibitor Information sheet has been read and agreed to.

Company Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Show Organizer Signature (Indicating exhibit approval): \_\_\_\_\_ Date: \_\_\_\_\_

*Please send the original contract back completed in its entirety. Your copy will be mailed to you and serve as your official receipt and contract.*

# Home Show 2019 Exhibitor Details

All exhibitors must complete this section in full prior to contract approval. Please return with exhibitor application. Please note **THERE ARE SOME MAJOR CHANGES IN THE APPLICATION PROCESS. MAKE SURE YOU READ ALL THE CONTENTS OF THIS CONTRACT AND INITIAL EACH PAGE!**

## Service Request Form for Electricity, Water and Internet

\_\_\_\_\_ Yes I need water for an additional cost of \$50.00. I understand that I need to supply my own hose that will reach to my booth. I also understand that I am responsible for draining all exhibits and cleaning up any water that results from same. This fee is not included in the cost of your booth space. This fee is not included in the Interstate Center Fee.

\_\_\_\_\_ Yes, I need internet access for a cost of \$50.00 for the 3 day period. This fee is not included in the cost of your booth space. This fee is not included in the Interstate Center Fee. Electrical is included in the Interstate Center Fee of \$35.00.

**I understand that I am responsible for providing and running the extension cord for my booth.** Although booths may be next to an outlet, it is recommended you bring at least 150' of cable to reach the next available circuit in the event the circuit you are closest to has issues. Once all the cords are run, Interstate Center staff will ramp, tape, carpet, or otherwise secure them. Most of the electrical will be ran from the ceiling so be prepared to have a cord above your booth. In the event that you do have a cord running through your space, the Interstate Center will make sure it is secured for safety. We apologize in advance if this is an inconvenience for you but please understand with our arrangements it is totally necessary. Please note: **EXTENSION CORDS THROWN ACROSS THE FLOOR AT THE LAST MINUTE CREATE AN UNSAFE ENVIRONMENT FOR PATRONS, VENDORS, AND STAFF. ANY REQUESTS FOR POWER MADE AFTER FEBRUARY 18TH WILL BE DECLINED. ANY CORDS RUN AFTER 3PM FRIDAY WILL BE UNPLUGGED AND REMOVED. NO EXCEPTIONS.** \_\_\_\_\_ (Please initial)

All vendors are required to pay a \$35 Interstate Center Fee. ***This fee is not included in the cost of your booth space.*** This fee covers misc. fees associated with your space and parking during the show.

**A fork lift will be available for you to use during your load in, however, the cost will be \$150 and you will be required to contact me in advance if you will be needing to use the forklift. You are allowed to bring in your own forklift.**

**Please note: If you are using propane, please contact Lisa Kohn at 309-663-6612 before selecting your booth space.**

## Load-In/Load-Out

Will you need to drive to your booth to unload materials? Yes No

Load in vehicle description (please check all that apply) Car Van Pick-up truck Trailer Box Truck Semi Truck

## Mandatory Insurance

You must supply the BNAHBA with PROOF OF COVERAGE. See page 4 of the exhibitor application for compliance information.

**Banner Ads:** Your paid banner (\$150,00) hung from the ceiling will promote your company logo and relay your message to thousands of attendees. Every effort will be made to hang your banner above or as near as possible to your booth. We ask that you please limit your banners to 1 per company and should not exceed 10 x 10 in size. Any banners displayed in confines of your booth does not have a fee but must not exceed the height of your pipe and drape. Due to ceiling height restrictions, hung banners will no longer be allowed in Booth Spaces # 1 thru 76.

## Posters/Exhibitor Badges

8 x 10 posters will be available on our website for you to download and print out for your business. We encourage you to print them out and post them in your business.

Exhibitor Badges will be handed out during your load-in. **THEY WILL NO LONGER BE MAILED!!!!** Please make sure that you check-in with the HOMESHOW OFFICE to pick up your badges and receive any additional information. The HOMESHOW OFFICE is located near the main entrance doors. Please check the map for location.

## Exhibitor Parking

Parking will be located in the rear of the building. The vendor entrance is clearly marked on the map and this is the only door that will be unlocked before the show opens. This is for the safety and security of our vendors and your cooperation is appreciated. Please relay this information to your employees. No door other than the **VENDOR ENTRANCE DOOR** will not be opened to ANYONE FOR ANY REASON after load-in has been completed. **All other doors will remain closed the entire weekend. PLEASE DO NOT OPEN THEM.**

If you are paying by check or cash, please print our the Exhibitor Application and return it with your check. Booths will only be held for 5 business days. Checks are made payable to Bloomington-Normal Area HBA and should be mailed to:

***Bloomington Normal Area Home Builders Association, 1713 Tullamore, Suite B Bloomington, IL 61704***

## 1. EXHIBIT SPACE

Exhibit booth spaces are 10' wide by 10' deep. Furnished with rental of each space are two black and white sidewall curtain drapes (3' high), one backwall drape (8' high) and an identification sign for the back wall. NO TABLES OR CHAIRS ARE PROVIDED. You can rent them from Peoria Flag and Decorating before the show. A form will be emailed to you.

## 2. BOOTH ALLOCATION

The Organizer will assign booth locations. Requests for booth locations will be considered but not guaranteed. No booth assignment is finalized until you receive email confirmation. **REMINDER: Booth # 21-22-35-36-199-200 are in front of LOAD doors. You will be asked to LOAD-IN last...LOAD-OUT first. NO COMPLEX BOOTHS ARE SUGGESTED IN THESE SPACES.**

## 3. SUBLETTING OF SPACE

No Exhibitor shall assign, sublet or apportion the whole or any part of the space allotted, nor exhibit therein any other goods than those manufactured or sold in the regular course of business by the Exhibitor. You cannot purchase space and sell it to another company. You must contact the BNAHBA if there is a problem with the space you have purchased.

## 4. SAFETY PROVISIONS

- a.) All decorations, banners and other display materials must be class A fire retardant, and electrical wiring must conform with National Electrical Code safety rules. If you are paying to have a banner hung outside the limits of your booth space, it should not exceed 10 x 10 in size and no banners can be hung in booth # 1 thru 76.
- b.) Exhibitor must provide the necessary shielding or safety items to protect patrons, exhibitors and all others from equipment that is operable or any other materials, processes or operations which might cause bodily harm or damage to clothing. Please do not throw/toss items at patrons during the show.
- c.) Electrical cords, carpets, etc. must be securely taped to the floors and must be approved by Interstate Center Staff.
- d.) No portions of the sidewalks, entries, passageways, doors, aisles, vestibules, windows, ventilators, lighting fixtures or ways of access to the public utilities of the premises may be obstructed. Any damage resulting from misuse of any portion of the premises shall be the responsibility of individual exhibitors.

## 5. EXHIBITOR PACKET/EXHIBITOR INFORMATION

All exhibitor information will be posted on the BNAHBA website. You can download all the information needed for the show from that site. Our website is [www.bnhomebuilders.com](http://www.bnhomebuilders.com). You can access the HOMESHOW information from the Homepage. We encourage you to print anything you feel you may need for load-in and bring it with you. If you do not have access to the internet, please contact me at (309) 663-6612 and we can make other arrangements for you.

## 6. INSTALLATION/REMOVAL

- a.) Exhibitors will be assigned a load-in time and a time slot for set up in February. All exhibits must be completed and ready for show by 3 p.m. on Friday the day the show opens. **Please note that if you are in front of a LOAD door...you will be last to load in...first to load out. (Booth #21-22-35-36-199-200.** We ask that you do not use DUCK TAPE to secure carpets and cords. **Blue Painters Tape or Gaffer Tape only.** The Interstate Center will charge you a cleaning fee if you do not comply with the tape requirements.
- b.) There will be no storage for packing cartons.
- c.) Absolutely no packing or dismantling before the official show close at 4 p.m. Sunday.
- d.) Exhibits that are carried or hand carted into the building after over-head load in doors are closed must fit through standard patron doors.
- e.) Specific load-out times will not be assigned. Let us know if you are requiring special needs (forklift, etc). Everything must be cleared out of the Interstate Center by 12:00 p.m. on Monday after the show. Anything left behind will be discarded, and a removal fee will be charged to the exhibitor. Please note if you are in front of an overhead door...you must move out on Sunday after the close of the show.

## 7. ELECTRICAL COMPLIANCE

Since we are required to buy out the entire building for electrical purposes, each vendor will be required to pay a fee of \$35.00. This fee is not included in the cost of your space. It is an additional fee. If you are in need of special electrical requirements, the fee is \$50.00 and you must let me know in advance.

\_\_\_\_\_ Yes, I have specific electrical needs for my booth space. (Please Initial)

**Each vendor is responsible for providing and running their own extension cords.** Although booths may be next to an outlet, it is recommended you bring at least 150' of cable to reach the next available circuit in the event the circuit you are closest to has issues. Once all the cords are run, Interstate Center Staff will ramp, tape, carpet, or otherwise secure them as well as is possible. Please be aware that you may have cords running to or through your space and however most electrical is in the ceiling. **EXTENSION CORDS THROWN ACROSS THE FLOOR AT THE LAST MINUTE CREATE AN UNSAFE ENVIRONMENT FOR PATRONS, VENDORS, AND STAFF. ANY REQUESTS FOR POWER MADE AFTER 3PM FRIDAY WILL BE DECLINED. ANY CORDS RUN AFTER 3PM FRIDAY WILL BE UNPLUGGED AND REMOVED. NO EXCEPTIONS.** Electrical expenses are covered in the \$35.00 Interstate Center Fee.

NOTE: Most electrical connections are located in the ceiling ABOVE your booth space. Please do not use another vendors plugs without their permission.

Thank you for your cooperation.

**8. PROPANE/COOKING PROMOTIONS/POPCORN**

- a.) Any exhibitor distributing food must obtain a temporary food permit from the McLean County Health Department by calling (309) 888-5450. All food must be distributed in sample size portions only.
- b.) The BNAHBA must be supplied a copy of the Food Permit prior to the opening of the show.
- c.) Popcorn is allowed in sample size portions only.

**9 PROMOTION ACTIVITIES/ALCOHOL/SOUND/COOLERS**

- a.) There will be no sale or samples of alcohol distributed by any vendor.
- b.) Helium balloons are not permitted. Failure to comply with this policy will result in an additional fee.
- c.) Distribution of printed promotional materials, samples, souvenirs and other articles is restricted to your own exhibit space. You may not represent or sell products of any firm or individual other than your own. No outside individuals are allowed to pass out business cards or flyers during the show. If you see anyone doing this, please inform us ASAP.
- d.) Exhibitors are permitted to sell products from their booths.
- e.) Loud speakers, radios, televisions, or the operation of machinery or equipment which is of sufficient volume to be distracting to neighboring exhibitors or show visitors will not be permitted. f.) Absolutely no outside alcohol is permitted during show load-in, load-out or during show hours without the permission of the BNAHBA.
- g.) Outside coolers and food are welcome however there will be food and drink available for purchase at *reasonable prices* during regular show hours. There will be coffee supplied during load-in on Wednesday and Thursday but no food service. There are several restaurants in the area for lunch breaks.

**10. INSURANCE**

Please make sure that you are in compliance with all the insurance requirements . General Liability and Auto Liability policies should be written on a primary and non-contributory basis and reflect a minimum limit of \$1,000,000. Please provide additional insured clause in favor of: Bloomington-Normal Area Home Builders Association, 1713 Tullamore, Suite B, Bloomington, IL 61704, MCF, McLean County Farm Bureau and McLean County Ag Expo, 1106 Interstate Drive, Bloomington, IL 61705. Please provide this information to your agent and if they have any questions, please have them call me.

**11. SECURITY/FIRST AID**

The Interstate Center will be locked when the show is not open. Vendors are required to enter through the VENDOR ENTRANCE DOOR in the back of the building. It is clearly marked on the map. All other doors will be locked after the overhead doors have been closed and will remain locked during the show. DO NOT OPEN THEM FOR ANY REASON! At no time however, will the Bloomington-Normal Area Home Builders Association be liable for any property in the Interstate Center or on its surrounding grounds. Security will be available during normal operating hours. Please make sure your employees are aware of where they should be entering and exiting and where to park.

There will be First Aid on site during regular show hours.

**12. LIABILITY**

By signing this contract, all exhibitors must agree to indemnify the Bloomington-Normal Area Home Builders Association, the venue, their managers, officers, sponsors, employees agents, successors and assigns from any suit or claim for personal injury or for property by whomsoever sustained on or about Exhibitors participation in Show unless the damages or injury is due solely to the negligence of the Bloomington-Normal Area Home Builders Association or the venue.

**13. FORCE MAJEURE**

In the event the venue or any part of the exhibit area thereof is unavailable whether for the entire event, or a portion of the event as a result of snow, ice, fire, flood, tempest or any other such cause or as a result of governmental intervention, malicious damage, acts of war, strike, lockout, labor dispute, riot, or any other cause or agency over which the Bloomington-Normal Area Home Builders has no control or should the event decide that because of any such cause it is necessary to cancel, postpone or re-site Home Show 2019 or reduce the installation time, event time or move-out time, Home Show 2019 shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect arising as a result thereof.

**14. AMENDMENTS**

Home Show management shall have the full power in the interpretation and enforcement of all contract rules and regulations contained herein, and the power to make such amendments thereto, and such further rules and regulations as shall be considered necessary for proper conduct of the exhibition.

Please make sure you read all the above information carefully. We look forward to seeing you at HOMESHOW, 2019.