



## 2018 Tri-State Home Show EXHIBITOR'S AGREEMENT

Exhibitor desires to lease booth space as exhibitor at the 2018 Tri-State Home Show ("Show") to be held at the Chattanooga Convention and Trade Center ("Trade Center") on **March 2<sup>ND</sup>, 3<sup>RD</sup>, 4<sup>TH</sup>**, 2018 by completing this Exhibitor's Agreement "Agreement."

Exhibitor and HBAGC agree as follows:

1. **Request for Booth Space.** Exhibitor hereby requests that the HBAGC grant to exhibitor a lease for booth space at the Trade Center for the Show in accordance with the terms and conditions of this Agreement.

2. **Exhibitor Information:**

Exhibitor Name for Show: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Website: \_\_\_\_\_

**Please list all products / services to be exhibited in show:**

\_\_\_\_\_

3. **Number of Booths and Booth Preferences.** Exhibitor wishes to lease \_\_\_\_\_ booth (s) in the show (insert number of booths desired). Exhibitor's preferences for this booth, or booths, are as follows:  
(Choices must be in separate aisle and areas)

- 1<sup>st</sup> Choice (s) \_\_\_\_\_
- 2<sup>nd</sup> Choice (s) \_\_\_\_\_
- 3<sup>rd</sup> Choice (s) \_\_\_\_\_

**Please list only 1 or 2 center aisle or corner booth locations. We have limited center aisle and corner booths and we need to know what booths you would prefer as inside booths.**

### EXHIBIT SPACE

#### HBAGC Members

Inside Booth	\$600
Perimeter/Corner Booth	\$700
Center Aisle	\$800

#### Non-Members

Inside Booth	\$800
Perimeter/Corner Booth	\$900
Center Aisle	\$1,000

\*\*\*\$25 discount per booth if paying by check

4. **Booth placement.** Placement in any of these choices is **not guaranteed**. Booth placement is determined by the HBAGC according to what it believes, in its sole discretion, will be in the best interests of the show and the HBAGC. We will try not to place you near your competition. Sponsors and Companies that have the most booths will be given preference to their booth location.

5. **Use of Booth, Assignment and Subletting.** Exhibitor does not have the right to allow anyone other than exhibitor to occupy or use the booth space. Exhibitor may not assign or sublease the booth space for any reason to any person without the express written permission of the HBAGC. Exhibitor lease includes a booth space of 10 feet by 10 feet. All materials, employees, décor, displays, and signage must remain within the space. Overflowing into the aisle or in front of the booth is not permitted. Exhibitor does not have the right to allow anyone other than exhibitor to occupy or use the booth space. Someone **MUST** be in your booth at all times during the show. The 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 Tri-State Home Show or the HBAGC.

6. **Alcohol.** Alcohol will not be permitted in any booth. Exhibitor does not have the right to allow anyone to have to alcohol working in their booth(s).

7. **Liabilities.** HBAGC does not make any warranty or guaranty to exhibitors against loss or damage or any kind. All booth space is leased at the risk of the exhibitor and the exhibitor agrees to release, indemnify and hold harmless the following parties from any and all the liability from any cause related in any way to the show: HBAGC, its employees, agents, volunteers, officers, directors and members; The City of Chattanooga; The Carter Street Corporation and Hamilton County (all of whom are collectively referred to below as the "Home Show Parties"). None of the Home Show Parties shall be held responsible by exhibitor, in any manner whatsoever, for any loss, damage or injury that may occur to the exhibitor, employee, guests or property from any cause whatsoever prior to, during, or subsequent to, the show for any loss, damage or injury related in any way to the show or exhibitor's participation in the show.

8. **Cooking in Booth.** Anyone wishing to cook during the show must contact the Convention Center for approval. The booth must also keep an adequate fire extinguisher visible.

9. **Fire Prevention.** Regulations require your exhibit to be confined to your booth with no supports, strings, wire, etc., attached to posts or other fixture in the center.

10. **Limitations.** Exhibits shall be installed so that they will not exceed beyond the space allotted. **Distribution of printed materials, souvenirs or other articles must be restricted to the space of the exhibit.** Individual public address systems will be permitted on the premises, but must NOT be audible more than eight (8) feet from booth. The exposed backs or sides of all booths must be draped or finished, with no signage, so that it will not interfere with an adjoining booth.

11. **Security.** The HBAGC will provide around the clock security protection from Monday, **February 26th at 7:00 a.m. until Monday, March 5<sup>th</sup> at 1:00 p.m.** You can assist by removing or securing any small or expensive items from your booth before leaving.

12. **Amendments.** Any and all matters of questions not specifically covered by the preceding rules and regulations shall be subject solely to the decisions of HBAGC management or Home Show officials. All amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.

13. **Damages.** Exhibitors are liable for any and all damages caused to the building floors, walls, or columns, or to standard booth equipment and to other exhibitor's property. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building floors, columns or to standard booth equipment.

14. **Certificate of Insurance.** Exhibitors are required to provide Certificate of Liability Insurance by February 16, 2018.

- Liability Certificates are to list Tri-State Home Show, March 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>, 2018 at the Chattanooga Convention Center in Chattanooga, TN

- The Chattanooga Convention Center and the Home Builders Association of Greater Chattanooga named as additionally insured

15. **Compliance.** The Exhibitor agrees that the exhibit shall be admitted and shall remain from day to day solely on strict compliance with the rules herein laid down. HBAGC reserves the rights to reject, eject, or prohibit any exhibit in whole or part, or any exhibitor or his representatives, with or without giving cause.

**If an exhibit or exhibitor is ejected for violation of these rules or for any other reason, no return of rental monies shall be made.**

16. **Security Deposits and Full Payment.** In order to reserve an advanced space in the Show, Exhibitor shall deposit with the HBAGC the sum of Two Hundred and 00/100 Dollars (\$200.00) per booth, **by November 30, 2017. All deposits are non-refundable.** There may be booth availability after November 30, 2017 but booths are not guaranteed. There will be no refund for booth space after February 1<sup>st</sup>, 2018.

17. **Floor Plan.** HBAGC reserves the right to make changes to the overall show floor plan and/or booth assignments in its sole discretion in order to serve the best interests of the show and its collective exhibitors

**IMPORTANT DATES AND DEADLINES:**

- November 30, 2017 Booth Deposit Deadline (\$200 per booth)
- February 1, 2018 Refund Deadline (Less Security Deposit)
- February 2, 2018 Final Payment Deadline
- February 16, 2018 Certificate of Insurance Due
- February 26 – March 1<sup>st</sup> Setup Date
- **\*\* Move in date is dependent upon both space location**
- **\*\* There is no guarantee for Home Show participation until final payment and contract is received**

**PAYMENT BY CREDIT CARD:**

Name on Card: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Credit Card#: \_\_\_\_\_  
 CRV \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_  
 AMOUNT TO BE CHARGED: \$ \_\_\_\_\_

**PAYMENT BY CHECK:** (deduct \$25.00 per booth)

Home Builders Association of Greater Chattanooga  
 3221 Harrison Pike  
 Chattanooga, TN 37406

**I/We hereby agree to all items set forth in this Agreement, as well as all items set forth in the Rules and Regulations made a part of this Agreement. I/We agree further to pay the HBAGC for the booth space rented in accordance with the payment schedule set forth in the Rules and Regulations. I/We have sent the deposit payment with this Agreement.**

**EXHIBITOR:**

SIGNATURE: \_\_\_\_\_  
 PRINTED NAME: \_\_\_\_\_  
 DATE: \_\_\_\_\_

# 2018 Spring Home Show Credit Card Authorization Form



3221 Harrison Pike \* Chattanooga, TN 37406 | 423.624.9992 | 423.624.9435 Fax

I hereby authorize **The Home Builders Association of Greater Chattanooga** to charge my credit card for the amount indicated.

DEPOSIT ENTRY FEE (\$200 / Booth)      \$ \_\_\_\_\_

## BOOTH: MEMBER

## BOOTH: NON-MEMBER

- Center Aisle Booth 10x10 (\$800)      x \_\_\_\_\_ Booths
- Inside Booth 10x10 (\$600)      x \_\_\_\_\_ Booths
- Perimeter Booth 10x10 (\$700)      x \_\_\_\_\_ Booths

- Center Aisle Booth 10x10 (\$1,000)      x \_\_\_\_\_ Booths
- Inside Booth 10x10 (\$800)      x \_\_\_\_\_ Booths
- Perimeter Booth 10x10 (\$900)      x \_\_\_\_\_ Booths

Pymt Method Check: \$25 Discount Per Booth

Company Name: \_\_\_\_\_

Address/Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Card Member Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Security Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Invoice/Charge Amount: \$ \_\_\_\_\_

By signing this form, you authorize Home Builders Association of Greater Chattanooga to charge to your credit card the amount indicated above. In addition, you agree to pay this amount according to the terms of your credit agreement.

Card Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_