



2024 Tri-State Home Show

EXHIBITOR'S AGREEMENT

February 16, 17 & 18, 2024

Early Bird Rate Ends December 15, 2023



Exhibitor desires to lease booth space as ("Exhibitor") at the 2024 Tri-State Home Show ("Show") to be held at the Chattanooga Convention and Trade Center ("Trade Center") on **February 16, 17 & 18, 2024** by completing this Exhibitor's 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 Trade Center for the Show in accordance with the terms and conditions of this Agreement.

Exhibitor Information.

Exhibitor Name for Show: _____

Company Name (If different from above): _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

E-Mail: _____

Website: _____

Payment Type: _____ Total Payment Amount: _____

Deposit Amount: _____ Due at signing of this agreement.

Certificate of Insurance Sent to HBAGC: Yes No

I/We hereby agree to all items set forth in this Agreement (pages 1-4), as well as all items set forth in the Rules and Regulations and Exhibitor Information located on the Home 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: _____

<u>HBAGC Members</u>	<u>10ft x 10ft</u>	<u>Non- Members</u>	<u>10ft x 10ft</u>
	Early Bird		Early Bird
Inside Booth	\$650 \$750	Inside Booth	\$850 \$950
Perimeter/Corner Booth	\$750 \$850	Perimeter/Corner Booth	\$950 \$1050
Center Aisle	\$850 \$950	Center Aisle	\$1050 \$1150
Home Builders Association of Greater Chattanooga		3221 Harrison Pike, Chattanooga, TN 37406 423-624-9992	

Number of Booths and Booth Preferences

1. Booth Location. List only 1 or 2 center aisle or perimeter/corner booth requests. We have limited center aisle and perimeter/corner booths and need to know your preference for a 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. Booth locations can be viewed on the Home Show website homeshowhchattanooga.com.

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 location. Once large booths are placed the remaining booth requests (those with 3 or less booths) will be placed in order by the earliest date that the HBAGC received the finalized contract along with 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 (\$200.00) per booth, no later than December 15, 2023. **All deposits are non-refundable.** There may be booth availability after December 15, 2023, but booths are not guaranteed. **There will be no refund for booth space after January 22, 2024.** There is no guarantee for Home Show participation until final payment and the signed contract is received. **Final payments are due by January 29, 2024.** There is a discount of \$25 per booth if exhibitor pays with a check. This discount is only applied to balance. The entire deposit of \$200 is due to reserve a booth(s) and both the deposit and final payments must be made by check to receive the discount.

4. Floor Plan. HBAGC reserves the right to make changes to the overall shows floor plan and/or

Exhibitor's preferences for this booth, or booths, are as follows:

Total Number of Booths: _____ *Please list booth numbers. Do not write "same as last year". If you can not recall your previous year booth location and would like to request the same please contact the HBA.

1st Choice (s) _____

2nd Choice (s) _____

3rd Choice (s) _____

Please list all products / services to be exhibited in show _____

booth assignments in its sole discretion in order to serve the best interests of the shows 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 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 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 must not be higher than the 8 foot back drop.
- 11. Security.** The HBAGC will provide around the clock security protection from Monday, February 12th at 7:00 a.m. until Monday, February 19th 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 Trade 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 to standard booth equipment.

14. **Certificate of Insurance.** Exhibitors are required to provide Certificate of Liability Insurance by February 2, 2024. Liability Certificates are to list Tri-State Home Show, February 16, 17 and 18 ,2024 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.

IMPORTANT DATES AND DEADLINES:

December 15, 2024**	Booth Deposit Deadline (\$200 per booth)
January 22, 2024	Refund Deadline (Less Security Deposit)
January 29, 2024	Final Payment Deadline
February 2, 2024	Certificate of Insurance Due

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

** There is no guarantee for 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)

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

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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) \$ _____

BOOTH(S) TOTAL FEE \$ _____

BOOTH: MEMBER

Inside Booth (\$650|\$750) x _____ Booths

Perimeter Booth (\$750|\$850) x _____ Booths

Center Aisle Booth (\$850|\$950) x _____ Booths

BOOTH: NON-MEMBER

Inside Booth (\$850|\$950) x _____ Booths

Perimeter Booth (\$950|\$1050) x _____ Booths

Center Aisle Booth (\$1,050|\$1150) x _____ Booths

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:** _____

Name Printed: _____