



www.hbagc.net
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Table of Contents

Home Show Hours

Friday	March 2, 2018	10 am - 8 pm
Saturday	March 3, 2018	10 am - 8 pm
Sunday	March 4, 2018	11 am - 5 pm



*Mountain City Tile
Company*



MCCOY HOMES
Chattanooga | Since 1984



Welcome/Introduction	1
Hotel Rooms	2
Exhibitor Check-In/Wristbands/Tickets	3
Booths/Curtains/Furnishings/Payment	4
Exhibitors Lounge	4
Move-In/Move-Out	5
Exhibit Space/Procedures/Safety/Security	6-7
Awards	8
Courtesies	9

52nd Tri-State Home Show

Welcome to our new and returning vendors and exhibitors! We would like to thank you for participating in the 52nd Annual Tri-State Home Show. We hope you have a great show.

The Home Builders Association of Greater Chattanooga believes your product or service will get maximum exposure during the Tri-State Home Show. Past experience has proven this to be true.

We have compiled this exhibitor's manual to help you make the most out of your Home Show experience. Be sure and read over the entire booklet. This booklet has helpful information about the show and also things you can do to make your Home Show experience a successful one.

Again, thank you for being a part of the 2018 Tri-State Home Show, and if we can be of assistance during the show, please let us know.

We look forward to seeing you at the Show!

≈ The Home Show Committee ≈

Visit Our Website at

www.homeshowchattanooga.com

***Be sure to promote the
Tri-State Home Show on any
Social Media Communities that
you are a part of.***



Hotel Rooms

SPECIAL RATES FOR OUR EXHIBITORS

Chattanooga Marriott at the Convention Center

Two Carter Plaza

Chattanooga, TN 37402

(423) 756-0002

(800) 841-1674 toll-free

Standard Room

Single Rate: \$142 + tax/night

To make a reservation, please call toll-free and reference the “Home Builders Association block of rooms.”

NOTE: Deadline for reservations at this rate is 2/13/17.

Staybridge Suites - Downtown Chattanooga Convention Center

1300 Carter Street

Chattanooga, TN 37402

(423) 267-0900

(800) 238-8000 Toll-free

Studio rate: \$129 + tax/night

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NOTE: Deadline for reservations at this rate is 2/06/17.

Exhibitor's Move-In Packet

Need Electricity, Internet, or Phone

You must order Electrical, Internet, Phone, and Water directly through the Convention and Trade Center. You do this online at the provided link on the Home Show Website www.homeshowchattanooga.com.

These services must be ordered through the Convention and Trade Center not the HBA.

**Remember, if you do need electricity for your booth, the advance or discounted rate is being offered only until the end of business on Friday, February 16th. After the date the cost for ordering electricity will go to the regular rate.*

Need Tables, Chairs, Carpet, etc.

The decorator *All Convention & Expo Services* will be available at the show during set up but it is suggested that order in advance. Order forms are located on the Home Show Website at www.homeshowchattanooga.com. Tables, Chairs and Carpet – All Convention & Expo Services.

Exhibitor Check-In

Each Exhibitor will receive five (5) wristbands for one booth and ten (10) wristbands for two or more booths.

You will need your wristband in order to get in and out of the show and the Exhibitor/Vendor Lounge. NO EXCEPTIONS.

Thank you in advance for your cooperation with this matter.

Please bring your own badge to the show. If you don't have a badge, you may request one at the badge table during check-in. Please note that badges do not take the place of your wristband. Wristbands must be present to enter the show.



Wristbands will be available for pick up during Move-In on Thursday from 3pm – 6pm.

Exhibitors/Vendors Lounge
Donations

The logo for McKee A Family Bakery. It features the name "McKee" in a large, blue, stylized serif font. Below "McKee" is the phrase "A FAMILY BAKERY" in a smaller, blue, sans-serif font. A blue swoosh underline is positioned beneath the "McKee" text.

Thank You!

Booth Size/Curtains/Furnishings

Each booth is no more than 10' by 10'. The depth will remain 10' regardless of the number of booths purchased side by side. Sizes will differ only when two booths are purchased in adjoining aisles. There will be a curtain running the length of each row that will separate the booths. Each booth will have a backdrop that is 8' high with side curtains measuring 3' high. For those who have more than one booth, a curtain will not divide the interior area of their booths.

If you are in need of electrical service, water, phone or internet for your booth, these items will need to be ordered through the Chattanooga Convention Center. **Remember, if you do need electricity for your booth, the advance or discounted rate is being offered only until the end of business on Friday, February 16th.* After the date the cost for ordering electricity will go to the regular rate shown on the order form that is included in this document. Order forms are included with this packet.

Table, chairs, and carpet can be ordered through **All Convention & Expo Services** (order forms are available online.)

Exhibitors/Vendors Lounge

We will once again provide an Exhibitors/Vendors Lounge for our vendors and exhibitors. This will consist of snacks only. You must have a wristband in order to enter. We also ask that you please do not bring any food or beverage out of the lounge. **No children allowed.** Please note that this lounge is only for exhibitors who are working the booths. Thank you in advance for your cooperation and consideration.

Payment

The HBAGC office must receive payment in full by **February 2nd, 2018**. You will not be allowed to setup if payment has not been received.

Important Note about Vehicles

All vehicles remaining in the Chattanooga Convention Center for the Home Show must have less than one-fourth (1/4) of a tank of fuel. The Fire Marshall will be checking the vehicles at the Home Show.

Move-In

- We ask that you please have your booth # available to make Move-In faster.
- NO VEHICLES will be allowed inside the Convention Center on Thursday after 1pm except for those located in Row F or K. Row F or K will begin move in at 3:00 pm.
- **If you are in Row F or K you will begin set up on Thursday, March 9th at 3:00 pm and have until 10 p.m. to have your booth completed.**

Monday, March 6 th Booths B,C,D,E,G, H,I, J,L,M,N Numbers 17-34 ONLY Booths A 8-12, P 1-27, O 5-15	Drive-in loading door will be open from 12:00 noon until dark but you may stay until 8 p.m.
Tuesday, March 7 th Booths B,C,D,E,G, H,I, J,L,M,N Numbers 17-34 ONLY Booths A 8-12, P 1-27, O 5-15	Drive-in loading door will be open from 7 a.m. until dark but you may stay until 10 p.m.
Wednesday, March 8 th Booths B,C,D,E,G, H,I, J,L,M,N Numbers 1-16 ONLY Booths A 1-7, O 1-4, Q 1-8:14-16:19-27	The drive-in loading door will be open from 7 a.m. until dark but you may stay until 10 p.m.
Thursday, March 9 th Booths B,C,D,E,G, H,I, J,L,M,N Numbers 1-16 ONLY Booths A 1-7, O 1-4, Q 1-8:14-16:19-27	Drive-in loading 7:00 a.m. – 1:00 p.m. All vehicles must be removed from the hall by 1:00 p.m. You may walk in items between 1:00 – 9:00 p.m.

All booths must be finished by Thursday, March 1st, 2018 at 10:00 p.m.

To further assist you in your move-in efforts:

- ≈ A **forklift** and **operator** will be available on a first come, first served basis. Please limit your request for this assistance to heavy items and/or equipment.
- ≈ The forklift and operator **are furnished** by the show and included in your booth price.
- ≈ Shuttle and parking lot available for exhibitors. If you are staying to work on your booth, you must park your vehicle in the assigned parking lot and take the shuttle back. Parking is not available at the Convention Center. Shuttle hours are 9:00 a.m. – 5:00 p.m., Tuesday – Thursday only.
- ≈ **DO NOT** leave your vehicle unattended unless you are parked at a meter or private lot. There will be NO shuttle service during the show or during move-out.

Move-Out

Move-out time will be after the show on Sunday, March 12th from 5:00 p.m. -10:00 p.m. and Monday, March 13th from 7:00 a.m. – 12:00 p.m. Everything needs to be out of the Convention Center by 1:00 p.m. including your hanging banners. The banners will be available to be picked up at the Convention and Trade Center Monday, March 13th. **If you are in row F or K you will need to have your entire booth taken down or moved out of these aisles immediately following the show Sunday, March 12th at 5pm.**

No Vendor will be allowed to park in the gated parking lot loading dock on Sunday, March 12th unless you have a parking pass. Parking passes cannot be requested.

Exhibit Space

Subletting or Sharing Booth Space

To insure proper representation and operation of the show, exhibitors must contract individually to show their product.

Subletting or sharing of space is STRICTLY PROHIBITED. Failure to abide by this policy may result in termination of contract and ejection from the show. The exhibitor shall not display another business material in their booth. The booth is to be solely used by the paying exhibitor.

Manning Booth

Someone **MUST** be in your booth at all times during the Show.

Care of Exhibit Space

The aisles will be cleaned each night, but each exhibitor must keep their own spaces clean, exhibits manned and in good order.

Cooking in Booth

Anyone wishing to cook during the show must let the Home Show Committee know and keep an adequate fire extinguisher in your booth.

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.

Limitations

Exhibits shall be so installed 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.

Security

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

Compliance

The Exhibitor agrees that his 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.

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.

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.

Liability

The Home Show Committee cannot guarantee Exhibitors against loss or damage of any kind. Space is leased with the understanding that the Exhibitors will not hold the Home Show Committee, the Home Builders Association of Greater Chattanooga, Carter Street Corporation Board, City of Chattanooga, and Hamilton County harmless from any or all liabilities from any cause whatsoever prior to, during, or subsequent to the period covered by the exhibitor contract, and the Exhibitor on signing the contract expressly releases the Home Show Committee, the Home Builders Association of Greater Chattanooga, Carter Street Corporation Board, City of Chattanooga, and Hamilton County and agrees to indemnify same against any and all claims for such loss, damage, or injury.

Certificate of Insurance.

Exhibitors are required to provide Certificate of Liability Insurance prior to the move in date of Monday, February 26th, 2018. The certificate will list the 2018 Tri-State Home Show, March 2nd, 3rd and 4th, 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.

Awards

The Booth Judging Competition will be presented in the following categories:



Award of Excellence – Single Booth (3 given out)

Award of Excellence – Multi-Booth (3 given out)

Best New Exhibitor Award

Best Outdoor Presentation

Dorothy Wade Best of Show



Outside judges will be selected by Home Show Officials.

Awards will be presented Saturday

Judging will begin at 8:00 a.m. on Friday

Courtesies

Avoid creating anything in your display materials that will mark or damage the floor of the Convention Center. If you have water as part of your display, provide drip cloths or other protection that will prevent staining.

Give your display considerable thought. Keeping the height of your side displays down to 3 feet enables the viewers to see your booth well before they reach it. It also enables us to have an attractive show that feels unrestricted and open.

DO

Know your product or service
Relate your business to customer's needs
Be ready to talk and/or demonstrate
Be enthusiastic
Be confident
Keep your booth attractive
Work with ALL prospects
Be nice to all "lookers"
Be able to talk with potential customers

DON'T

Drink or eat (Exhibitors/Vendors Lounge only)
Ignore a Visitor
Be rude
Be over-aggressive
Leave your booth unattended
Use bad language
No music or microphones heard beyond your booth area

If you have any questions, concerns, or suggestions for next year, please contact one of the Home Show Officials at any time during or after the Home Show.

Home Builders Association of Greater Chattanooga

3221 Harrison Pike

Chattanooga, TN 37406

(423) 624-9992

www.homeshowchattanooga.com

Electrical Service Order Form

Chattanooga Convention Center
 1 Carter Plaza
 Chattanooga, Tennessee 37402
 Phone: (423) 756-0001 Fax: (423) 424-2993
 E-mail: exhibitorservices@chattconvention.org

General Information:

This form may be used for ordering standard electrical service. Rates for standard electrical services are on this form. Rates for special wiring are set on a case-by-case basis. Special electrical services should be ordered through the Exhibitor Services or the Event Manager at least **14 days prior** to the opening of the show.

IMPORTANT CONDITIONS AND REGULATIONS:

1. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless otherwise specified.
2. All equipment regardless of source of power must comply with all federal state and local safety codes.
3. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
4. Claims will not be considered unless filed by the exhibitor prior to the close of the exhibition.
5. Prices based upon current wage rates are subject to change without notice.
6. Under no circumstances shall anyone other than the "house electrician" make electrical connections.
7. Special equipment requiring company engineers or technicians for assembly, service or preparatory work and operation may be executed without the "house electrician," however, the "house electrician" must make all service connections and overload protection only.
8. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
9. All material and equipment furnished by the Convention Center for this service order shall remain the Convention Center's property and be removed ONLY by the Convention Center at the close of the show.
10. Electrical power for lights and displays will be turned on one hour prior to the show opening and off at show closing time.
11. Unless otherwise specified, Convention Center personnel are authorized to cut floor covering to permit installation of service.
12. All exhibitors' cords must be of the three-wire grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
13. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connection equipment or special wiring.
14. Advance orders MUST be received a minimum of ten (10) business days prior to exhibitor setup date.

Will you require work beyond normal connections?
 Yes No
 Explain:

Please fill out each section

Electrical Services Connections Voltage x Amps = Watts

Check One	120 Volt	Advance Cost	Standard Cost	Totals
	0 - 500 Watts	55.00	70.00	
	501 - 1000 Watts	62.00	80.00	
	1001 - 1500 Watts	69.00	95.00	
	1501 - 2000 Watts	76.00	105.00	

	208 Volt 1 Phase (20 amps)	85.00	120.00	
	208 Volt 3 Phase (40 - 60 amps)	175.00	235.00	

TOTAL ELECTRICAL SERVICE

Water/Air Services

Hookups for each piece of equipment (hookup is 1/2" line)

Please indicate the number of hookups needed

#	Hookups	80.00	100.00	
#	Drains	NA	NA	
#	Air	80.00	100.00	

TOTAL WATER/AIR SERVICE

Labor Services

Banner Hanging/Removing - (min. charge of \$90 up to an 8' x 4' - Call for quote on larger banners) \$45.00 per man hour times

# 2	Hours @ \$45 ea	90.00	90.00	
#	Hours @ \$45 ea			

TOTAL LABOR SERVICES

**TOTAL
ELECTRICAL/WATER/LABOR**

Tradeshow		Booth #	
Company Name		Contact Name	
Address			
City/State/Zip		Telephone #	

To receive the advance rate full payment **MUST** accompany this order and be received two weeks prior to event. No exceptions please. If paying by credit card please FAX this order along with the credit card authorization form to (423) 424-2993. To pay by check or money order please send completed order and payment to the above address to arrive two weeks before the event's start date.