



HBA of Fond du Lac & Dodge Co., Inc.  
**2012 HOME & GARDEN SHOW**

Fri., March 23 4-8 p.m. • Sat., March 24 10 a.m.-4 p.m.  
 Sun., March 25 10 a.m.-4 p.m.  
 Fond du Lac County Fairgrounds – Hwy 45 South, Fond du Lac Ave, FDL

<b>OFFICE USE ONLY</b>	
Received:	_____
Confirmed:	_____
Booth #:	_____
Insurance:	_____

EXHIBITOR INFO

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Person In Charge of Event: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

**To check booth availability, you must call the Association office 920-922-9067**

Please reserve the following booth(s) or exhibit space \_\_\_\_\_ for our use at the FOND DU LAC HOME & GARDEN SHOW, hereinafter referred to as **HOME SHOW**. We agree to exhibit under and comply with the rules and regulations printed in this contract, said rules and regulations thereby becoming a part of this contract.

**Discounts are applied to multiple booths for HBA Members and WBA Members ONLY.**

<b>HBA Member:</b>	<b>Early-Bird Price (prior to 12/1/11)</b>	<b>Price 12/1/11 &amp; beyond</b>
_____ 10'x8'10" Booth	\$315.00	\$351.00
_____ 10'x10' Booth	\$350.00	\$390.00
_____ 10'x17' Booth	\$595.00	\$663.00
_____ 10'x20' Booth	\$665.00	\$741.00
_____ 10'x30' Booth	\$980.00	\$1092.00
_____ 10'x40' or 20'x20' Booth	\$1242.50	\$1384.50
_____ 10'x60' or 20'x30' Booth	\$1837.50	\$2047.50
_____ Corner Booth (300 sq ft)	\$980.00	\$1092.00
_____ Outdoor Booth 25' x 25'	\$160.00	\$185.00
_____ Outdoor Booth 10'Deep x 25'	\$80.00	\$105.00

<p><b>Prime Booth Locations:</b></p> <p>Booth #'s 800-809 are available for an additional fee.</p>
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<b>WBA Member:</b>	<b>Early-Bird Price (prior to 12/1/11)</b>	<b>Price 12/1/11 &amp; beyond</b>
_____ 10'x8'10" Booth	\$405.00	\$470.00
_____ 10'x10' Booth	\$450.00	\$515.00
_____ 10'x20' Booth	\$855.00	\$956.00
_____ 10'x30' Booth	\$1,260.00	\$1,274.50
_____ 10'x40' or 20'x20' Booth	\$1,597.50	\$1,593.00
_____ 10'x60' or 20'x30' Booth	\$2,362.50	\$2,230.00
_____ Corner Booth (300 sq ft)	\$1,260.00	\$1,275.00
_____ Outdoor Booth 25' x 25'	\$210.00	\$235.00
_____ Outdoor Booth 10'Deep x 25'	\$130.00	\$155.00

<b>Non-Member:</b>	
_____ 10'x8'10" Booth	\$531.00
_____ 10'x10' Booth	\$550.00
_____ 10'x20' Booth	\$1100.00
_____ 10'x30' Booth	\$1650.00
_____ 10'x40' or 20'x20' Booth	\$2200.00
_____ 10'x60' or 20'x30' Booth	\$3300.00
_____ Corner Booth (300 ft)	\$1650.00
_____ Outdoor Booth 25' x 25'	\$260.00
_____ Outdoor Booth 10'Deep x 25'	\$180.00

- Inclusions:**
- Electrical hookup – 110 outlet only – you **must** bring your own extension cords!
  - 1 table (2' x 6') and 1 chair (additional tables \$2 each and chairs \$.50 each)
  - Tall back booth curtain

**Additional Charges:**

Carpet - Black (10'x10') x \$40.00 (after 2/15/12 \$60.00)	\$ _____
Two side curtains – Red (4') x \$24.00 (after 2/15/12 \$44.00)	\$ _____
Additional tall curtain (1) – Red x \$25.00 (after 2/15/12 \$45.00)	\$ _____
Booth Fee	\$ _____
<b>TOTAL:</b>	\$ _____

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**I UNDERSTAND THAT 1/2 OF THE BOOTH PAYMENT (NON-REFUNDABLE) IS DUE WITH THE CONTRACT.**

Payment Method: \_\_\_\_\_ Bill Me \_\_\_\_\_ Check Enclosed

Credit Card # \_\_\_\_\_  
Cardholder Name \_\_\_\_\_  
Address of Cardholder \_\_\_\_\_  
Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_ MC/Visa/Discover \_\_\_\_\_  
Signature \_\_\_\_\_

**Insurance Requirements;**

**Liability Insurance** – Neither the HOME SHOW nor the Home Builders Association of Fond du Lac & Dodge Counties, Inc., or the management of the Fond du Lac Fairgrounds, or any officers and/or staff members of the above will be responsible for the safety of the property of exhibitors from theft, strikes, damages by fire, water, storm vandalism or other causes, unless caused by their or its negligence, but they will take reasonable precautions to protect the exhibitors from such loss.

EXHIBITORS ARE REQUIRED TO CARRY BUSINESS PERSONAL PROPERTY OR INLAND MARINE INSURANCE (I.E. Exhibitors Floater) TO COVER EXHIBIT MATERIAL AGAINST DAMAGE AND LOSS AND PUBLIC LIABILITY INSURANCE AGAINST INJURY TO THE PERSON/PERSONS AND PROPERTY OF OTHERS. The exhibitor is charged with the knowledge of all local laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in this show. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.

*All Exhibitors will be required to furnish The Home Builders Association of Fond du Lac & Dodge Counties Inc and Fond du Lac County Fairgrounds a certificate of insurance with the limits shown below:*

**Commercial General Liability (Occurrence Form)**

General Aggregate (other than Prod/Comp Ops Liability)	\$ 2,000,000
Products/Completed Operations Aggregate	\$ 2,000,000
Personal & Advertising Injury Liability	\$ 1,000,000
Each Occurrence	\$ 1,000,000

Additional Insured Certificate wording:

The Home Builders of Fond du Lac and Dodge Counties, Inc. Home & Garden Show March 23 – 25, 2012 or the management of the Fond du Lac County Fairgrounds, or any officers and/or staff members are listed as an additional insured on the policy for the length of time the insured is participating in the event for certificate holder during set-up hours, operating hours of event, and take down hours, but only with respect to Liability on operations of the named insured.

The above coverage's must be placed with an insurance company with an A.M. Best rating of A- or better.  
**(See enclosed sample)**

**Electrical Service:** You will be provided a 110 outlet only. 220-volt outlets and other exhibitor special electrical requirements to be billed at cost.

**WHAT DO YO PLAN TO EXHIBIT?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Booth Reservations:**

A check in full or for ½ of the booth fee(s) (non refundable) must accompany this Contract. **The final payment is due on or before February 1, 2012. Failure to do so will result in the loss of exhibit space.** No refunds will be granted to exhibitors on cancellation of Contract after **February 1**. Applicants in all buildings who fail to have their booth construction completed by Noon, Thursday, March 22 and exhibitors who DO NOT remove displays by Noon, Monday, March 26, relinquish control of their display areas to HOME SHOW and lose reservations for space in next year's show. **Removal of displays can be dismantled or removed on Sunday, March 25, from 4:00 p.m. to 6:00 p.m., and Monday, March 26 from 7:00 a.m. until noon.**

Because of the great number of companies exhibiting similar or related product lines, the Home Show cannot guarantee that a company exhibiting similar products or a company's competitor will not be located in a nearby or adjoining booth space.

Applicants understand and agree that this entire document constitutes a Contract between Applicant and Home Builders Association of Fond du Lac & Dodge Counties, Inc., producing the Fond du Lac Home & Garden Show, only when this Contract is countersigned by a duly authorized representative of the Home Builders Association of Fond du Lac & Dodge Counties, Inc.

In order for a member to participate in a function of the Home Show and receive the member rate, any outstanding bills including but not limited to dues must be paid prior to the event.

To receive the **member rate** (current non-members) for the Home Show, you must have application for membership to the Association prior to **January 2, 2012 for HBA Board of Directors meeting.**

**RULES & REGULATIONS**

**Show dates & times:** Fri., March 23 4-8 p.m. • Sat., March 24 10 a.m. -4 p.m. • Sun., March 25 10 a.m. -4 p.m.

**Booth Set-Up Schedule:**

Monday, March 19	2:00 p.m. – 6:00 p.m.	All exhibitors except those in front of overhead doors
Tuesday, March 20	8:00 a.m. – 6:00 p.m.	All exhibitors except those in front of overhead doors
Wednesday, March 21	8:00 a.m. – 6:00 p.m.	All exhibitors
Thursday, March 22	8:00 a.m. – noon	All Exhibitors – <b>must be complete by noon!</b>

**Set up times are subject to change! PLEASE refer to Final Instructions for hours.**

**No Overhead Doors will be open after 6:00 p.m. on Tuesday, March 20**  
**(There will be a \$100 fine per vendor that the OH doors need to be opened for after Tuesday, March 20<sup>th</sup>)**

**Booth Take-Down:**

Sunday, March 25	4:00 p.m. – 6:00 p.m. (not before 4:00 p.m.)
Monday, March 26	7:00 a.m. – noon

**(There will be a \$100 fine per vendor that dismantles their booth prior to 4:00 p.m. on Sun., March 25<sup>th</sup>)**

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**Use of Space**

All demonstrations or other sales activities must be confined to the limits of the exhibit booth. No exhibitors shall assign, sublet or share the space allotted without knowledge and written consent of show management. Exhibitors must show only goods manufactured or dealt by them in the regular course of business. Retail selling of products which include the exchange of currency/checks for goods received during the exhibition, **will be** permitted, per separate written agreement.

Exhibitors are strongly urged to use some type of wall paneling, wallboard or others sturdy divider for the sides of their display areas wherever possible. **Unfinished or exposed bracing, framing, or support units, that detract from the adjoining booth – side or back must be finished or covered at the exhibitor’s expense. Management reserves the right to have such finishing done and billing the exhibitor for charges incurred.** In island spaces, that is, spaces surrounded by aisles on three or four sides, overhead panels or “bridge” type construction will be permitted to a maximum height of ten (10) feet along the center line of the space or along the aisle lines in order to facilitate the construction of open type exhibits. However, plans for island displays must be submitted to and approved by the Business Management of the HOME SHOW.

**All tables except for decorative tables must be covered and skirted. Tables and chairs must be returned to racks when show is over. If more tables and chairs are needed there will be a fee.** Additional tables are \$2.00 and Chairs are \$.50 each. These fees must be paid for before the show is over!

Distribution of circulars or promotion material may be made only within the space assigned to the exhibitor presenting such materials.

- **NO** flyers may be distributed on cars parked at the HOME SHOW.
- **The use of INFLATED (helium or other) or any BALLOONS IS NOT ALLOWED for the HOME SHOW.**
- **ANY food product (including candy) or beverage to be handed out from your booth it must be handed to an adult. It is NOT acceptable to hand candy to children under age or not accompanied by an adult.**
- **NO** copyright music can be played in your booth – only public domain music.
- **NO** firm or organization not assigned space in the exhibit will be permitted to solicit business within the exhibit or convention. **This includes your employees.**

The exhibitor is charged with the knowledge of national, state and local legal restrictions on lay merchandising, advertising or promotional scheming which involves attracting visitors to an exhibitor’s location by any inducement that might be construed as lottery. The HOME SHOW does not accept responsibility for any promotional schemes undertaken by the exhibitor. The show management requires that a copy of any door prize registration ticket and list of prizes and any other promotional schemes such as gifts connected with demonstrations, etc., be on file in the show office before opening day of the show.

Exhibitors will refrain from using excessive noise or disruptive lighting to attract or hold the attention of visitors. Parameters of excessive noise and disruptive lighting will be determined by the HOME SHOW Management. Complaints will be handled on an individual basis. **All decisions of the HOME SHOW Management are final.**

**Fire Prevention:** All booth decoration must be flame proofed, and all hangings must clear the floor. Electrical wiring must conform to National Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of his exhibit as may be irregular. **Exhibit space may not intrude into aisles.**

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**Motion Picture Projection and Sound Equipment:** All plans for installation and operation of projection equipment must be approved by management before operation is undertaken. The use of sound making equipment (including musical instruments, amplifiers, etc.) must be operated in such a manner that they do not interfere with adjoining or other exhibitors.

**Storage and Packing Boxes and Crates:** Exhibitors will not be permitted to store empty packing boxes in booths during the exhibit period, unless they are under a skirted table.

**Care of Building & Equipment:** Exhibitors and their agents shall not injure or deface the walls, ceilings, or floors of the building, the booths, or the equipment of the booths. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

**Restrictions in Operation of Exhibits:** Management reserves the right to restrict exhibits which, because of noise, method of operation, materials, or for any reason become objectionable, and also to prohibit or evict any exhibit which, in the opinion of the management, may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of which the management determines is objectionable to the exhibit. In the event of such restriction or eviction, the HOME SHOW is not liable for any refunds of rentals or other exhibit expense. All reservation deposit money is to be retained by the HOME SHOW in the event that exhibitor fails to fulfill contract.

**In the Event the Home Show** is not held for any reason, the rental and lease of space to the exhibitor shall be cancelled and terminated upon the return of the deposit and/or rental paid by the exhibitor for space in the exhibition buildings. Return of the money will terminate any liability upon the HOME SHOW.

**Forklifts & Manpower:** The HOME SHOW **WILL NOT** have forklifts available during the week of setup. The association **DOES NOT** provide manpower to vendors for unloading trailers or help with setting up the booth – a fee will be charged to the vendor.

**Exhibitor Passes:** Each company participating in the home show will receive four (4) three (3) day passes. There will be available 4 additional one (1) day passes for additional workers. Any passes over the amount given out at check in, will be charged \$5.00 per pass.

**Cleaning & Vacuuming:** Exhibitors must provide their own cleaning of booth space.

**These Regulations** become a part of the contract between the exhibitor and the HOME SHOW and have been formulated for the best interests of all concerned. The management respectfully asks for full cooperation of exhibitors in their observance.

ALL POINTS NOT COVERED ARE SUBJECT TO THE DECISION OF THE BUSINESS MANAGEMENT OF THE HOME SHOW.

**Any violation of this contract will result in the forfeiture of the floor space in any future show.**