

# 2012 Home, Garden & Remodeling Show — presented by Window World “Louisville’s Original Home Show”

March 2-4, 2012 – Kentucky Expo Center –South Wing B & C

## Exhibit Space Application and Agreement

Company *(Please print or type)* \_\_\_\_\_

Company Name to appear on Sign (if different than above): \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Web Site \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

**Exhibit Space requested: (Size and/or Location)** \_\_\_\_\_

*PLEASE NOTE– Show Management reserves the right to assign all booth locations.*

**REQUIRED!** \*\*\* Please list the **PRODUCT and/or SERVICE** \*\*\* **REQUIRED!**

*Only the product(s) or service(s) listed will be allowed in your exhibit.*



**TERMS OF BOOTH PAYMENT - A 50% deposit of the total booth cost must be submitted with completed application to be considered for space. After January 1, 2012 full payment is due with application. After January 13, 2012 all payments must be made by valid credit card (Visa/MC), certified check or cash. All deposits are non-refundable.**

**Exhibit Space assignments will not be made until a deposit and a signed copy of the completed application are approved.**

Booth Cost \$ \_\_\_\_\_

(HBAL Members take off \$150) \$ \_\_\_\_\_

Total Booth Cost \$ \_\_\_\_\_

50% Booth Deposit (required): \$ \_\_\_\_\_

**\*Internet Link (add \$25):** \$ \_\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_ = (50% deposit plus optional web link at \$25)

Balance Due (January 13, 2012): \$ \_\_\_\_\_

**Please include payment with contract:** Check # \_\_\_\_\_

*If you would like to apply and use a credit card please fax or mail this application and call the HBAL Office at 502-429-6000 with your card information OR go to [www.LouisvilleHomeShow.com](http://www.LouisvilleHomeShow.com) to apply online with a payment of a credit card over a secure site.*

**SIGN** this agreement ONLY if you have read both front and back sides. By signing below, you agree to all terms, rules and regulations stated on both the front and back sides of this AGREEMENT. *Please return completed application with booth deposit.*

Exhibitor’s Legal Company Name: \_\_\_\_\_



**REQUIRED \*\*\*\*** Signature/Title: \_\_\_\_\_ Date: \_\_\_\_\_

----- **HBAL OFFICE USE ONLY** -----

Home Builders Association of Louisville  
 1000 N. Hurstbourne Parkway  
 Louisville, KY 40223  
 502-429-6000  
 502-429-6036 fax

Booth #: \_\_\_\_\_ Date: \_\_\_\_\_

Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

HBAL Member: Y N

Accepted by: \_\_\_\_\_, Show Management Date: \_\_\_\_\_

*Gail Schell, Show Director*

## 2012 Home, Garden & Remodeling Show – Rules & Regulations

- Rules & Regulations:** Exhibitor agrees to abide by and adhere to all laws of the Commonwealth of Kentucky, Jefferson County and all pertinent ordinances thereof. Exhibitor also agrees to abide by all official Show Rules & Regulations set forth by Show Management and the Kentucky Exposition Center (Fire Marshall Rules). Said Rules & Regulations are hereby made a part of the exhibit space agreement.
- Booths:** The 10' x 10' in-line booths have 8' high back drapes (if needed), and 48" high divider drapes between each exhibitor (if needed). Standard booths (10' x 10' or one or more 10' x 10' booths in a straight line) should not exceed 8' in height – including signage – without show director's approval. Exhibits may extend one half of depth of booth (5' from rear to front) at 8' height. Remaining front half of booth depths shall not exceed 48" in height. **All "end cap" booths are required to submit a drawing that will be subject to approval for participation.** **ONLY** bulk booths are permitted to hang overhead signage from the ceiling. All promotional and sales activity must be confined to the approved booth space. Tables are required to be draped with a cloth material that is fire retardant – no plastic. All exposed parts of display partitions must be finished or covered at the exhibitor's expense so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Any additional equipment or drape is to be at the expense of the exhibitor. The space rented is to be returned to its original condition. Electrical outlets, carpenter work, shelving, forklift rental and decorative features will be available from the service contractor. Charges for special facilities or services shall be payable by the exhibitor to the service contractor.
- Exhibit Space/ Floor Plan:** Exhibit space **MUST** be manned at all times. The contracted space is to be used solely by the exhibitor whose name appears on the contract and no other portions can be sublet or assigned. **No booth space may be assigned, sublet or shared with another firm, either partially or in its entirety**, without the written consent of Show Management. No exhibitor shall exhibit in his space any other goods, apparatus, service, advertising signs, etc., other than those sold or manufactured by him in his regular course of business without written consent of Show Management. Violation of this rule shall be cause for eviction without refund.
- Space Guarantee:** This agreement does not reserve for, nor guarantee to, the exhibitor any space, a specific area or space priority, right of first refusal or any other manner of participation in any future show. The floor plan is subject to change without notification to the exhibitor.
- Move-In/Out\*\*:** Move-in: Monday (after 1 p.m.) – Thursday, Feb. 27<sup>th</sup> – March 1<sup>st</sup>. Move-out: Sun., Mon., March 4 & 5. Move-in & move-out times will be assigned to exhibitors by Show Management. Any outstanding balances with the HBAL must be paid in full in order to move-in. **Move-in and Move-out is permitted only through the dock areas and overhead doors.** Exhibitors will not be allowed to use the front lobby area for move-in or move-out. A fine of \$500 will be assessed for each infraction. Limited vehicles will be permitted inside the Exposition Wing during designated move-in and move-out times only. Any 10' x 10' space (single or multiple) will not be allowed to begin set-up prior to Wednesday morning. **\*\*ALL 10' x 10' single booths must be MOVED OUT NO LATER THAN Sunday, March 4<sup>th</sup> at 10 p.m.** Any exhibitor moving out prior to 5 p.m. March 4<sup>th</sup> will be fined \$500. All other exhibits must be moved out by 12 Noon, March 5<sup>th</sup>.
- INDEMNIFICATION:** Exhibitor agrees to indemnify, defend and hold harmless the Home Builders Association of Louisville, Inc. (HBAL) and its agents, employees, officers, directors, representatives and affiliates, including the Show Director, against all loss, costs, damages, liabilities, actions, causes of action, demands, claims or injury of any nature whatsoever brought or asserted by any person and in any way connected with, arising out of or claimed to be arising out of, exhibitor's booth or any rental space used by exhibitor. This agreement to indemnify, defend and hold harmless extends to all claims of injury or damage related to your actions or the booth rented by exhibitor, whether direct or indirect, incidental or consequential, regardless of whether they are the result of the negligence of HBAL. This agreement to indemnify, defend and hold harmless also includes, without limitation, (1) all claims, demands and actions arising out of or in any way related to any license, copyright, trademark or patent rights or laws, and (2) all claims, demands and actions related to any theft or claim of theft of any personal property.
- Aisles:** Exhibitor's **MUST REMAIN INSIDE ALLOTTED RENTAL SPACE.** Failure to abide by this rule will result in a minimum fine of \$1,000. Any expenses and liability claims arising out of said space violation are the full responsibility of the exhibitor. Aisle space shall be under the exclusive control of the Home Builders Association of Louisville.
- Automobiles/Tents/Sand:** Automobiles, tents, and sand are prohibited, contact Show Management for specific rules.
- Passes:** Each exhibitor will be provided with a limited number of Exhibitor Credentials to the Home, Garden & Remodeling Show at no charge. Parking passes must be ordered and purchased by the exhibitor prior to Feb. 29<sup>th</sup>. Parking passes are \$15 each prior to December 31, 2011 – after this date they are \$24 each. Passes are valid from Feb 27<sup>th</sup> – March 4<sup>th</sup>.
- Character & Eligibility of Exhibits:** 1) Loudspeakers and high volume sound equipment are prohibited. Audio video equipment must be restricted in volume so as not to disturb other exhibitors. Management reserves the right to enforce these restrictions at its own discretion, including the use of microphones. 2) Exhibitors may distribute literature and demonstrate products or services in booth confines. 3) Exhibitors conducting any type of drawing must first notify Show Management in advance of the Show. Giveaways involving a vehicle are prohibited unless approved by Management. 4) The Management reserves the right to decline or prohibit, any exhibit or part of exhibit, which is not in keeping with the character of the general exhibits; this also refers to conduct or attire of persons, printed matter, souvenirs, or anything that may be classed as undesirable. Any mechanical devices must be operated in such a way as not to interfere with the exhibits of others. 5) The HBAL/Home Show Management reserves the right to determine the display eligibility of any company or product.
- Facility Contract:** Neither the Home Builders Association of Louisville, The Kentucky Exposition Center, nor the Show Management will be liable for the fulfillment of this agreement for rental or space if non-performance is due to strikes, acts of God, the authority of the law, or any cause beyond their control. Exhibitors hereby waive all claims for damage or compensation in the premises.
- Materials Subject to License/Restriction and Sales Tax:** The exhibitor agrees to obtain, at its own expense, any licenses or permits from government bodies which may be required for the operation of its trade or business during the show and to pay all taxes that may be levied as a result of the operation of its trade or business in the space. Show management will distribute KY Sales Tax information with credential packets.
- Security:** Although overnight security is provided for normal protection, the HBAL, KFEC and the security contractor does not assume responsibility for lost, stolen or damaged items. **Valuables should not be left in the booths unguarded at any time.** Exhibitors are encouraged to lock up or remove small valuables in the booth each night.
- Insurance:** Exhibitors must provide their own workers' compensation and property insurance and ALSO general liability insurance in the minimum amount of \$500,000.00, and shall **fax proof of insurance to the HBAL at 502-429-6036. Certificate of Insurance must include HBAL as additional insured during the dates of the show.**
- TERMS OF BOOTH PAYMENT:** A 50% deposit of the total booth cost must be submitted with completed application to be considered for space. After January 1, 2012 full payment is due with application (*applications submitted after January 1, 2012 run the risk of not making the Show Guide Publication.* **After January 13, 2012 all payments must be made by valid credit card (Visa/MC), certified check or cash. All deposits are non-refundable.** Make checks payable to the Home Builders Association of Louisville. All outstanding booth balances are due no later than January 13, 2012 or Show Management reserves the right to re-sell the booth space with no obligation to previous exhibitor. **NSF Checks:** In the event that the exhibitor's check is returned by a bank due to insufficient funds, a \$100 administration fee will be charged to the exhibitor.
- Cancellations:** *All deposits are non-refundable.* Cancellations made after January 1, 2012 will be required to make full booth payment.
- Show Dates/Hours:** March 2-4, 2012. Friday and Saturday: 10 a.m. – 9 p.m.; Sunday: 10 a.m. – 5 p.m.
- Exhibitor's Manual:** The Exhibitor's Manual, as established in writing for all exhibitors by Management, is part of this agreement. The Exhibitor's Manual can be found at [www.louisvillehomeshow.com](http://www.louisvillehomeshow.com) or call 502-429-6000.
- Amendments:** The HBAL shall have full power to interpret and amend the Rules from time to time. Wherever these rules do not cover a situation, the HBAL may make rulings it considers to be in the best interest of the Show, and the exhibitor agrees to abide by the rulings.