



CONTRACT FOR EXHIBIT SPACE

2018-2019 HBA Shows

Company Name		Date	
Street Address		Phone	
City		Fax	
State		Zip	
Company Contact		Cellular	
E-Mail Address			
Products to be displayed			
Website product categories	(1)	(2)	
	(3)	(4)	

NOVI HOME SHOW—FALL EDITION
Suburban Collection Showplace - Oct 12-14, 2018

Booth space size _____
 Booth cost \$ _____
 Minimum 25% deposit = \$ _____
 Check enclosed Use credit card info on reverse
 3 choices of booth locations are: _____, _____, _____

**MONDAY
12 noon
MOVE-OUT**

Balance of payment is due Aug 14, 2018. Discount of 2% applies if paid prior to due date. No refunds or transfers of deposits will be made after that date. Contracts negotiated after due date must be accompanied

NOVI HOME SHOW—SPRING EDITION
Suburban Collection Showplace - Apr 12-14, 2019

Booth space size _____
 Booth cost \$ _____
 Minimum 25% deposit = \$ _____
 Check enclosed Use credit card info on reverse
 3 choices of booth locations are: _____, _____, _____

Balance of payment is due Feb 12, 2019. Discount of 2% applies if balance is paid prior to due date. No refunds or transfers of deposits will be made after that date. Contracts negotiated after due date must be accompanied by payment in full.

NOVI HOME SHOW—WINTER EDITION
Suburban Collection Showplace - Jan 25-27, 2019

Booth space size _____
 Booth cost \$ _____
 Minimum 25% deposit = \$ _____
 Check enclosed Use credit card info on reverse
 3 choices of booth locations are: _____, _____, _____

Balance of payment is due Nov 25, 2018. Discount of 2% applies if balance is paid prior to due date. No refunds or transfers of deposits will be made after that date. Contracts negotiated after due date must be accompanied by payment in full.

Advertised closing time for HBA shows is 5 pm on Sunday. Do not break down your booth—or try to remove booth materials prior to all consumers leaving the aisles. Hand trucks or carts may not be on the show floor while consumers are still in the aisles. Guards at the doors will not permit booth material to exit prior to closing time.

Be sure to read the facility's rules regarding outside food and beverages on page 2.

Checks for space rental should be made payable to "Home Builders Association" and mailed to 30400 Telegraph #202, Bingham Farms, Mi 48025

Note: All Exhibitor communications are delivered via email. Please be certain to list **your email address** above—and to notify Show Management of any change. The Exhibitor Kit will be at www.novihomeshow.com approximately 8 weeks prior to each Show opening.

I have read the Rules and Regulations on the second page and contract to exhibit in the shows as noted above.

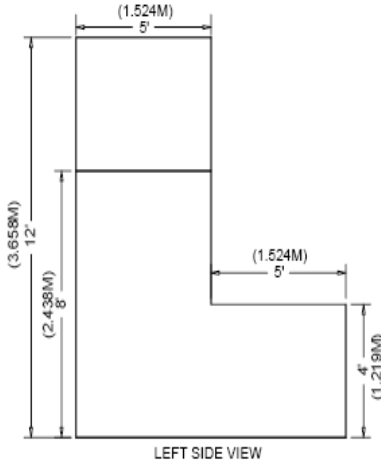
Your HBA Sales Person is:
BRIAN STARRS
 248-202-7300 FAX: 248-419-0753
 direct 248-862-1018
brians@builders.org

 Signature of Authorized Exhibitor Representative

 Name (printed)

New Exhibitor Renewal Exhibitor

SHOW RULES & REGULATIONS—PARTIAL LISTING



Back walls of Exhibitor's display must be 8 feet tall—no more, no less—and extend the entire back length of the booth. Side walls, if any, must be finished on both sides.

Side walls which are 8 feet tall may extend no more than 5 feet from the back wall of the booth. Side walls no more than 4 feet tall may extend the entire width of the booth.

All booth materials must be fireproof and conform to the appropriate municipal Fire Department requirements. No fireworks, open flames, liquefied petroleum gas or flammable liquids are allowed. **No dismantling or removal of booths is permitted prior to the official announced closing time on the final day of the Show. There are no exceptions to this rule.**

Show Management reserves the right at any time to prohibit exhibitor conduct, product, or material which it considers contrary to the best interest of the show as a whole. If the Exhibitor or its agents or employees cause any damage to any portion of the Facility, Exhibitor will pay to Show Management such sum as shall be necessary to restore the damaged area.

Exhibitor assumes all risks and responsibilities for accidents, loss, injury, or damages to person or property and agrees to indemnify and hold harmless Show Management and the Facility and their representatives from any and all claims or losses including attorney fees arising from Exhibitor's participation. Exhibitor will furnish a Certificate of comprehensive general liability insurance coverage which will assist in protecting it against all risks assumed or incurred in connection with its exhibit.

In case the Show is cancelled, does not open in a timely manner, or must prematurely close due to fire, weather, or any other cause, the Exhibitor waives any claim for damages or compensation except for the pro-rated return of the amount of the booth rental fee.

Assignment of exhibitor space is within the sole discretion of Show Management, which reserves the right to alter the location of booths if deemed in the best interests of the overall exposition.

Subletting of contracted exhibit space is NOT permitted. Special arrangements must be made in advance for two or more firms sharing the same exhibit space.

Loudspeakers, radios, television sets, or the operation of any equipment which is of sufficient volume to be annoying to neighboring exhibitors will not be permitted.

Dispensing of refreshments of any kind is subject to prior written consent of Show Management. Exhibit facilities have dedicated caterers who have the exclusive right to dispense food and beverages.

Exhibitor is required to have the exhibit space staffed during all Show hours. Exhibitor personnel may not sell or distribute literature or operate in any space except within the confines of Exhibitor's booth.

Helium filled balloons are not permitted.

Live animals of any type are not permitted within the Show without prior approval of Show management.

Exhibitor and/or his display may be photographed by Show Management representatives. Exhibitor agrees such photos are the property of Show Management and may be used for show-related purposes without reimbursement to Exhibitor.

During the days the show is open, facility concessions are in operation. The exhibit facility will allow exhibitors to bring in a bottle of water or single non-alcoholic beverage for their own use only. Also permitted are a sandwich in paper bag or lunch box sized cooler. Exhibitors may bring in fast food for one person only. All coolers will be examined at the door. Cases of bottled water are NOT permitted for consumption or display.



PLEASE COMPLETE THE FOLLOWING SECTION

<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	Account # _____
<input type="checkbox"/> DISCOVER	<input type="checkbox"/> AMERICAN EXPRESS	Amount to charge \$ _____
Expiration _____	CVV Code _____	Signature _____
Company Name _____		

Home Builders Association of Southeastern Michigan

30400 Telegraph #202, Bingham Farms, MI 48025