



2019 FESTIVAL PARADE OF HOMES VENDOR APPLICATION

You are invited to participate as an exhibitor in the Festival Parade of Homes event, taking place at the DoubleTree Lake Estates, Winfield (Crown Point), Indiana.

October 11th – 20th 2019
4:00 pm to 8:00 pm Friday
1:00 pm to 9:00 pm Saturday and Sunday

Set-up times: 10:00 am to 3 pm, Thursday, October 10
Tear-down times: 10:00 am to 3 pm, Monday, October 21

Member-priority booth deadline: May 1, 2019
Final deadline: September 27, 2019

The Home Builders Association of Northwest Indiana is pleased to announce a Festival Parade of Homes, October 11th – 20th, in DoubleTree Lake Estates, a luxury development in Winfield, Indiana.

We have five builders featuring homes in DoubleTree Lake Estates. We are offering booths in the vendor tent or the garages of the five participating homes, during the Parade.

EXHIBITOR BOOTH SPACE

- Exhibitor booth space will be open on weekends only, on Friday, Saturday and Sunday. October 11-13 and October 18-20. This frees exhibitors from having to staff the booth during the week when attendance is lower.
- Exhibitors may choose to exhibit on one weekend or both weekends.
- Each booth is 10' wide by 8' deep. One 8ft table, a table-skirt and 2 chairs are provided with each booth. If you should need to make other arrangements, please let us know.
- The booth spaces are reserved on a first-come, first-served basis with a paid application (members first, then non-members).
- The member-priority deadline to reserve space (with payment) is May 1, 2019. After that date, booth spaces will be opened-up to non-members.
- We will do our best to keep like-businesses separated.
- We cannot place your booth in the garage of a house where you did not provide a product or service, unless it was not provided in that house at all. For example, if you sell carpeting, but did not install the carpeting in that house, we cannot place your booth in that garage. However, if you install decks, but there is not a deck on that house, we can place your booth in the garage.
- Builders have the right to decide who may exhibit in their houses.

Home Builders Association of Northwest Indiana
800 East 86th Ave., Ste. A, Merrillville, IN | email hbanwioffice@hbanwi.com

**2019 Festival Parade of Homes
Exhibitor Booth Registration Form**

OFFICE USE: Memb. Exp _____
 Agreement | Paid in full
 Date Rec _____ | COI | Booth _____

Member of HBA of NWI? Yes No

Product or service promoted at the booth _____

Company _____ Contact _____

Billing address _____

City _____ State _____ Zip _____

Office Phone _____ Cell Phone _____

Email Address _____

Please reserve the following booth space(s) for my company's use during the 2019 Festival Parade of Homes in DoubleTree Lake Estates. I have read and understand the Rules Governing Festival Parade of Homes 2019 Exhibition Space (attached). I understand that the exhibition spaces are reserved on a first-come, first-served basis with a paid application (members first, then non-members), and the HBA of NWI has the right to put my booth in a different location if my first two choices are not available. I will provide a certificate of insurance proving \$1,000,000 in liability coverage.

Signature: _____ Date _____

Please identify 1st and 2nd choices for your booth location.

Choice	Desired booth location
	Vendor Tent
	Kelly Construction - Garage
	Luxor Homes - Garage
	SPK Construction - Garage
	Steiner Homes - Garage
	Metlov Homes - Garage

Date	Member Booths	Quantity	Cost
October 11 th - 13 th	Member first booth: \$650 Member additional booths: \$625		
October 18 th - 20 th	Member first booth: \$650 Member additional booths: \$625		
	Each electrical outlet: \$25		
BOTH WEEKENDS	\$100 Discount/booth for both weekends *** Some restrictions may apply		
TOTAL			

Date	Non-Member Booths	Quantity	Cost
October 11 th - 13 th	Non-Member first booth: \$950 Non-Member additional booths: \$925		
October 18 th - 20 th	Member first booth: \$950 Member additional booths: \$925		
	Each electrical outlet: \$25		
BOTH WEEKENDS	\$100 Discount/booth for both weekends *** Some restrictions may apply		
TOTAL			

- Check enclosed payable to the HBA of NWI, 800 E. 86th Ave., Ste. A, Merrillville, IN 46410
- I will call 219-464-2944 with my credit card information or register online at www.hbanwi.com/

Rules Governing Festival Parade of Homes 2019 Exhibition Space

1. **Payment for space:** If contract is not paid in full as agreed, monies heretofore paid shall be retained by the Home Builders Association of Northwest Indiana (HBA OF NWI). All payments made to the 2019 Festival Parade of Homes are non-refundable after July 1, 2019.
2. **Character of exhibits:** The HBA OF NWI reserves the right to decline any exhibits or proposed exhibits which, in the opinion of the HBA OF NWI, are not suitable for the exhibition. This reservation concerns persons, things, conduct, printed matter, souvenirs, catalogues, and all other things which affect the character of the exhibition.
3. The HBA OF NWI reserves the right to move exhibitors to alternative homes/locations at any point during the Festival Parade of Homes show.
4. All vendors must be present, and all displays and materials will be ready for presentation to the public by no later than one half-hour before the show opens each day.
5. Exhibitors shall not sublease or otherwise share booth space with others without written consent of HBA OF NWI. The HBA OF NWI shall not be held responsible for the profits or losses of said exhibitor(s).
6. **Claims and liabilities:** Exhibitor agrees to indemnify and hold the HBA OF NWI harmless by reason of any claim or liabilities imposed by law on account of property damage or bodily injuries, including death resulting 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 OF NWI, or other exhibitors, occurring at or connected with the preparation 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. NOTE: Insurance is a condition of participating as an exhibitor in the Festival Parade of Homes. You are required to provide a certificate of insurance (copy provided to the HBA OF NWI 15 days prior to the commencement of the show) which will show \$1,000,000 of liability insurance is carried by your firm. Also, the HBA OF NWI shall be named as the certificate holder. Any property placed on premises of the 2019 Festival Parade of Homes will be the responsibility of the exhibitor with the Home Builders Association of Northwest Indiana assuming no liability or responsibility for its loss or damage.
7. Exhibitors shall build and decorate booths as desired; however, you must design your exhibit so as not to block out the booths next to you. The HBA OF NWI reserves the right to have changed or removed any installation deemed detrimental to the best interest of the show or the HBA OF NWI at any time. No combustible oils or gasses can be used as a part of the exhibit. No open flames will be permitted. All deliveries for exhibits must be made ONE hour prior to the opening of each morning's show or ONE hour after the show closes.
8. Exhibitors may distribute literature regarding their products from inside their booth only and may not any display any exterior signage on Parade grounds, including outside the homes.
9. **Removal of exhibits:** No equipment, goods or other display items may be removed from the booths until the close of the show without written consent of the HBA OF NWI. All display items and equipment must be removed during the designated tear-down time. If such is not done, the HBA OF NWI may remove, or cause to be removed, items belonging to exhibitor that may be remaining, and the cost of such moving and/or storage shall be paid by the exhibitor. The HBA OF NWI shall not be responsible for loss or damage to exhibitor's property.

10. Your exhibit time on Saturday and Sunday is Show hours are 1:00 p.m. to 9:00 p.m. The HBA OF NWI may, at its discretion, change show hours, and exhibitors agree to abide by such without recourse to the HBA OF NWI.

11. Exhibitor agrees that he/she and his/her employees and/or other representatives will not perform any act, physical or otherwise, that might damage or be detrimental in any way to the 2019 Festival Parade of Homes or the HBA OF NWI.

12. Alcohol is strictly prohibited inside/outside vendor tent or on the grounds of DoubleTree Lake Estates Festival Parade of Homes. Any exhibitors who choose to ignore this rule will forfeit their privilege to exhibit.

13. In the event Parade officials find it necessary to change dates, hours, or cancel all or any part of the show due to acts of God or other causes beyond its control, the HBA OF NWI shall not be held liable by exhibitors for any loss or damage resulting from such cancellation or change.

14. The exhibitor will be responsible for proper maintenance and appearance of their booth at all times during the Festival Parade of Homes. The exhibitor is highly encouraged but is always not required to staff the booth; however, the exhibitor understands that the appearance of an abandoned booth will be removed from the Parade without refund of the entry fee. An abandoned booth is defined as any booth that is in disarray or has no materials for the public and is unmanned for an extended period.

15. Exhibitor agrees to limit the number of booth staff to two at a time (unless preapproved by the Parade committee), and staff must check in at the admission gate when coming and going. Booth staff will have free access to the Parade, but friends and family members of staff must pay the admission fee.

16. 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 OF NWI and abide by such a decision, all without any recourse. The exhibitor's signature shall denote acceptance of the foregoing rules and/or terms.

Exhibitor Company Name

Exhibitor Contact – Print Name

Exhibitor Signature

Date