

2023 Home Builders Association of Greater Chattanooga

Fall Home Show

Exhibitors Agreement

August 19 & 20, 2023



Exhibitor desires to lease booth space as ("Exhibitor") at the 2022 Home Builders Association of Greater Chattanooga Fall Show ("Show") to be held at the Chattanooga Convention and Trade Center ("Trade Center") on August 19 & 20, 2023 by completing this Exhibitors Agreement ("Agreement"). Exhibitor and the Home Builders Association ("HBAGC") agree as follows: Request for Booth Space. Exhibitor hereby requests that the HBAGC grant to Exhibitor a lease for booth space at the Chattanooga Convention Center for the Show in accordance with the terms and conditions of this Agreement.

Exhibitor Information

Exhibitor Name of Show: \_\_\_\_\_

Company Name (if different from above): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Payment Type: \_\_\_\_\_ Total Payment Amount: \$ \_\_\_\_\_

Certification of Insurance Sent to HBAGC: Yes No

I/We hereby agree to all items set forth in this Agreement (pages 1-5), as well as all items set forth in the Rules and Regulations and Exhibitor Information located on the Show website at [homeshowchattanooga.com](http://homeshowchattanooga.com). 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.

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

<b>HBAGC Members</b>	<b>10ft x 10ft</b>	<b>HBAGC Non-Members</b>	<b>10ft x 10ft</b>
Inside Booth	\$650	Inside Booth	\$850
Perimeter/Corner Booth	\$750	Perimeter/Corner Booth	\$950

\$25 discount per booth if entire payment is paid with a check. The entire deposit of \$200 is due to reserve a booth(s) and both the deposit and final payments must be made by a check to receive the discount.

- 1. Booth Location.** Booth locations can be viewed on the Show website [homeshowchattanooga.com](http://homeshowchattanooga.com). List only 1 or 2 perimeter/corner booth requests. We have limited perimeter/corner booths and need to know your preference for an inside booth. Sponsors and those with larger booths (4,6 booths) will be given preference to their location.
- 2. Booth Placement.** Placement in any of the desired choice is NOT GUARANTEED. Booth placement is determined by the HBAGC according to what it believes, in its sole discretion, will be in the best interest 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 preferences to their booth locations. Once larger booths are placed the remaining booth requests (those with 3 or less booths) will be placed in order by the earliest date the HBAGC received the finalized contract along with payment.

**Deposit and Full Payment.** In order to reserve a space in the Show, Exhibitor shall deposit with the HBAGC the sum of Two Hundred and 00/100 Dollars (\$200) per booth, no later than June 15, 2023. **All deposits are non-refundable.** There may be availability after June 15, 2023 but not guaranteed. There will be no refund for space after June 15, 2023. There is no guarantee for HBAGC's Annual Fall Home Show participation until final payment and the signed contract is received. **Final Payments are due by July 15th.** There is a discount of \$25 per booth if Exhibitor pays with a check for the full payment. The discount is only applied to the balance (not the deposit).

- 3. The entire deposit of \$200 is due to reserve a booth(s) and both the deposit and final payments must be made by a check to receive the discount.**

Exhibitor's preference for a 10x10 booth or booths are as follows:

10 x 10 Booths Total Number of Booths: \_\_\_\_\_ **\*Please list booth rows numbers. Do not write "same as last year". If you cannot recall your previous year booth location and would like to request the same space please contact the HBA.**

1<sup>st</sup> Choice (s) \_\_\_\_\_

2<sup>nd</sup> Choice (s) \_\_\_\_\_

3<sup>rd</sup> Choice (s) \_\_\_\_\_

**10x10 Booth(s) Please list all products / services to be exhibited in the Show 10x10 booths:** \_\_\_\_\_

*\*Exhibits requiring water must be in the following booths; A 9-14, B 9-14, C 9-14, D 9-14, E 9-14, F 9-14, G 1-8, H 1-8*

**Vehicle/Machinery:** Will you be bringing a vehicle or machinery as part of your display: Yes      No

**If YES/Describe:** \_\_\_\_\_

As a reminder any vehicle cannot have more than a ¼ tank of gas to be displayed in the Show

- 4. Floor Plan.** HBAGC reserves the right to make changes to the overall Shows floor plan and/or booth assignments in its sole discretion in order to serve the best interests of the Show and its collective Exhibitors.

- 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 in 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 at, physical, or otherwise, that might damage or be detrimental in any way to the Home Builders Association of Greater Chattanooga Fall Show or the HBAGC.
- 6. Alcohol.** Alcohol will not be permitted in any vendor space. Exhibitor does not have the right to allow anyone to have alcohol working in their booth (s).
- 7. Liabilities.** HBAGC does not make any warranty of guarantee to Exhibitors against loss or damage of 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 """). None of the HBAGC's Annual Fall 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 Protection.** Regulation require your exhibit to be confined to your booth with no supports, strings, wire, etc., attached to posts or other fixtures in the center.
- 10. Signage.** Exhibitor booth signage must not be any bigger than 5ft (h) x 8ft (w). Signage must be hung above your booth by the Convention Center, you will need to contact the Convention Center to request this. **Signage cannot be hung above your booth on the 8ft backdrop or any build structure that is larger than 8ft tall.**
- 11. 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 three (3) 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. **Booths and constructed displays must not be higher than an 8ft back drop.**
- 12. Security.** The HBAGC will provide around the clock security protection from Thursday, August 17th at 7:00am until Monday, August 21 at 1:00pm. You can assist by removing or securing any small or expensive items from your booth before leaving.
- 13. 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 Show officials. All amendments so made shall be binding on Exhibitors equally with the foregoing rules and regulations.

**14. Damages.** Exhibitors are liable for any and all damages caused to the Chattanooga Convention Center 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 standard booth equipment.

**15. Certification of Insurance.** Exhibitors are required to provide Certificate of Liability Insurance by July 15, 2023. Liability Certificates are to list Home Builders Association of Greater Chattanooga Fall Home Show August 19 & 20 2023 at the Chattanooga Convention Center in Chattanooga, TN. The Chattanooga Convention Center and the Home Builders Association of Greater Chattanooga named as additionally insured.

**16. 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 for any other reason, no return of rental monies shall be made.

**IMPORTANT DATES AND DEADLINES:**

June 15, 2023 Deposit Deadline (\$200 per booth)  
June 15, 2023 Refund Deadline (Less Security Deposit)  
**July 15, 2023 Final Payment Deadline**  
July 15, 2023 Certificate of Insurance Due

\*\* Move in date is dependent upon booth space location and can be viewed on the Show website [homeshowchattanooga.com](http://homeshowchattanooga.com)

\*\*There is no guarantee for the HBAGC's Annual Fall Home Show participation until final payment and contract is received.

**PAYMENT BY CREDIT CARD: See Additional form**

**PAYMENT BY CHECK: (deduct \$25.00 per booth- not from deposit)**

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

**Or email to [njohnson@hbagc.net](mailto:njohnson@hbagc.net)**

# 2023 HBAGC's Annual Fall Home Show

## Credit Card Authorization Form

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

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

Please Indicate Number of Booths:

**10x10 BOOTH: MEMBER**

**10x10 BOOTH: NON-MEMBER**

Inside (\$650) x \_\_\_\_\_ Booths

Inside (\$850) x \_\_\_\_\_ Booths

Perimeter/ Corner (\$750) x \_\_\_\_\_ Booths

Perimeter/ Corner (\$950) x \_\_\_\_\_ Booths

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

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

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

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

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

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

Amount to be charged today \$ \_\_\_\_\_

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

**Card Members Signature** \_\_\_\_\_

**Name Printed** \_\_\_\_\_

**Date** \_\_\_\_\_

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