



HBA of Greater Toledo
 1911 Indian Wood Circle
 Maumee, Ohio 43537
 (p) 419-473-2507
 (f) 419-473-3015

BOOTH RESERVATION FORM
2012 House & Home Show
February 17—19, 2012

Company _____ Contact _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____
 Email _____ Website _____
 Featured Products/Services _____

2012 Booth Rates	
<u>HBA Members</u> Regular Booth \$625 Corner Booth \$725 Main Aisle—Sold Out	<u>Non-Members</u> Regular Booth \$910 Corner Booth \$1010 Main Aisle—Unavailable

BOOTH ASSIGNMENT POLICY

Booths are assigned on a first-come, first-serve basis determined by the date the **forms and deposit** are received by the HBA. Space will not be held without the required paperwork and deposit. Please list your top three booth preferences below. If those options are no longer available when your reservation is received you will be contacted for additional choices. **The main aisle is available to HBA members only.**

See enclosed floor plan for booth numbers.

Booth(s) Preference – 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Total Number of Regular Booths _____ x Price per Booth _____ = \$ _____

Total Number of Corner Booths _____ x Price per Booth _____ = \$ _____

Total Number of Main Aisle Booths _____ x Price per Booth _____ = \$ _____

Total Price of all Booths = \$ _____

*** A 50% DEPOSIT IS DUE WITH ALL BOOTH RESERVATIONS ***

RESERVATION REQUIREMENTS: The following information must be included to reserve booth space: 1) Booth Reservation Form; 2) Signed Copy of the Exhibitor’s Agreement; 3) Deposit. **Exhibitors will not be allowed to setup for the show unless they are paid in full by February 3, 2012.**

PAYMENT: Check (payable to HBA of Greater Toledo) Credit Card

Card # _____ Exp. _____ V-Code _____

Signature _____

Questions: Please contact Jennifer Lynch at the HBA at (419) 473-2507 or email jlynch@toledohba.com.

HBA Use Only: Booth Number(s) Assigned _____



2012 HOUSE & HOME SHOW—EXHIBITOR AGREEMENT

This agreement between the Home Builders Association of Greater Toledo (HBA) and the exhibitor is subject to the following conditions:

Booth Space—All exhibit space is in 10' x 10' units and includes; side and rear draping, identification sign, table, table drape and carpet. Additional items can be ordered from HBA authorized display company at exhibitor's expense.

Electric/Utilities—Electricity, wireless internet, water, drain and natural gas hook-ups (gas hook-ups are in limited areas only) are available through the Seagate Centre at exhibitor's expense. Contact the SeaGate Centre at (419) 255-3300.

Exhibit Hours—The HBA shall determine and publicize the exhibit hours the show will be open to the public during each day of the show. Exhibitors will be admitted to the SeaGate Centre one hour prior to daily show opening times. An attendant must be in charge of each display during show hours. Failure to man your booth space may result in removal from the show. Tardiness and/or closing your booth early are prohibited. All exhibits must be in place prior to the show opening. Exhibits cannot be dismantled until after closing on Sunday, February 19, 2012 at 5:00pm and must be out of the building by 5:00pm, Monday, February 20, 2012.

Displays—Construction, including signs, higher than eight (8) feet must be approved by the HBA. Materials used in your booth must be flameproof. Floors cannot be painted; nothing may be nailed or fluxed to the floor. Exhibitors shall not affix to the walls of the SeaGate Centre, advertisements, signs etc. or use scotch tape, masking tape or any other adhesive material on painted surfaces. The exhibitor agrees to reimburse the HBA and/or SeaGate Centre for any loss or damage occurring to the premises or equipment.

Aisles—The aisles and passageways remain under the control of the HBA and no signs, decorations, banners advertising material or exhibits will be permitted in those areas without approval.

Indemnification—Insurance desired by the Exhibitor must be placed at his/her own expense. The HBA will not be responsible nor will they guarantee the Exhibitor against a loss of any kind. Exhibitor will hold the HBA harmless against any claims, demands or actions of any nature by any party in connection with the Show.

Subletting Space—Exhibitors shall not assign or sublet any part of the space contracted without the written consent of the HBA.

Distractions/Noise—All exhibits and their personnel must remain within the confines of their own space. Soliciting at the entry way or in the aisles is prohibited. Exhibits which include the operation of musical equipment, radios, sound motion picture equipment, public address systems or any noise making machines, must be operated so the noise resulting from them does not annoy or disturb adjacent exhibitors and their patrons, and must be approved by the HBA. No helium balloons are allowed.

Smoking—Smoking is not allowed anywhere inside the SeaGate Centre.

Restrictions—The HBA reserves the right to remove exhibits, without refund, that have been falsely entered, that are deemed by the HBA unsuitable or objectionable or that have not met agreed upon payment dates. This restriction applies to, but not limited to noise, PA systems, persons, animals, things, conduct, printed material or anything of any character that might be objectionable to the HBA. The HBA reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any exhibitor or his representatives without giving cause. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of rental unearned at the time of ejection. If an exhibit or exhibitor is ejected for violation of these rules or for any other stated reasons, no return shall be made.

Notification of Show Details—Exhibitors will be notified by mail, in advance, of the move-in schedule, show hours, move-out schedule and other show details.

Failure to Occupy Space—Any Exhibitor failing to occupy space contracted is not relieved of the obligation of paying the full rental of such space. If not occupied by the time set for completion of installation of displays, such space may be possessed by the HBA for such purposes as they may see fit, in which case the Exhibitor shall pay the full rental for such space. The HBA reserves the right to re-let such space, after giving notice to the original exhibitor, who in such case shall be liable for the amount and to the extent of the loss incurred by re-letting.

Show Cancellation—In the event of an emergency, if it becomes necessary to postpone or cancel the show in its entirety, all money paid in by the Exhibitor for space will be refunded and the Exhibitor shall and does hereby waive any claim for damages.

Changes to Floor Plan—The HBA reserves the right to alter locations of exhibitors, or of booths as shown on the official floor plan, if deemed advisable and in the best interest of the Show.

Amendments—Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decisions of the HBA. These rules and regulations may be amended at any time by the HBA, provided that such amendments shall not operate to substantially diminish rights not reserved to the Exhibitor under the contract and shall not operate to substantial increase the liability of the Exhibitor. All amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations. Exhibitors also agree to abide with all rules and regulations of Seagate Centre.

Cancellation of Contract—If this agreement is cancelled by the exhibitor for any reason, or by the HBA because of exhibitor's default or violation of this agreement, monies paid to the HBA by the exhibitor shall be retained as follows: **If cancellation occurs 90 days or more before the start of the show, the HBA shall retain 25% of the total rental cost of the booth(s) and return the balance to the exhibitor. If cancellation occurs within 60 days of the show, the entire rental paid to date by exhibitor shall be retained by the HBA.** The retained rental shall be liquidated damages for the direct and indirect costs incurred by the HBA for organizing, setting up and providing space for exhibitor, and losses and additional expenses caused by exhibitor's withdrawal including reletting the space. **All cancellations must be in writing.**

Payment—The balance of booth fees must be paid in full by **February 1, 2012**. Checks to pay for exhibit space may be made payable to HBA of Greater Toledo and mailed to the HBA at 1911 Indian Wood Circle; Maumee, Ohio 43537.

COMPLETE AGREEMENT

This agreement contains all terms and conditions agreed on by the parties hereto, and no other agreement, oral or otherwise, regarding the subject matter of this contract, shall be deemed to exist or to bind any of the parties.

Exhibitor's Signature

Date

Print Name

HBA Signature

Date

2012 HOUSE & HOME SHOW

