

North Central Oklahoma Home Builders Association's 2020 Home & Garden Show March 21 & 22

INSTRUCTIONS

- 1) Read terms and conditions included with contract.
- 2) Return completed contract and payment to:
**North Central OK HBA
2020 Home & Garden Show
PO Box 1715, Stillwater, OK 74076-1715**
- 3) Once your booth space is approved, a confirmation packet will be sent to you.
- 4) Upon acceptance by North Central OK HBA, this application becomes a legal agreement binding upon both parties.
- 5) If you have questions, call 405.372.2540 or 405.743.4354 or e-mail stillwaterhba@gmail.com.

COMPANY INFORMATION

Company Name (To Appear on Sign) _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Telephone (____) ____ - ____ or (____) ____ - ____ E-mail: _____

EXHIBIT RATES

	<u>NCOHBA Member</u>	<u>Non-Member</u>	<u>Booth Number(s)</u>	<u>Cost</u>
Advantage & BancFirst Bldg:				
10' x 10'	\$400 (\$350 before 2/1)	\$600 (\$550 before 2/1)	1st Choice _____	_____
add'l 10 x 10	\$300 (\$250 before 2/1)	\$300 (\$250 before 2/1)	2nd Choice _____	_____
Carpenter Arena:			3rd Choice _____	_____
12' x 20'	\$300 (\$250 before 2/1)	\$400 (\$350 before 2/1)		
add'l 12' x 20'	\$200 (\$175 before 2/1)	\$200 (\$175 before 2/1)		

Total Amount Enclosed _____

Full payment MUST accompany contract to reserve booth space

REGISTRATIONS &/or DRAWINGS in YOUR BOOTH: _____ Yes _____ No

ALL winners MUST be drawn AND the name reported to the NCOHBA booth by 4:00 p.m. on Sunday, March 22, 2020. Any drawings not registered here (or registered prior to the show with NCOHBA management) WILL NOT be allowed!

PRODUCTS and / or SERVICES to be FEATURED (Must be filled out to be accepted.) Only the products / services listed may be displayed. The North Central OK Home Builders Association reserves the right to pull any product not listed on the contract. Products may be added if approved by Show Management.

ELECTRICAL REQUIREMENTS

Number of 110v outlets needed: _____

I have read, and agree to the Home & Garden Show terms and conditions on page 2 & 3.

SIGNATURE _____ **Date** _____

Show Management use: Date Received _____ Check # _____ Inv # _____

2020 Home & Garden Show ♦ March 21 & 22

Terms & Conditions

SHOW HOURS

The show will be open from 9 a.m. to 5 p.m., Saturday, March 21, 2020 and from 10 a.m. to 5 p.m., Sunday, March 22, 2020.

SUBLETTING

Exhibit space cannot be sublet. Two or more firms cannot exhibit in a 10' x 10' space. Every company must complete a contract.

UNMANNED BOOTHS

All booth space must be manned throughout the show.

NOISE

Sound effects, loud speakers, attention getting devices, and audiovisual equipment will not be permitted, except in locations where, in the opinion of Show Management, such sounds and activity do not interfere with the activities of the neighboring exhibits. Show Management will be the final arbitrator when deciding if noise is too loud. If exhibitor refuses to lower sound level, they will be removed from the show with no refund of rental fee.

ADVERTISING MATERIALS

Signs or literature of firms are prohibited in all areas except within regular booth floor, wall, and air space rented for that purpose. All air space advertising must be anchored. Only the air space directly above the booth is considered part of the booth space. Additionally, applications received after February 21, 2020 will not be listed in any print media or advertising.

MERCHANDISE DISPLAYED

Exhibitor will be permitted to display new merchandise only, unless permission is otherwise granted by Show Management. In addition, merchandise must be home or garden related as determined by Show Management and cannot be displayed if not indicated on contract.

REFUNDS

All booth rental payments will be retained by the North Central OK Home Builders Association (NCOHBA) in the event exhibitor fails to fulfill contract. Refunds of booth rental payment may be refunded up to February 15, 2020, if space is resold for same amount.

BOOTHS

Booth partitions will be provided without charge. The height of the back wall is 8 feet and the height of the side rails are 3 feet from the floor. All panels or other display fixtures more than 3 feet tall must be set back 5 feet from the aisle.

SIGNS

Each exhibitor (approved prior to February 21, 2020) will be furnished a sign of uniform size with the exhibitor's name at no charge.

FURNITURE

Please supply your own furniture. You are responsible for any damage to your own furniture or leased furniture.

ELECTRIC

The exhibitor will be responsible for extension cords to reach the outlets. Electrical requirements must be noted on the contract. Consideration will be given for special requests when a minimum of 30 days advance written notification has been provided by Exhibitor.

SHIPPING

Freight and express shipments should be consigned direct to exhibitor, and in care of your booth number to: Payne County Expo Center, 6th Street (Hwy 51) and Fairgrounds Road, Stillwater, OK 74074. Both freight, express shipments, and bills of lading must be prepaid. NCOHBA will not be responsible for any loss or damage to goods consigned to its care.

SECURITY

The Show Management will maintain security with qualified personnel after set up on Friday, evening from 9 p.m. to 9 a.m. Saturday morning and Saturday evening from 6 p.m. to 10 a.m. on Sunday morning.

FOOD AND DRINK

All dispensing of food and drinks are prohibited unless approved by Show Management.

ANIMALS

For the safety of all guests, service animals for guests with disabilities are permitted. All other animals are prohibited (unless they are for adoption). All service animals must remain under the control of the handler at all times. Any exhibitor in violation of this rule will be asked to remove the animal or animals immediately. Failure to do so will result in removal from the Show. No exceptions, no refunds!

CONDUCT

Show Management reserves the right to stop or remove from the Show any exhibitor, or their representative(s) performing an act or practice which, in the opinion of the Show Management, is objectionable or detracts from the dignity of the Show.

EXHIBITOR BADGES

Badges are limited to booth personnel only. Exhibitors without badges must pay admission. No refunds. Badges will be dispersed during installation on Friday, March 20, 2020.

AISLES

All aisles must be kept clear. Interviews, distribution of literature, demonstrations, and all other business activities must be confined to exhibitor's rented booth space.

DISPUTES

The decision of Show Management must be accepted as final in any disagreement between exhibitors.

INSTALLATION

All exhibitors are responsible for installing their own exhibits. Exhibitors may begin moving displays into place at 8:30 a.m. and conclude installation by 6:30 p.m., Friday, March 20, 2020. **All exhibits requiring the north overhead door for entrance must be in by 4:30 p.m. Friday, March 20, 2020. All moving vehicles must be out of the building by 4:30 p.m., Friday, March 20, 2020.** No exhibits can be dismantled or removed before the show ends at 5 p.m., Sunday, March 22, 2020. All exhibits must be out of the building by 8 p.m., Sunday, March 22, 2020. Any exhibit not removed by the deadline will be removed by Payne County Expo Center to a trash receptacle and exhibitor will be charged for such removal.

COMPLIANCE

The exhibitor agrees that their exhibit shall be admitted and shall remain from day to day solely on strict compliance with the rules herein laid down. Show Management reserves the right to reject, eject or prohibit any exhibit, in whole or in part, or any exhibitor or their representatives, with or without given cause. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of rental unused at the time of ejection. If an exhibit or exhibitor is ejected for violation of these rules or for any other stated reason, no returns of rental shall be made.

ALTERATIONS

Show Management reserves the right to alter locations of exhibitor or of booths as shown on the official floor plan, if deemed advisable and in the best interests of the show.

DAMAGES

Exhibitors are liable for any damage caused to the building floors, walls or columns or to standard booth equipment, or to other exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive or any other coating or tacking strips to building floors and columns or to standard booth equipment.

LIABILITY

The Show Committee cannot guarantee exhibitor against loss or damage of any kind. Space is leased with the understanding that the exhibitor will hold the Show Committee, NCOHBA, Show Management, and Payne County Expo Center harmless from any or all liabilities from any cause. The Show Committee, NCOHBA, Show Management, and likewise Payne County Expo Center shall not be responsible for any loss, damage or injury that may occur to the exhibitor, their employees or property from any cause whatsoever prior, during, or subsequent to period covered by the exhibit contract expressly releases the Show Committee, NCOHBA, Show Management, and Payne County Expo Center and agrees to indemnify same against any and all claims for such loss damage or injury. If any action by the Exhibitor before, during or after the show causes legal action against the Show Committee, NCOHBA, Show Management, or Payne County Expo Center, the exhibitor shall be responsible for any and all legal cost to Show Committee, NCOHBA, Show Management, or Payne County Expo Center. Exhibitors are responsible for their own insurance to cover all contingencies, including but not limited to fire, theft, property damage, public and private liabilities, and workman's compensation.

EVENTUALITIES

In case the Payne County Expo Center shall be partly or totally destroyed by fire, or the elements, or by any other cause, or in case any other circumstances shall make it impossible for Show Management to permit the contracted space to be occupied by the exhibitor, then this lease shall terminate, and the exhibitor shall waive any claim for damages or compensation except the pro rata return of the amount for space rental.

BOOTH FIRE SAFETY

All booths must be able to pass fire marshal's inspection. For this reason, non-flammable materials are recommended for exhibitor's use. Fire exits are located at each side of the building.

CARE OF EXHIBIT SPACE

Each exhibitor must keep spaces cleaned and exhibits manned and in good order.

UNOCCUPIED SPACE

If the exhibitor fails to occupy space contracted for by 6:30 p.m., FRIDAY, March 20, 2020 or fails to comply in any other respect with the terms of this agreement, the Show Committee or Show Management shall have the right to use such space in any manner without releasing the exhibitor from paying the sum agreed upon in this contract.

AMENDMENTS

Any and all matters or questions not specifically covered by the preceding rules and regulation shall be subject solely to the decision of Show Management. These rules and regulations may be amended at any time by the Show Management, provided that such amendments shall not operate to substantially diminish rights not reserved to the Exhibitor under contract and shall not operate to substantially increase the liability of the Exhibitor. All amendments so made shall be binding on exhibitor equally with the foregoing rules and regulations.