



**2023 Tri-State Home Show
Exhibitors Agreement
February 24, 25 & 26, 2023**



Exhibitor desires to lease booth space as (“Exhibitor”) at the 2023 Tri-State Home Show (“Show”) to be held at the Chattanooga Convention and Trade Center (“Trade Center”) on **February 24, 25, 26, 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. 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: _____

HBAGC Members	10 ft x 10 ft		Non-Members	10 ft x 10 ft
Inside Booth	\$650		Inside Booth	\$850
Perimeter/Corner Booth	\$750		Perimeter/Corner Booth	\$950
Center Aisle	\$850		Center Aisle	\$1050

\$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. **Do not apply discount to deposit.**

1. **Booth Location.** Booth locations can be viewed on the Show website homeshowchattanooga.com. List only 1 or 2 center aisle and perimeter/corner booth spaces and your preference of an inside booth. To be placed on the center aisle you **MUST** have a minimum of 2 booths, those with larger booths (4, 6, 8, 10, 12 booths) will be given preference to their location.
2. **Booth Placement.** Placement in any of the desired 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 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 preference 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 full deposit payment.
3. **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 December 21st, 2022. **All deposits are non-refundable.** There may be availability after December 21st, 2022 but is not guaranteed. There will be no refund for space after January 26th, 2023. Full payment is due if canceled after January 26th, 2023. There is no guarantee for Tri-State Home Show participation until final payment and the signed contract is received. **Final Payments are due by February 1st, 2023.** 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).
4. **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. Do not apply the discount to the deposit.**

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.

1st Choice (s) _____

2nd Choice (s) _____

3rd Choice (s) _____

Please list all products / services to be exhibited in the Show 10x10 booths: _____

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

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

- 6. 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, physical, or otherwise, that might damage or be detrimental in any way to the Tri-State Home Show or the HBAGC.
- 7. Alcohol.** Alcohol will not be permitted in any vendor space. Exhibitor does not have the right to allow anyone to have alcohol that is working in their booth (s).
- 8. Liabilities.** HBAGC does not make any warranty of guarantee to Exhibitors against loss or damage of any kind. All booth space are 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 liabilities 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 "Tri-State Home Show Parties"). None of the Tri-State 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.
- 9. 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.
- 10. 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.
- 11. 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.**
- 12. 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.**
- 13. Security.** The HBAGC will provide around the clock security protection from Monday, February 20th at 7:00am until Monday, February 27th at 1:00pm. You can assist by removing or securing any small or expensive items from your booth before leaving.
- 14. 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.

- 15. 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.
- 16. Certification of Insurance.** Exhibitors are required to provide Certificate of Liability Insurance by February 1st, 2023. Liability Certificates are to list Tri-State Home Show February 24, 25, 26, 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.
- 17. 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:

December 21, 2022	Deposit Deadline (\$200 per booth)
January 26, 2023	Refund Deadline (Less Security Deposit)- Full Payment is due if canceled after this date.
February 1, 2023	Final Payment Deadline
February 1, 2023	Certificate of Insurance Due

** Move in date is dependent upon booth space location and can be viewed on the Show website homeshowchattanooga.com

**There is no guarantee for the Tri-State Home Show 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

Please send contracts to Nicole Gosciniak at ngosciniak@hbagc.net

2023 Tri-State Home Show

Credit Card Authorization Form

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: _____

HBAGC Members	10ft x 10 ft		Non-Members	10 ft x 10 ft
Inside Booth	\$650		Inside Booth	\$850
Perimeter/Corner Booth	\$750		Perimeter/Corner Booth	\$950
Center Aisle	\$850		Center Aisle	\$1050

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 _____