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2018 NORTHERN MICHIGAN REGIONAL HOME SHOW

EXHIBITOR TERMS AND CONDITIONS

BOOTH SELECTION & RENTAL:

- Booths are available only on a first come first serve basis. In order to reserve a booth, exhibitor must fully complete the registration form and provide a minimum of a 50% deposit **IN _____**
- Only one company may exhibit per booth unless multiple booths are purchased
- Booth rentals include the following:
 - Curtains with 8'0 high backdrop and 3'0 high sides. Under no condition can a display obstruct or project out into the aisle way.
 - One 110/15 amp electrical outlet per booth. Power requirements in excess of this must be made in advance.
 - Customized premium vehicle and/or outdoor space is available by contacting HBANM office 231-348-9770
 - HBANM is responsible for final booth assignments but will take into consideration the Exhibitor's preference where possible.

ATRIUM SPACE OPPORTUNITIES:

- The Atrium entrance to the Home Show will be reserved for a premium OF \$____1,000_____.

SHOW DATES-TIMES-LOCATION

- WHERE: North Central Michigan College – Student Community Resource Center
- EXHIBITOR SET UP: Wednesday, March 07, 2018 12:00 PM to 6:00 PM / Thursday, March 08, 2018 from 8:00 AM to 4:00 PM
 - **NOTE: ALL BOOTHS MUST BE SET UP NO LATER THAN 4:00 PM ON THURSDAY.**
- SHOW TIMES:

Thursday, March 08, 2018	5:00 PM to 8:00 PM	Preview Party
Friday, March 09, 2018	11:00 AM to 7:00 PM	
Saturday, March 10, 2018	9:00 AM to 5:00 PM	
- EXHIBIT TEAR DOWN:

Saturday, March 10, 2018	5:30 PM to 9:00 PM
Sunday, March 11, 2018	8:00 AM to Noon

INSURANCE REQUIREMENTS:

- In order to protect the HBANM, its members, and all of the Home Show exhibitors, volunteers, vendors, and attendees a General Liability policy on not less than \$500,000 must be in effect for from March 07, 2018 through March 11, 2018 and name the Home Builders Association of Northern Michigan at 455 Bay Street, Suite E, Petoskey, MI 49770 as an additional insured.
- **Insurance certificates are to be sent to the HBANM office by postal service, or by fax at 231-348-8155 or emailed to lynann@HBANM.com**
- Failure to provide the required insurance and corresponding certificate will void this contract and all monies paid will be non-refundable. **IN _____**

PAYMENT TERMS:

- In order to reserve a booth(s) exhibitor must provide the following:
 - A fully completed exhibitor registration form
 - A minimum of a 50% deposit payable to the Home Builders Association of Northern Michigan by either check or credit card
 - **All deposits are non-refundable** **IN _____**
 - **In the event the GRAND TOTAL of services contracted for is not paid at time of registration all balances due must be paid by either check or credit card on or before March 1, 2018.** **IN _____**
 - Failure to pay the GRAND TOTAL noted on the registration form and provide the required insurance certificate by March 1, 2018 will result in the assessment of a **\$175 late payment fee** and may result in a reassignment of previously reserved space. **IN _____**
 - The **15% HBANM Member discount** applies to all members in good standing as of January 1, 2018.

MISCELLANEOUS TERMS & CONDITIONS:

- The persons, displays, and promotional material in Exhibitor's display space shall be limited to the business of the Exhibitor. Only one company may exhibit per booth unless multiple are purchased. Exhibitor promotions must be in the Exhibitor's name and related to the Exhibitor's business. Sub-letting a space is NOT permitted without the approval of the HOME SHOW Chair Person or the Executive Officer of the HBANM
- Exhibitor agrees to staff the display space during all show times. Exhibitor is responsible for the delivery, set up, and removal of all displays and display materials and floor coverings. Anything not removed from the convention space by Noon on Sunday, March 11, 2018 will be removed by HBANM at the Exhibitor's expense which will include a **\$200 service fee.** **IN _____**
- Throughout the show the Exhibitor will remove refuse promptly from their display area and deposit it in the designated refuse containers
- All Exhibit's must be designed and operated with a level of decorum and good taste that is representative of the Home Builders Association of Northern Michigan, North Central Michigan College, and the community as a whole.
- All laws pertaining to health, fire prevention, and public safety shall be strictly observed.
- Nothing shall be nailed, stapled, duct taped or otherwise affixed to the curtains, walls, floors, or any part of the exhibition building. Painter's tape is permitted. Exhibitor assumes full responsibility for any and all damage to surfaces provided by NCMC in addition to any damage caused by Exhibitor to neighboring displays.
- All Exhibitors are required to park in designated parking areas, leaving areas closest to the convention center for Show patrons
- Exhibitors are permitted to sell merchandise during show hours
- The Exhibitor releases the Home Builders Association of Northern Michigan and North Central Michigan College from any and all liability, including liability for acts of negligence. The HBANM and NCMC are not responsible for lost or stolen items.
- Should unforeseen events or other causes outside the control of HBANM make it impossible or impractical to permit the Home Show to continue, the Home Show Chairman will have the discretion to terminate or cancel the show without liability.
- The registration form and the corresponding terms and conditions constitute the entire agreement between the Exhibitor and HBANM.
- ***All artwork, banner and displays are to be provided by the sponsor and must meet technical specifications as provided by HBANM.** **IN _____**