



<input type="checkbox"/> Application	<input type="checkbox"/> COI	<input type="checkbox"/> Deposit \$ _____	Date Received: _____
<input type="checkbox"/> Contract	<input type="checkbox"/> Dues	<input type="checkbox"/> Balance \$ _____	Member Exp. Date: _____

OFFICE USE ONLY

Booth #



2020 Home Builders Association of NWI
NWI Home & Remodeling Expo
 Saturday & Sunday
 March 14th & 15th | 9am - 5pm
 - REGISTRATION FORM -

Company: _____

Address: _____ City: _____ State: _____

Contact Person: _____ Email: _____

Cell Phone: _____ Office Phone: _____ Fax: _____

Signature: _____

Are you a member of the HBA of NWI? YES NO

Were you in the 2018 show? YES NO

*Please complete Page 2
to register your booth*

Register early - space is limited!
**Receipt of registration, signed agreement and
booth deposit required to reserve booth space.**

List what product or service you will be promoting at the show:

What Booth Number would you prefer? (see floor plans)
 Please give at least three choices.
 (HBA of NWI reserves the right to relocate exhibitors as necessary.)

PAYMENT INFORMATION

DEPOSIT or PAY IN FULL - Deposit and signed contract is needed to hold your booth. Make a check payable to the HBA of NWI or complete the credit card information on this form. (You may instead call the HBA office with your credit card number if you prefer). Final payment due by Mar. 6, 2020. Please indicate your choice:

DEPOSIT ONLY (see p. 2)

PAY IN FULL (see p. 2)

CONTRACT - Receipt of registration, contract and booth deposit(s) required to reserve booth space.

CERTIFICATE OF INSURANCE due by Mar. 6, 2020
 (see contract for details)

Booth Set Up: Friday, Mar. 13 You will receive instructions before the show. Larger exhibits will receive an appointment time for Thursday, Mar. 12.

Booth Tear Down: No tear down before 4:30 pm Sun., March 15
 All booths must be removed by 7:00 pm Sun., March 15 or between 7am-12pm Mon., March 16.—No exceptions.

Check enclosed (made payable to HBA of NWI) **OR** **I will pay with a credit card:** Visa MasterCard Amer Exp

Name on card: _____

Card Number: _____

Exp. Date _____ Security code _____ Amount to charge \$ _____

Billing address _____ City/State/Zip _____

Signature: _____

Mail to:
Home Builders Association of Northwest Indiana, 800 E. 86th Avenue, Merrillville, IN 46410
 Office: 219-464-2944 Fax: 219-525-4132 Email: hbanwioffice@hbanwi.com

NWI HOME &
REMODELING EXPO
March 14 - 15, 2020

Porter County Expo Center
215 E. Division Rd.
Valparaiso, IN 46383

Booth placement priority is determined by HBA receipt of registration form, signed contract, and required deposit (per booth). The order of booth assignments are as follows:

- 1st HBA of NWI members who were in last year's show;
- 2nd Members not in last year's show;
- 3rd Nonmembers

Also, we do our best to keep like businesses separated. We reserve the right to relocate as needed.
(Kiosk Korner booth placement assigned by HBA.)

Location (review floor plan)	HBA Member Booth Price	INDICATE QUANTITY (HBA Member)	<u>NON</u> -Member Booth Price	INDICATE QUANTITY (Non-Member)
BLDG. A: 1st booth (10'w x 8'd)	\$550		\$800 <i>(limited booths available)</i>	
BLDG. A: additional booth(s) (10'w x 8'd)	\$525		\$775 <i>(limited booths available)</i>	
BLDG A: END-CAP Main Aisle each booth (see floor plan) (10'w x 8'd) for HBA members only	\$600		No booths available	n/a
BLDG A: END-CAP Back Aisle each booth (see floor plan) (10'w x 8'd) for HBA members only	\$575		No booths available	n/a
BLDG B & Link: 1st booth (10'w x 8'd)	\$525		\$800	
BLDG B & Link: additional booth(s) (10'w x 8'd)	\$500		\$775	
BLDG B Mini-Booth: (10' w x 6'd)	\$425		\$550	
BLDG B Kiosk Korner: (6'w x 6'd) <i>(6' table and one chair included. NO electric available in Kiosk area)</i>	\$250		\$250	
	TOTAL Member Cost	\$ _____	TOTAL NON-Member Cost	\$ _____

ADDITIONAL ITEMS (available for Regular and Mini-Booths only)

	Indicate quantity of <u>FREE</u> tables/chairs	Indicate quantity of <u>PURCHASED</u> items	COST	Total
\$1,000 Remodeling Shopping Spree <i>Vendor Participation — Review Attached Info</i>	n/a	n/a	\$50 each	
ELECTRIC 100v-15 Amp <i>(not available for Kiosk Korner)</i>	n/a		\$50 each	
Table(s) One FREE skirted table per booth available <u>upon request</u> . Only purchase extra if more than one table requested.			\$10 each	
Chair(s) Two FREE chairs per booth available <u>upon request</u> . Only purchase extras if more than two chairs requested.			\$ 5 each	

PAY IN FULL or PAY DEPOSIT	<u>GRAND TOTAL</u> All Booths and Additional Items	Minimum Deposit (required with registration)	
	\$ _____	\$250 each regular & mini-booth TOTAL \$ _____	\$100 each Kiosk Korner TOTAL \$ _____

Home Builders Association of NWI the 2020
NWI HOME & REMODELING EXPO

RULES AND REGULATION CONTRACT

A SIGNED COPY of this Contract, Certificate of Insurance, Application & Full Payment MUST be on file at the HBA OF NWI office before you will be allowed to exhibit. No Exceptions!

1. **BOOTH ASSIGNMENT** – Booth space is assigned based on a combination of HBA OF NWI membership status, seniority at the Show, and the date booth application, contract and deposit are received in the HBA OF NWI office. If for any reason the floor plan must be changed, the HBA OF NWI reserves the right to relocate exhibitors. Space is not considered rented until full payment is received. HBA OF NWI reserves the right to accept or refuse any company from exhibiting in the Show. Booth fees are indicated on the application.
2. **DEPOSIT OF PAYMENT AND TERMS** - All deposits are non-refundable after **January 5, 2020**. If notice of cancellation is submitted after **January 5, 2020**, the exhibitor is liable for full payment of his or her space rental under the contract. Failure to appear at the event does not release the exhibitor from responsibility for payment of the full cost of the space rented.
3. **CHARACTER OF EXHIBITS** - Each exhibitor agrees to display only products or services that are sold by him/her in his/her business. Each exhibit will comply with and conform to the laws of the State and ordinances and regulations of Porter County. The HBA OF NWI reserves the right to reject any exhibit, or part thereof, which is not keeping with the character and spirit of this rule.
4. **INSTALLATION OF EXHIBITS** - Exhibit booth pipe and drape will be erected by the Expo Center in the space ordered. **Booth sizes are indicated on your application.** Exhibitor shall install an attractive display of his/her products and/or services within the perimeters of his or her assigned space only. **The HBA OF NWI will send each exhibitor a set-up schedule before the event.** Please notify HBA of NWI if you have large exhibits to set up. The installation of standard exhibits will take place on the Friday before the show and large exhibits will receive a set-up appointment on the Thursday before the show. **Exhibitors arriving at a non-scheduled set up time will have to wait until exhibits scheduled for set up are completed. All booths must be completely assembled and ready by 8:30 a.m., Saturday, March 14, 2020**
5. **REMOVAL OF EXHIBITS** – Exhibits will not be permitted to be removed from the building before final closing of the Show. Exhibitors may tear down booths Sunday, March 15, 2020, 4:30 - 7:00pm. Exhibitors tearing down booths on, Monday, March 16, 2020, may begin at 7:00am and **must be finished and out of the building by 12:00pm.**
6. **SHOW HOURS** – The show will be open to the public Saturday, March 14, 2020, 9:00am-5:00pm; and Sunday, March 15, 2020, 9:00am-5:00pm. **All exhibits must be staffed at least 90% each day of the show.**
7. **SOUND CONTROL** - Loud speakers, radios, televisions, or the operation of any machinery or equipment, which is of enough volume as to be annoying to neighboring exhibitors, will not be permitted. Public address systems used to attract the attention of people passing in front of your booth will not be permitted.
8. **COMBUSTIBLE MATERIAL AND HEAT SOURCES** - No combustible oils or gases can be used as a part of in the operation of the exhibit. All inflammable material must be fire-proofed. No open flames will be permitted within the building. No electric, gas or microwave ovens may be operated; such appliances may be used for display only.
9. **SELLING OF PRODUCTS IN THE BOOTH-** Selling out of your booth is subject to HBA OF NWI approval and must be products and/or services strictly related to your business. You agree to hold harmless the HBA of NWI, its officers and/or members, against any losses or claims made against you or your entity as a result of sales of products and/or services at the show.
10. **EVENTUALITIES** - In case the exhibition shall be destroyed by fire, or the elements, or by any other cause, or in case any other circumstances, i.e. "Act of God", shall make it impossible for the HBA of NWI to permit the contracted space to be occupied by the exhibitor, then said rental agreement between exhibitor and HBA of NWI shall terminate and exhibitor waives any and all claim for damages or compensation of the amount paid for space rental.
11. **CARE OF EXHIBIT SPACE** -The Expo Center will sweep and clean the aisles, but exhibitors must, at their own expense, keep their spaces cleaned and their exhibits dusted and in good order. Exhibitors are requested to cooperate with the HBA of NWI by maintaining their exhibits in perfect condition.
12. **SUB-LETTING SPACE** - No exhibitor shall assign, sub-let or apportion the whole or any part of space allotted to them, nor exhibit any goods, displays or services other than those manufactured or sold by the exhibitor in the regular course of their business, nor share with another business without the written consent of the HBA OF NWI. Any exhibitor violating this rule in any manner will be required to remove said materials immediately upon request of the HBA OF NWI.
13. **DISTRIBUTION OF LITERATURE, SOUVENIRS AND FOOD** - Printed advertising, souvenirs, etc. may be distributed by exhibitors from their own exhibit space only. No soliciting in buildings, walk aisles in buildings, or parking lots will be permitted. Any souvenir or advertising that is of an objectionable or undignified character will not be permitted. Only the sale or distribution of food not to be consumed on show grounds is allowed. Example: pre-packed foods and candies are allowed.
14. **UNOCCUPIED SPACE** - If the exhibitor fails to occupy space contracted for or fails to comply in any other respect with the terms of this agreement, the HBA OF NWI shall have the right to rent such space to any other applicant without releasing the exhibitor from paying the sum agreed upon in this contract.
15. **LIABILITY** - Neither the HBA OF NWI, the employees thereof, the Porter County Exposition Center, nor their representatives, nor any member of the show committee will be responsible for any injury, loss or damage that may occur to the public audience, exhibitor, or to the exhibitor's employees or property from any cause whatsoever, safety hazards to booth, prior, during, or

subsequent to the period covered by the exhibit contract, and the exhibitor on signing contract expressly releases the foregoing (HBA OF NWI, Porter County Expo) named association, individuals, committee and firm from any and all claims for such loss, damage, or injury. Exhibitors are required to obtain a **CERTIFICATE OF INSURANCE** (public liability insurance) to prove insurance in the amount of \$1,000,000 combined single limit of liability to protect against possible claims arising out of the operation of their exhibit. **Exhibitors must supply a copy of the CERTIFICATE OF INSURANCE, designating the HBA of NWI as certificate-holder, to the HBA OF NWI Office, no later than March 6, 2020. Any exhibitor who has failed to supply a CERTIFICATE OF INSURANCE will not be allowed to set up and forfeits all fees including booth deposit and booth rental fees.**

- 16. DISPLAY ITEMS** - Exhibitor may be required to provide a complete list of products and/or services he/she will display. No display items should obstruct neighboring displays or project into aisles. Exhibitor agrees to stay within contracted space.
- 17. EXHIBITOR ADVERTISING** - The NWI Home & Remodeling Expo committee reserves the right to review any and all ads used in conjunction with promoting your business at the NWI Home & Remodeling Expo, i.e. printed ads, internet-based ads, radio/TV ads, billboards, etc. No altered/substituted tickets and/or publications will be accepted at any the NWI Home & Remodeling Expo, and show exhibitors distributing such will not be allowed to participate in the following year's Show.
- 18. EXHIBITOR PARKING** – All exhibitors and their employees are to park in the North parking lot and must not block parking lot exits or fire hydrants. **No exhibitor will be allowed to park in either the South or West parking lots or any fence line areas, except for those preapproved and paying the HBA OF NWI for a separate Advertising Privilege.**
- 19. ALCOHOL AND GAMBLING** - Alcohol of any kind is **STRICTLY PROHIBITED** on the grounds and inside all buildings at the Porter County Expo Center unless provided by the Porter County Expo Center. No devices or activities classified within the definition of gambling will be permitted in the buildings or on the grounds.
- 20. GOLDEN RULE** - All exhibitors are required to treat fellow exhibitors, NWI Home & Remodeling Expo representatives and the public with respect.

To qualify for HBA of NWI discounted booth prices you must be a member in GOOD STANDING (membership dues and all bills paid). Any exhibitor whose HBA OF NWI membership expires on or before March 2020 and does not renew on or before March 20, 2020 will be charged the nonmember fee for the booth space.

THIS AGREEMENT MUST BE SIGNED AND RETURNED BEFORE BOOTH SPACE WILL BE RESERVED.

I have read and agree to the provisions of this contract. Violation of any rule or regulation in this contract may result in the exhibitor being prohibited from the following year's NWI Home & Remodeling Expo and said exhibitor may waive his or her booth position earned through seniority, length of participation and/or membership status. Said exhibitor may start over as a new exhibitor in the booth assignment priority procedure. In case of litigation over enforcement of the rules and regulations of this contract, the prevailing parties' legal fees and court costs will be paid by the losing party.

Signed: _____ Date: _____

Contact name (printed): _____ Email _____

Company: _____

Company address: _____

Office Phone Number _____ Fax _____

PLEASE SEND SIGNED APPLICATION, SIGNED CONTRACT, AND INSURANCE CERTIFICATE OF LIABILITY TO:
Home Builders Association of Northwest Indiana, 800 East 86th Ave. Merrillville, IN 46410
Phone: 219-464-2944 Fax: 219-525-4132 Email: hbanwioffice@hbanwi.com

PLEASE SIGN AND RETURN BOTH PAGES OF THIS CONTRACT



\$1,000

Remodeling Shopping Spree

VENDORS CAN PARTICIPATE AND RECEIVE EXTRA MARKETING INCENTIVES



Vendors who participate and are shopping spree sponsors will receive entry forms and shopping spree signage at their booths. Consumers will be able to enter the drawing, by completing an entry form at any, or all of the participating sponsor booths. At the end of the expo we will pick one entry from each of the sponsoring booths, then pick one winner from that pool of entries. The consumer who wins can choose products and services from any of the sponsoring vendors to spend the \$1,000 prize. The Home Builders Association of NWI will write a check for \$1,000 to the vendor in which the consumer chooses for their purchases. Any amount spent over \$1,000 is the responsibility of the winner. Vendor participation for this sponsorship is only \$50.

Participants will also have their company name on the expo website and at the expo registration table, as a participating vendor sponsor.

Vendors, make sure you choose to be a participating sponsor when you register for the expo (additional option on vendor application form). It's a WIN-WIN for all and a great marketing incentive for you! You will also get to keep the entry forms, with consumer information, that you collect at your booth.