



Contract for Exhibit Space

Wisconsin Rapids Home Show

Home Show Hours:

Saturday, March 24, 2012 - 10:00 am to 5:00 pm
 Sunday, March 25, 2012 - 10:00 am to 4:00 pm

Show Location:

Lincoln High School Fieldhouse, 1801 16th Street South, Wisconsin Rapids

Set Up/Tear Down:

Exhibitors may set up Friday, March 23, 2012 between 7:00 pm & 11:00 pm and beginning at 7:00 am, Saturday, March 24, until 9:30 am. Absolutely NO tear down will be allowed before 4:00 pm, Sunday, March 25.

Tear down must begin immediately following the show and completed by 5:30 pm

Applicants who fail to install exhibits by 9:30 am on Saturday, March 24; and applicants who DO NOT remove displays by 5:30 pm on Sunday, March 25; 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.**



Booth Fees:	<u>CWHBA Member Rate</u>	<u>Non-Member Rate</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 8th 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 _____

WISCONSIN RAPIDS HOME SHOW EXHIBITOR'S RULES & REGULATIONS

Set Up/Tear down Rules –

Absolutely NO tear down will be allowed before 4:00 pm, Sunday. Tear down must begin immediately following the show and completed by 5:30 pm. Applicants who fail to install exhibits by 9:30 am on Saturday of the show; and applicants who DO NOT remove displays by 5:30 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 fieldhouse 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 curtailed 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: Wis Rapids Overhead Size - 15.5' wide x 12' high.

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 – Security will be provided by the Central Wisconsin Home Builders Association during non-show hours. However the Central Wisconsin Home Builders Association accepts no liability for losses.

Liability and Insurance – Neither the HOME SHOW nor the service contractor management of the Fieldhouse 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 open drinks are allowed in the Fieldhouse. Drinks in your booth must have a cap on them.
- No large wheeled vehicles or trailer displays in Fieldhouse. If uncertain, please ask.
- Please park in designated exhibitor parking.
- Solicitation of non-Home Show related events are prohibited in the building.
- The school cafeteria will be open during all show hours for food and drink.
- Helium Balloons are prohibited.
- Due to Fire Code, No fuel is allowed in any equipment inside the Fieldhouse.
- **Public Schools Are A Smoke-Free Environment... Federal Law Mandates No Smoking On School Property.**
- Please feel free to incorporate the Home Show in any advertising that you may do ahead of the Show.