

2019/2020 HBA – Novi Home Shows

Contract For Exhibit Space

1. COMPANY INFORMATION (as it should appear in the Show Directory)

Company Name _____ HBA Member? Yes No
 Address _____ City/State/Zip _____
 Phone _____ Fax _____ Email _____
 Website _____ Twitter _____ Facebook _____

2. SHOW CONTACT & MAILING INFORMATION

Primary Contact Person's Name _____ Title _____
 Email _____ Direct Phone _____ Ext. _____
 Address (if different from above) _____ City/State/Zip _____
 Marketing VP/Director (if different from above) _____ Title _____
 Email _____ Direct Phone _____ Ext. _____
 Address _____ City/State/Zip _____

3. NOVI HOME SHOW – FALL EDITION – Suburban Collection Showplace – October 11 - 13, 2019

Booth space size _____ Number of Corners One Corner Add \$200 Two Corners Add \$300
 Booth cost \$ _____ Minimum 25% deposit \$ _____ Check Enclosed Credit Card Info On Reverse
 Four Choices Of Booth Location: _____
 Additional Booth Location Requests _____

Balance of payment is due on August 13, 2019.

4. NOVI HOME SHOW – WINTER EDITION – Suburban Collection Showplace – January 24 - 26, 2020

Booth space size _____ Number of Corners One Corner Add \$200 Two Corners Add \$300
 Booth cost \$ _____ Minimum 25% deposit \$ _____ Check Enclosed Credit Card Info On Reverse
 Four Choices Of Booth Location: _____
 Additional Booth Location Requests _____

Balance of payment is due on November 25, 2019.

5. NOVI HOME SHOW – SPRING EDITION – Suburban Collection Showplace – April 3 - 5, 2020

Booth space size _____ Number of Corners One Corner Add \$200 Two Corners Add \$300
 Booth cost \$ _____ Minimum 25% deposit \$ _____ Check Enclosed Credit Card Info On Reverse
 Four Choices Of Booth Location: _____
 Additional Booth Location Requests _____

Balance of payment is due on February 12, 2020.

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.

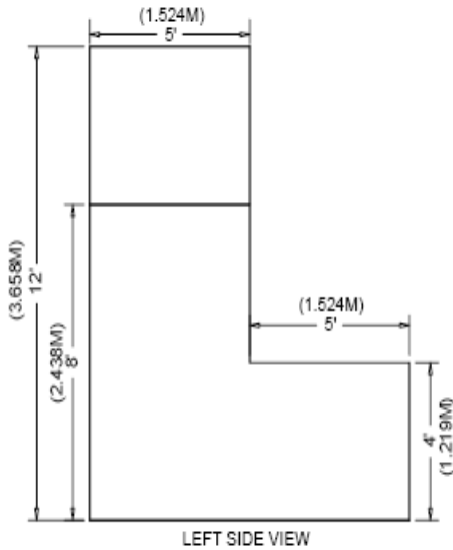
Checks for space rental should be made payable to: HOME BUILDERS ASSOCIATION
Mail to: 30400 Telegraph Road, Suite 202, Bingham Farms, MI 48025

I have read the Rules and Regulations on the reverse and contract to exhibit in the Shows as noted above.

SIGNATURE OF AUTHORIZED EXHIBITOR REPRESENTATIVE _____
 Name (printed) _____ Date: _____

SEE REVERSE FOR SHOW RULES & REGULATIONS AND TO ENTER CREDIT CARD INFORMATION

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.

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.

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 above.

SHOW MOVE-OUT BY NOON ON MONDAY.

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.

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 BY PAYMENT IN FULL.

Credit Card Information

Visa Mastercard Discover AMEX

Amount to charge \$ _____

Account Number _____ Expiration _____ Security Code _____

Signature _____

Company Name _____

Credit Card Billing Address _____ City/State/Zip _____

Home Builders Association of Southeastern Michigan
30400 Telegraph Road, Suite 202, Bingham Farms, MI 48025

____ New Exhibitor ____ Renewal Exhibitor