



**EXHIBITORS CONTRACT**  
**THE HOME BUILDERS ASSOCIATION OF GREATER DES MOINES**  
**THE HOME & REMODELING SHOW 2010**

March 12, 13 & 14, 2010

**NEW NAME...Home & Remodeling Show 2010 will be held  
at the Varied Industries Building on the Iowa State Fairgrounds**

**BOOTH:** Each booth space measures 10' X 10' and will include booth dividers, draping and company sign. Outlets will be available upon request at an additional charge per booth.

**BOOTH ASSIGNMENTS:** Assignments of booth space will be made in the order contracts are received.

**BOOTH PRICING:** Corner booths are priced at \$775.00. All other booths are \$725.00 each for Members, \$1125 for the first booth for Non Members and \$725 per booth after that. A 5% discount applies for each additional booth purchased by the same company. Corner booths will not be discounted.

**PAYMENT FOR BOOTH:** The total cost for exhibit space must be paid by March 1, 2010. If the exhibitor fails to pay for exhibit space by that date (3/1/10), the HBA reserves the right to retain monies previously paid and assign that exhibitor's space to another exhibitor. If no booth spaces are available, a waiting list will be established for those wishing to purchase a booth space.

**CHARACTER OF EXHIBITS:** The HBA reserves the right to reject any exhibit or proposed exhibit that is not suitable for Home & Remodeling Show 2010. This will include persons, objects, conduct, printed material, souvenirs, catalogs, exhibits and all other items that affect the character of the exhibit.

**DECORATIONS:** Exhibitors may decorate their booth(s) as desired, however, HBA reserves the right to change or remove any installation deemed detrimental to the best interests of the show or HBA. Displays or structures in the booths shall not be more than ten (10) feet high and shall not extend outside of their designated display area. All tables must be skirted with professional materials. Information will be made available to exhibitors for obtaining professional-quality décor from a decorating company.

**DISTRIBUTION:** Exhibitors may distribute literature regarding their products from inside their booth only. Consumer contact information and orders may be taken, across the counter cash sales *are allowed ONLY with approval of the HBA*. CD players, radios and other sound devices

may be used in a reasonable manner. HBA reserves the right to control usage and volume. No food or beverages will be sold, given away or served to any member of the public.

**ELECTRICITY:** Electrical hookup will be the responsibility of the exhibitor. Information for ordering this service will be made available to all exhibitors.

**EXHIBIT SET-UP:** Exhibitors may begin setting up their displays at 8:00 AM, Thursday, March 11, 2010. All exhibits must be in place by 3:00 P.M., Thursday, March 11, 2010. HBA permission is required to begin set up prior to Thursday, March 11, 2010

**REMOVAL OF EXHIBITS:** Tear down and removal of exhibits can begin immediately following the close of the show at 6:00 p.m. on Sunday, March 14, 2010. Due to the potential safety hazard to visitors and other exhibitors, no goods, equipment or other display items may be removed from booths until the close of the show. The cost of moving and/or storage shall be paid by the exhibitor. HBA will not be responsible for any loss or damage to exhibitor's property. HBA permission is required to extend tear down time. Any exhibitor tearing down or removing exhibits before 6:00 PM on Sunday, March 14, 2010 will be fined up to \$500.

**SHOW HOURS:**

Thursday, March 11, 2010 - Membership Night - 5:00 PM to 9:00 PM. Note: All builders from both the Home Builders Association of Greater Des Moines will be invited to attend this Membership Night for FREE.

Friday, March 12, 2010 – 1:00 pm – 9:00 pm

Saturday, March 13, 2010 – 10:00 am to 9:00 pm.

Sunday, March 14, 2010 – 11:00 am to 6:00 pm.

The HBA may, at its discretion, change show hours. Exhibitors agree to abide by such without recourse against the HBA.

**ACCESS:** Exhibitors will be permitted daily access prior to the show's opening for the purpose of performing maintenance or replenishing literature, etc. Once the show has opened to the public, no personnel will be admitted without Exhibitor Identification.

**EXHIBIT STAFFING:** The HBA will provide two identification tags per exhibitor/per booth. All exhibitors will need to show this identification to be admitted into the show. Any exhibitor without identification will be charged admittance fees. No children under the age of 18 years are allowed to staff exhibit space, unless authorized in advance by the HBA. Exhibits must be staffed at all times during the show hours.

It is recommended, but not necessary, to staff the exhibit during the Membership Night party on Thursday, March 11, 2010. **Each exhibitor will receive one free staff admittance *per booth* for the purpose of providing staffing at Member Night.** (*Ex. Purchase 4 booths and you will receive 4 staff passes for Member Night.*) Additional attendees from the exhibitors' company will need to register for Member Night.

**SUBLEASE:** Exhibitors shall not sublet or assign any part of their booth space without the WRITTEN CONSENT of the HBA.

**CLAIMS and LIABILITIES:** Exhibitor agrees to indemnify and hold HBA harmless from any claims or liabilities imposed by law on account of property damage or bodily injuries, including death, resulting there from, sustained or alleged to be sustained by any person or persons, whether they be members of the public visiting the show, employees of the HBA, or other

exhibitors, occurring at or connected with the preparation of or presentation of the show, resulting from the sale or contributory negligence of exhibitor, its agents, employees or persons performing services for it, or resulting from any equipment failure, vehicles, machinery, or items used or displayed by exhibitor.

**INSURANCE:** HBA will not be responsible for any injury that may arise to an exhibitor or their employees or for loss or damage to exhibits by reason of fire, accident, weather, theft or any other cause. LIABILITY INSURANCE MUST BE OBTAINED BY EACH EXHIBITOR WITH A CERTIFICATE OF INSURANCE FURNISHED TO THE HBA PROVING COVERAGE OF \$1,000,000 WITH THE HBA LISTED AS ADDITIONAL INSURED. This must be received at the HBA office at 6751 Corporate Drive, Johnston, IA 50131, no later than March 1, 2010.

**EXHIBITOR AGREES:** That he/she or his/her employees or other representatives will not perform any act, physical or otherwise, that might damage or be detrimental in any way to the Home & Product Expo 2010 or the HBA. Exhibitors at the Home & Remodeling Show 2010 will hold no onsite after-hours parties.

**IN THE EVENT** it is necessary to change dates, extend dates or cancel all or any part of the show because of acts of God or other cause beyond its control, the HBA shall not be held liable by exhibitor for any loss or damage resulting from such cancellation or change and will issue no refunds. These changes will be at the discretion of the HBA. Exhibitor agrees to make their display available for seven (7) days after the anticipated closing date of the show in the event the show must be extended to make up for inclement weather days, etc.

**ALL POINTS** not covered by these conditions and rules are subject to the judgment and decision of the HBA and Home & Remodeling Show 2010 Committee. All rules and regulations added by written notice will be adhered to.

**EXHIBITOR AGREES** to abide by these rules and to accept these terms, and in the event of any controversy, to accept the decision of the HBA and abide by such decision, all without recourse. The exhibitor's signature on the Exhibitor Contract form shall denote acceptance of the above rules and terms.



## HOME & REMODELING SHOW 2010 EXHIBITOR CONTRACT

I hereby request the Home Builders Association of Greater Des Moines (hereafter referred to as the HBA) to reserve \_\_\_\_\_ booth space(s) for use at the Home & Remodeling Show 2010, subject to the conditions of the attached contract, the terms of which I agree to and accept.

Each booth will be assigned on a first come, first served basis. The HBA reserves the right to change booth assignment at its discretion.

The following individual is authorized to represent us in all matters pertaining to our exhibit:

**PAYMENT TERMS: I AGREE TO PAY THE TOTAL SUM OF \$\_\_\_\_\_ FOR RENTAL OF \_\_\_\_\_ BOOTH SPACES. THE COST OF THE BOOTH MUST BE PAID BY MARCH 1, 2010. Early Bird Deadline, Friday, October 1, 2009 Deadline to enter is Friday, February 19, 2010**

COMPANY NAME \_\_\_\_\_

REPRESENTATIVE NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

CELL # \_\_\_\_\_

FAX # \_\_\_\_\_

E-mail \_\_\_\_\_

**Authorized Company Signature**

**Date**

\_\_\_\_\_

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### ***Accepted by the Home Builders Association of Greater Des Moines***

This contract is not valid until signed by the duly authorized representative of the HBA and is subject to cancellation and return of deposit if for any reason the said contract is not approved. The HBA reserves the right to refuse any contract. **FAX this form to the HBA of Greater Des Moines at 515-334-0165 or email [frontdesk@desmoineshomebuilders.com](mailto:frontdesk@desmoineshomebuilders.com)**

**Authorized HBA Signature**

**Date**

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