

HBA of Central Missouri, Missouri
Home Show Rules & Regulations

The Rules and
SHOW MANAGEMENT:

The Home Show (the “Show”) is a presentation of the CENTRAL MISSOURI BUILDING INDUSTRIES ASSOCIATION d/b/a the HOME BUILDERS ASSOCIATION OF CENTRAL MISSOURI. The Home Show Committee shall have the right to make such rules and regulations, from time to time, as it shall deem advisable to ensure the success of the Show. Each participant (“Exhibitor”), together with its employees and representatives, shall be bound to follow such rules and regulations as a condition of the right to exhibit its products and/or services at the Show in the space reserved by the Exhibitor. The Show staff’s application, interpretation and construction of said rules and regulations shall be final and conclusive.

CHARACTER OF EXHIBITS:

Applications are subject to approval by the HBA Home Show Committee. Each Exhibitor agrees to display only products or services that are sold by it in its regular course of business. Non-HBA member exhibitors are limited to professional general building contractors and the trades and businesses that support them. It is the purpose of the HBA Home Show Committee, and understood by the Exhibitor, that only pertinent products and services that pertain to the field of home building, modernizing, decorating, major furnishing & major recreation, landscaping or closely related to these fields of activity shall be displayed, demonstrated and explained. All HBA members in good standing may participate in our show. The Show Committee reserves the right to reject any exhibit, or part thereof, which is not in keeping with the character and spirit of the Show.

CONTINGENCIES:

The Home Show Committee reserves the right to cancel this contract in the event the Committee concludes it is in the best interest of the HBA, the Show and/or for reasons of safety. While the Committee can make the decision to cancel for any reason; generally, cancellation will be used in situations where the facilities for the show are unfit due to damage, adverse weather conditions, public health concerns, or circumstances beyond the control of the HBA and the Home Show Committee. In such events, the HBA shall not generally refund any payments for the Show; it being expressly understood that such payments are applied to expenses relating to the Show upon receipt. The HBA and the Home Show Committee are expressly released of any and all claims for damages, actual, consequential or otherwise, sustained or incurred by Exhibitor by reason of such cancellation.

PAYMENT:

All booths must be paid in full by the date designated by the Home Show Committee. Full Payment is required for all booths once the advertising has begun even if exhibitor chooses to pull out of show for any reason.

INSTALLATION AND REMOVAL OF EXHIBITS:

- (a) All exhibits shall remain in place and shall NOT be dismantled until the official closing of the Show. There will be a \$250 penalty fee for tear down prior to the end of the Show. Violators will be notified by letter, billed \$250 within 10 days of the show, and will **forfeit the opportunity for booth space for the following year.**
- (b) All exhibits, displayed products, and other material and property of the Exhibitor must be removed immediately after the official closing of the Show within the times designated as "Exhibitor load-out" unless special permission from the Home Show Committee has been granted.
- (c) Exhibitors may begin load-in NO EARLIER than time designated by Load-in/Load-out Committee. All booths and contents MUST be in place one hour prior to the start of the Show. All exhibits must remain up throughout the Show and MUST be removed at your designated Load-out time. **You are required to provide sufficient manpower to Load-in and Load-out your booth within your assigned time.**

BOOTH RENTAL INCLUDES:

One complimentary table (**if ordered in advance – 5 days prior to show - thru Page & Brown**) draped and skirted 4 ft., 6 ft, or 8 ft table (**There will be an extra charge to the exhibitor for switching out or adding tables from choice indicated on their contract**), 8' back curtains, 3' side curtains, 7 x 44 ID sign, Waste basket, two chairs, listing in Show Program, radio, TV, website and print advertising. (**Market place excluded.**)

ELECTRICAL SERVICES:

Electric service if required should be ordered through Page & Brown Convention Services at least 5 days in advance to qualify for advance rate. Visit www.pagebrown.com or click on the link at the bottom of HBA home show page on HBA website. If any questions email service@pagebrown.com Or call 573-348-5176.

Only 1 -5 amps maximum will be offered due to limited power availability.
20amp direct line service will not be available.
Orders placed for electric service during move in will be subject to availability.
If your display has lighting, LED or CFL bulbs, as opposed to incandescent bulbs, would

be appreciated to reduce power draw.

The HBA will not be responsible for supplying any electrical or other services to Exhibitor; the same being the sole responsibility of Exhibitor. **There will be an extra charge to the exhibitor if they do not order the proper electrical service required.** It will be the responsibility of the Exhibitor to provide extension cords.

USE OF SPACE:

- (a) The space of the Exhibitor is to be used solely for the purposes set forth in the Contract.
- (b) The Exhibitor shall not allow nails, screws or tacks to be driven into the building wall or pillars, and no tape is to be used on the walls.
- (c) Loudspeakers, radios, TV sets, or the operation of any machinery or equipment of sufficient volume to be a nuisance to the neighboring Exhibitors is not permitted. Public address systems to attract the attention of people passing in front of exhibit spaces are not permitted.
- (d) The dimensions for one regular booth are 8 ft. in depth and 10 ft. in width, 8 ft. high back drop, 3 ft. high side rails, draped and skirted 4 ft, 6 ft., or 8 ft. tables, 2 chairs and booth header sign. The dimensions for the endcap booths are 10 ft. in depth and 16 ft. in width. **No part of the display may extend beyond the front line of the exhibit space into the aisle or above the 8-ft. height of back wall.**
- (e) No Exhibitor shall assign, sub-let or apportion the space or any part of the space allotted to it, nor exhibit any goods, apparatus, services, advertising, signs, etc., other than those manufactured or sold by the Exhibitor in the regular course of its business, without the written consent of the Home Show Committee. The Home Show Committee does allow authorized Exhibitors to share booth space. However, all vendors represented in the booth must be named on the Home Show booth application. Exhibitors shall be limited to a maximum of eight (8) booths in order to allow for further diversified growth of our Show. Printed advertising, souvenirs, etc., may be distributed by Exhibitors from their own space only. Any souvenir or advertising that is of an objectionable or undignified character will not be permitted. Souvenirs should not be of a noise-making variety. All such items are subject to the approval of the Home Show Committee. **Absolutely NO distribution of materials of any kind or solicitation shall be permitted by any entity that is not an authorized Exhibitor.**
- (f) Exhibitors shall not sell food or beverages unless approved for Market place exhibit area. Exhibitors dispensing food or beverages shall be responsible for ensuring the cleanliness of their space throughout the Show and shall ensure that any such food and beverage is distributed in accordance with applicable law, including any City ordinances. No popcorn will be allowed in the show.
- (g) Superbooth Displays – Displays for the Super booth are reserved for members of the HBA of Central Missouri who also have a booth at the Home Show. These members may exhibit their products in the Superbooth subject to approval by the Home Show Committee. All displays must meet the display criteria set out by the Home Show Committee. The Home Show Committee has the right to refuse any or all exhibits. All

exhibits in the Superbooth are required to be set up two weeks prior to the Home Show and removed the week after the Home Show.

SECURITY AND RESPONSIBILITY:

All doors to the Show will be secured when Capital Mall is closed to the public. Only authorized personnel of HBA will be allowed into the display area during such times. Neither the Capital Mall, its staff nor the HBA, the Home Show Committee, or any of its authorized representatives (the "Released Parties") shall be responsible for an Exhibitor's booth or its contents. **THE RELEASED PARTIES SHALL NOT BE LIABLE TO EXHIBITOR, ITS OFFICERS, DIRECTORS, MANAGERS, EMPLOYEES, AGENTS, GUESTS, OR OTHER PERSONS AT THE SHOW FOR OR ON BEHALF OF EXHIBITOR, FOR INJURY TO ANY SUCH PERSON, NOR FOR LOSS OF OR DAMAGE TO PROPERTY (INCLUDING PROPERTY OF EXHIBITOR) OCCURRING IN OR ABOUT THE FACILITIES FROM ANY CAUSE WHATSOEVER, UNLESS CAUSED BY THE GROSS NEGLIGENCE OF HBA..** Further, HBA shall not be liable to Exhibitor, including its employees or their officers, directors, employees, agents, guests, or other persons at the Show for, on behalf of , or at the invitation of Exhibitor, for any injuries to persons or damage to personal property caused by water, rain, snow, frost, fire, storm and accident, or by breakage, stoppage, or leakage of water, gas, heating and sewer pipes, or plumbing upon, about or adjacent to the facilities, unless caused by the gross negligence of HBA. Exhibitor expressly agrees to indemnify, release and hold harmless the Released Parties from any and all liability for any loss, injury or damage to persons or property that may be sustained by reason of the Exhibitor's Participation in the Show.

INSURANCE:

It is the responsibility of the Exhibitor to maintain such insurance as is appropriate for Exhibitor's participation in the Show, including, but not limited to, liability insurance. **Proof of Insurance must be faxed or mailed to the HBA office prior to the show.**

CARE OF EXHIBIT SPACE:

1. Each Exhibitor must keep his own space cleaned and his exhibit in good order while the show is open to the public. Must remove own trash off site other than what will fit in trash can provided.
2. Any vendor using a display with rocks, bricks, pavers or blocks will need to have some plywood under it to support the weight. There is asphalt under the carpet and it will indent if the weight is not spread out.
3. Absolutely NO sawing of any materials inside the building.

4. Clean-up of dirt, saw dust, wood chips, sand and water, etc. is the **sole responsibility of the vendor**. If there is a spill of water in a booth, it needs to be mopped up immediately. Water standing under the vinyl cover, but on top of hardwood may cause permanent damage.
5. Small rock parts from roofing displays may pierce through the seams of the vinyl cover and permanently scratch the floor. Please watch carefully that this doesn't happen.
6. Home Show Volunteer Clean-up Committee shall only be responsible for maintaining the aisles and public areas and dumping of the trash cans.
7. Failure to abide by clean-up rules is subject to the same penalty as early tear-down of booths. (\$250 penalty fee to be billed in writing 10 days of the show and forfeit booth space for the following year).
8. Vendors responsibility to remove all sold items after show. Nothing is to be left at the Capital Mall after the Show. All **sold items** must be picked up at the vendors location. (Not at the Capital Mall)
9. Break down boxes before placing them in the HBA dumpster NO Foam!
10. Venders late on booth removal need to move items to load out areas So clean up may begin.

MISCELLANEOUS EXHIBIT & SHOW REGULATIONS

No Alcoholic beverages of any kind will be served or permitted on the Capital Mall premises without previous permission from the HBA and Capital Mall.
The Capital Mall is a smoke-free facility. No smoking will be permitted anywhere on the premises.

RULES COMMITTEE:

Members from the Home Show Committee will also serve as a Rules Committee. The rules Committee will be responsible for controlling all activities of the Show. This will include ensuring that all Exhibitors are within their space allotment, Exhibitors are following the rules set by the Home Show Committee and the facility, making sure that no Exhibitor tears down early and for controlling the overall atmosphere of the Show.

AMENDMENTS:

The Home Show Committee has full power to interpret or amend these rules, with or without notice to Exhibitors. When possible, the Committee will attempt to notify Exhibitors, either verbally or in writing, of any rules changes. The Home Show Committee reserves the right to make rules which it deems in the best interest of the Show, and the Exhibitor agrees to accept and abide by such rules.