



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

**BOOTH RESERVATION FORM**  
**2011 House & Home Show**  
**February 18—20, 2011**

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

Forms & Deposit Received by April 30, 2010	
HBA Members	Non-Members
Regular Booth \$600	Regular Booth \$875
Corner Booth \$700	Corner Booth \$975
Main Aisle \$800	Main Aisle—Unavailable

Forms & Deposit Received After April 30, 2010	
HBA Members	Non-Members
Regular Booth \$625	Regular Booth \$910
Corner Booth \$725	Corner Booth \$1010
Main Aisle—Unavailable	Main Aisle—Unavailable

**IMPORTANT NOTE:**

Exhibitors that participated in 2010 will have **right of first refusal**—the deadline to retain your same booth is **MAY 1, 2010**. After the right of first refusal has been determined, all other booths will be assigned based on the date the forms and deposit are received by the HBA. ***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 Corners Booths \_\_\_\_\_ x Price per Booth \_\_\_\_\_ = \$ \_\_\_\_\_  
 Total Number of Main Aisle Booths \_\_\_\_\_ x Price per Booth \_\_\_\_\_ = \$ \_\_\_\_\_  
**Total Price of all Booths= \$ \_\_\_\_\_**

**OPTION 1**

Payment Breakdown: Total Price \$ \_\_\_\_\_ / 8 months = \$ \_\_\_\_\_ per month.  
 First payment due with your reservation. Remaining payments due on the 15th of each month through December.

**OPTION 2**

Payment Breakdown: Total Price \$ \_\_\_\_\_  
 Less Deposit \$ 100 (due now)  
 Balance \$ \_\_\_\_\_ / 50% = \$ \_\_\_\_\_ Two payments of this amount due.  
 Payment 1 due 10/15, Payment 2 due 12/15

**RESERVATION REQUIREMENTS:** The following information must be completed to reserve space: 1. Booth Reservation Form; 2. Signed Copy of the Exhibitor’s Agreement. The balance on your booth must be paid in full by **FEBRUARY 1, 2011**.

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

Card # \_\_\_\_\_ Exp. \_\_\_\_\_  
 Verification Code (on back of card) \_\_\_\_\_ Billing Zip Code \_\_\_\_\_  
 Signature \_\_\_\_\_

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

**HBA Use Only:** Booth Number(s) Assigned \_\_\_\_\_



## 2011 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 20, 2011 at 5:00pm and must be out of the building by 5:00pm, Monday, February 21, 2011.

**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 substantially 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, 2011**. 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

## 2011 HOUSE & HOME SHOW

