

# HOME EXPO 2009 - EXHIBITOR CONTRACT

We, the under signed, do hereby make application for exhibit space in the Northwest Michigan Association of Home Builders Home Expo 2009 to be held February 20-22, 2009 at the Wexford Civic Arena, 1320 North Mitchell Street, Cadillac, MI. We agree to comply with the rules and provisions as set forth in the Master Agreement between the Association of Home Builders and Wexford County, and to comply with the Home Expo "Exhibitors Requirements."

## \*PLEASE COMPLETE REQUIRED FIELDS

\*Exhibitor/Company Name: \_\_\_\_\_ \*Contact Person: \_\_\_\_\_  
REQUIRED REQUIRED

\*Mailing Address \_\_\_\_\_ \*Zip: \_\_\_\_\_  
REQUIRED REQUIRED

\*Telephone \_\_\_\_\_ \*Fax \_\_\_\_\_ \*E-mail \_\_\_\_\_

Primary product that will be featured: \_\_\_\_\_

Secondary product: \_\_\_\_\_  
REQUIRED REQUIRED REQUIRED

## BOOTH FEE STRUCTURE

<u>Booth #</u>	<u>Booth Size</u>	<u>Member Cost</u>	<u>Non-Member Cost</u>
100's	10 X 10	\$ 245.00	\$ 370.00
200's	Varies	\$ 270.00	\$ 395.00
300's	10 X 10	\$ 295.00	\$ 420.00
400's	10 X 10	\$ 360.00	\$ 485.00

- Members of The Northwest Michigan Home Builders Association are discounted.  
The annual dues are \$375.00 for new members and \$350.00 for renewals.
- **Members Only Early Bird Registration** will be held through September 1, 2008.
- Deposit must accompany contracts to reserve space.
- Second consideration will be given to non-members after September 1, 2008.

PREFERRED BOOTH CHOICE (S) \_\_\_\_\_ \$ \_\_\_\_\_

Option 2? \_\_\_\_\_ Option 3? \_\_\_\_\_

If you are tearing down on Monday, Feb. 23<sup>rd</sup>, 2009 ADD \$50 +\$ \_\_\_\_\_

**GRAND TOTAL** \$ \_\_\_\_\_

\$100 Deposit less \$ 100 \_\_\_\_\_

Balance Due \$ \_\_\_\_\_

**A \$100 deposit is due with this contract in order to hold booth space.**

**The remaining balance is due by December 22, 2008 to avoid forfeiture of deposit and booth space.**

**Return to: Northwest Michigan Home Builders Association  
PO Box 171, Cadillac, MI 49601**

*By September 1st for preferred booth selection.*

## FOR OFFICE USE ONLY:

DEPOSIT #1 \_\_\_\_\_ DEPOSIT #2 \_\_\_\_\_ LAYOUT ENTERED \_\_\_\_\_ DATA \_\_\_\_\_  
DATE: \_\_\_\_\_

**HOME EXPO 2009 EXHIBITOR REQUIREMENTS-Please save for reference purposes.**

**DATES:** Friday, February 20; Saturday, February 21; Sunday, February 22, 2009

**LOCATION:** Wexford Civic Arena, 1320 N. Mitchell, Cadillac

**SET-UP:** Friday, February 20, 9:00 AM until 4:00 PM

**SHOW TIME:** Friday, February 20, 5:00 PM until 8:00 PM – FAMILY NIGHT

Saturday, February 21, 11:00 AM until 8:00 PM – SEMINAR DAY

Sunday, February 22, 12:00 Noon until 4:00 PM – SENIOR SUNDAY

**TEAR DOWN:** Sunday, February 22, Not to begin until after 4:00 PM

**Any exhibitor not in compliance will be charged \$50.00 per ½ day until exhibit is removed.**

**EXHIBIT REQUIREMENTS ARE AS FOLLOWS:**

1. Every effort will be made to grant preferred Booth assignments at the exhibitor's request on a first to deposit basis. Members of the Northwest Michigan Home Builders Association will be considered first in booth assignment preference. The Home Expo Committee reserves the right to adjust booth assignments for optimum show layout. There are not guarantees for booth placement.

2. Full payment for booth(s) and membership dues, if applicable, must be received by **December 22, 2008**. If payment is not received, the exhibitor will forfeit deposit and booth space.

3. All backdrops must be 8' high. Sidewalls shall be 3' high. **NO raw, unfinished edges can show to aisles from any view.** The Home Expo Committee reserves the right to grant variances on an individual basis. Cloth backdrops are provided in your rental fee.

4. NOTHING is to be NAILED, TAPED OR FASTENED in any manner to the floor. All exhibits must be self-supporting.

5. Absolutely NO sawing or rough construction of any kind will be allowed within the interior confines of the Civic Arena.

6. Exhibitors with machines or equipment will be required to provide wood pads to place under tires and any attachment which rest on the floor.

7. Electricity will be provided by a duplex drop from the ceiling for each four exhibit booths. It will be the exhibitor's responsibility to provide cords from the drop to their booths. A \$5.00 charge per booth for use of electricity is being imposed by the Civic Arena.

8. The sale or give-away of food on the exhibit hall floor is prohibited unless prior approval is granted by the Home Expo Committee. Candy may be given away. Food will be available for sale at the concession stand for exhibitors.

9. Displayed items and professional activities must be confined to the exhibitor's booth space.

10. Booth space **can not** be subleased or given away.

11. Tables and chairs are available at the Wexford Civic Arena. Tables and chairs available are in "as-is" condition and on a first come, first serve basis. Table rental is available through Mid States Exposition Services, Inc.

12. **All exhibits must be removed from the Civic Arena on Sunday, February 22, 2009. Any exhibit not in compliance will be charged \$50.00 per ½ day until the exhibit is removed.**

13. The Northwest Michigan Homebuilders Association assumes no responsibility for theft or damage.

14. Exhibitors will Park outside of the primary parking area which will be reserved for guests to the show.