



# Contract for Exhibit Space 2012 Marshfield Home Show



**Home Show Hours:**

Friday, February 24, 2012 - 4:00 pm to 8:00 pm  
 Saturday, February 25, 2012 - 10:00 am to 5:00 pm  
 Sunday, February 26, 2012 - 10:00 am to 3:00 pm

**Show Location:  
Shoppes at Wood Ridge, (formerly Steve & Barry's), 503 East Ives, Marshfield**

**Set Up/Tear Down:**

Exhibitors may set up Friday, February 24, 2011 between 7:00 am & 3:00 pm. Absolutely NO tear down will be allowed before 3:00 pm, Sunday, February 26. Tear down must begin immediately following the show.

Applicants who fail to install exhibits by 3:00 pm on Friday, February 24; and applicants who DO NOT remove displays by 5:30 pm on Sunday, February 26; relinquish the opportunity to participate in future shows. THIS IS NOT NEGOTIABLE. Any violation of this contract is subject to \$50 fine per violation. **SEE BACK OF THIS CONTRACT FOR RULES & REGULATIONS.**

<b>Booth Fees:</b>	<u><b>CWHBA Member Rate</b></u>	<u><b>Non-Member Rate</b></u>
10' x 10' booth.....	\$300.00 .....	\$460.00 .....
Any Additional Booths.....	\$250.00 .....	\$410.00 .....

**Not a Member but want to join?**

Membership is only \$405 per year, and this year (and in future years), you can enjoy the many benefits of membership, including the **reduced booth rates!**  
 Call Julie at 715-424-5060 for full details.

**Please reserve:** # \_\_\_\_\_ booth(s) - for a total of = \$ \_\_\_\_\_

**Products You Are Exhibiting:** \_\_\_\_\_

**If you will be selling in your booth; please describe products selling?** \_\_\_\_\_

**Do you have any special booth needs?** Wireless Internet Connection \_\_\_\_\_ Other \_\_\_\_\_ (All booths will have 110v Electrical)

**Company Name** \_\_\_\_\_ **Phone** \_\_\_\_\_  
(Company Name as it should appear in advertising)

**Contact Person** \_\_\_\_\_ **Fax #** \_\_\_\_\_  
(Person in charge of display.)

**Mailing Address** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**\*\*Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Read the reverse page carefully)

\*\* We agree to exhibit under and comply with the rules and regulations printed on the back of this contract, said rules and regulations thereby becoming a part of this contract.

\*\*Applicants understand and agree that this entire document constitutes a contract between applicant and the Central Wisconsin Home Builders Association, Inc. ONLY when this contract is countersigned by a duly authorized representative of the Central Wisconsin Home Builders Association, Inc.

\*\*Applicants understand that by providing the above information, Central Wisconsin Home Builders Association can communicate via mail, e-mail or fax pertaining to the Wisconsin Rapids Home Show.

Central Wisconsin Home Builders Association \_\_\_\_\_ Date \_\_\_\_\_

**Exhibitor's Rules and Regulations on reverse side.** Please make a copy of this contract for your records and mail the contract with a copy of your CERTIFICATE OF LIABILITY INSURANCE and FULL PAYMENT, make checks payable to:

**Central Wisconsin Home Builders Association  
2135 8<sup>th</sup> Street South, Wisconsin Rapids, WI 54494**

Booth Assignments will be sent back approximately two weeks before the show.

Your Confirmed Booths Are: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Office Use Only**  
 Rec'd \_\_\_\_\_  
 Paid \$ \_\_\_\_\_  
 Insur \_\_\_\_\_

# MARSHFIELD HOME SHOW EXHIBITOR'S RULES & REGULATIONS

## **Set Up/Tear down Rules –**

**Absolutely NO tear down will be allowed before 3:00 pm, Sunday. Tear down must begin immediately following the show and completed by 5:00 pm.** Applicants who fail to install exhibits by 3:00 pm on Friday of the show; and applicants who DO NOT remove displays by 5:00 pm on Sunday of the show; relinquish the opportunity to participate in future shows. **THIS IS NOT NEGOTIABLE.**

**VIOLATIONS** - Any violation of this contract is subject to \$50 fine per violation. If fines are not paid you will be prohibited from future shows. Theft from a booth/display will be handled by local police and persons involved will relinquish the opportunity to participate in future shows.

**Exhibit Space** – You may rent multiple booths of the same size. Booths are not to be sublet, co-oped or resold without the approval of the committee. Banners must be contained to your booth area and booth height shall be no higher than 12 feet.

**Floor Covering** - Floor covering or carpet is **REQUIRED** in all exhibit spaces and **MUST** be the size of your booth. **Area rugs are not acceptable.** Charges will be assessed to you for any damages to the floor. All carpeting must be taped down. A CWHBA representative will do this for you when you are ready and will provide special tape. **NO OTHER TAPE MAY BE USED.**

**BOOTHS MUST BE MANNED** - Your display must be staffed during all show hours. **Please note that this is Not an option. If your booth is not manned, it will be curtained off with appropriate signage and you will be subject to a fine. Please refer to “VIOLATIONS” above.**

**Cancellations** – Booth rental is not refundable after January 5, 2012.

**Curtain & Dividers** - An 8' high back curtain and 3' high side curtain will be provided.

**Tables, Skirting & Chairs** - Tables with skirts or chairs **ARE NOT** provided. You will need to make arrangements for those on your own. Call CWHBA for rental company information.

**Electrical** – All booths will have 110 volt electrical service at no additional charge.

**Doors:** 5' wide x 7' high. If you need larger access please call CWHBA for more information.

**Cash Sales** – CASH SALES ARE PERMITTED. However, CWHBA is not responsible for lost or stolen cash or merchandise. Do not leave unattended. Products must be family friendly.

**Raffle Tickets** – Selling of raffle tickets is prohibited.

**Security** – No security will be provided. All doors will be locked overnight with only mall staff able to get in. Please take all valuables home each night.

**Liability and Insurance** – Neither the HOME SHOW nor the service contractor management of the Shoppes of Wood Ridge nor any officers and/or staff members of the above will be responsible for the safety of the property of exhibitors from theft, strikes, damages by fire, water, storm, vandalism or other causes, unless caused by their or its negligence, but they will take reasonable precautions to protect the exhibitors from such loss. **EXHIBITORS ARE REQUIRED TO CARRY FLOATER INSURANCE TO COVER EXHIBIT MATERIAL AGAINST DAMAGE AND LOSS AND PUBLIC LIABILITY INSURANCE AGAINST INJURY TO THE PERSON AND PROPERTY OF OTHERS.** The exhibitor is charged with knowledge of all local laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in this show. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.

**\*\* ALL EXHIBITORS ARE REQUIRED TO FURNISH THE CENTRAL WISCONSIN HOME BUILDERS ASSOCIATION A CERTIFICATE OF INSURANCE WITH LIMITS OF A MINIMUM OF \$300,000.**

## **Miscellaneous**

- Exhibitor Passes – All Staff Must Have A Pass.
- No metal wheels or trailer displays in the show area. If uncertain, please ask.
- Please park in designated exhibitor parking.
- Solicitation of non-Home Show related events are prohibited in the building.
- Due to Fire Code, No fuel is allowed in any equipment inside the show area.
- Please feel free to incorporate the Home Show in any advertising that you may do ahead of the Show.