



2020/2021 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 _____ Instagram _____ 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 9 - 11, 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 August 14, 2020.

4. NOVI HOME SHOW – WINTER EDITION – Suburban Collection Showplace – January 22 - 24, 2021

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 27, 2020.

5. NOVI HOME SHOW – SPRING EDITION – Suburban Collection Showplace – April 9 - 11, 2021

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 14, 2021.

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

 _____ Date: _____ Name (printed)
 _____ Email

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

SHOW RULES & REGULATIONS – PARTIAL LISTING

If constructing a booth, the Back walls (if any) of Exhibitor's display must be 8 feet tall 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.

No exhibitor shall assign, sublet, license, or apportion the whole or any part of the space allotted to them. Special arrangements must be made in advance for two or more firms sharing the same exhibit space.

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 show.

Show management shall further have the right to prohibit, bar, prevent, and remove any exhibit or proposed exhibit, or any part or portion, thereof, which in the judgment of the Association is unsuitable or inappropriate for the exhibition or purposes of such exhibition; and such right shall extend, but shall not be limited to all equipment, materials, displays, installations, and other items or things constituting part of or used in connection with any such exhibit.

Operation of any equipment (loudspeakers, radios, TV sets, etc) which is of sufficient volume to be annoying to neighboring exhibitors will not be permitted.

Licensed music in any form is prohibited without payment of appropriate licensing fees and evidence of such payment provided to Show Management upon request.

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. Printed advertising, souvenirs, literature, samples, logo-imprinted material or any other materials related to, or associated with, an exhibitor's business may only be distributed within the exhibitors booth.

Exhibitor personnel may not sell, distribute literature or operate in any space except within the confines of Exhibitor's booth. 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.

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

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.

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.

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.

Any termination or cancellation of this contract by Exhibitor must be in writing. If this agreement is terminated or cancelled by Exhibitor for any reason, or by Management because of Exhibitor's default or violation of the terms of this agreement, then monies paid to Management by Exhibitor shall be retained as follows: If cancellation occurs 45 days or more before the start of the show, then Management shall retain 25% of the entire cost of the Exhibitor's Space and return the balance paid to Exhibitor. If cancellation occurs within 44 days or less prior to the first day of show, Management is entitled to the entire cost of the Exhibitor's Space, which includes money paid by Exhibitor, and Exhibitor will owe Manager any outstanding balance and fees. Management shall retain these monies as reasonable damages for the direct and indirect costs incurred by Management for organizing, setting up and providing space for Exhibitor, and losses and additional expenses caused by Exhibitor's withdrawal including reselling of the space.

If Show Management determines that the show cannot be held or rescheduled because the venue and/or its surrounds has become unfit for occupancy, are materially interfered with by reason of weather, strike, embargo, injunction, act of war, act of God, Federal, state or local order, any other act, event or emergency, this agreement may be terminated or suspended by Show Management. In the event of such termination or suspension, the exhibitor waives any and all damages and agrees that Show Management, after deducting already incurred costs and expenses (including a reserve for claims), may refund to the exhibitor a prorated amount of any remaining monies paid by the exhibitor.

Facility rules regarding outside food and beverages apply during the days the show is open and facility concessions are in operation. The exhibit facility only allows 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.

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. 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.

SHOW MOVE-IN/MOVE-OUT

An Exhibitor Toolkit will be provided by Show Management approximately eight (8) weeks prior to each show and will be available on line at www.NoviHomeShow.com. The Exhibitor Toolkit is considered part of this agreement.

NO REFUNDS OR TRANSFERS OF DEPOSITS WILL BE MADE AFTER DUE 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