



2018 Home Show of SWLA
 February 23, 24, & 25, 2018
 Friday 5:30 pm - 8:30 pm Vendor Appreciation
 Saturday 9 am - 5 pm, Sunday 11 am - 3 pm



Lake Charles Civic Center, 900 Lakeshore Drive, Lake Charles, LA 70601

EXHIBITOR SPACE RENTAL AGREEMENT

(Please Print)

Mary Lara, EO
 337.478.7893
 director@hbaswla.org

Exhibiting Company _____

NAME AS IT WILL APPEAR ON ALL PROMOTIONAL MATERIAL, ADVERTISEMENT AND SIGNAGE

Contact Name _____ Email Address _____

Mailing Address _____ City, State, Zip _____

Office Phone _____ Fax _____ Cell _____

Products and/or Services: _____

	HBA MEMBER:	NON-MEMBER:	LAST YEARS EXHIBITORS:
Booth #1	\$450	\$600	50% or FULL Payment must be received w/ contract by Thursday, NOVEMBER 23, 2017 to retain your same booth location as last year. After NOVEMBER 23, 2017 , ALL booths will be released for availability.
Booth #2	\$425	\$575	
Each Additional Booth	\$400	\$550	
Outside Space	\$425	\$575	
Exhibit Hall "add on" space (grayed booth space)	\$150		

PAYMENT SCHEDULE/STRUCTURE:

- 50% of total balance is due upon receipt of contract
 - Total balance to be paid in full no later than **January 23, 2018** or booth reservation/deposit will forfeit
 - 100% payment due with contract if reserving space after **January 23, 2018**
 - **BOOTH FEES INCREASE to \$600**, regardless of HBA status or # of booths reserved if after **January 23, 2018**
- EARLY BIRD SPECIAL: TAKE \$50 OFF per booth if payment is made IN FULL with signed contract BEFORE January 23, 2018**

Will you need electricity? YES _____ NO _____
 (Included in booth rate)

Will you need a table and chairs? YES _____ NO _____
 (1 table, 2 chairs per 10'x10' booth as provided in the Terms & Conditions)

Will you need a tablecloth? YES _____ NO _____
 (Tablecloths will **ONLY** be provided to those who check yes.)

Are you a member of the HBA SWLA? YES _____ NO _____

How many Exhibitor Badges will you need? _____
 (5 per booth as provided in the Terms & Conditions)

How many 10x10 booths do you need? _____

Did you exhibit in last year's Home Show? _____

If so, do you want your same location? _____

Booth location preference _____ 2nd preference _____

Total for Booth #1 \$ _____

Total for Booth #2 \$ _____

Number of Add'l Booths needed _____ at \$ _____ each - Totals \$ _____

Total for Outside Space \$ _____

Number of Add-On Booths needed _____ at \$150.00 each - Total \$ _____

*Exhibition Hall only

Sub-Total \$ _____

Deduct \$50/booth (except "Add-On" Booths) Total # Booths _____ @ \$50/Booth _____

*if paid in full prior to January 23, 2018

TOTAL of Booth Rental Fees owed to HBA-SWLA \$ _____

The goal of the HBA SWLA and the Home Show of SWLA is to provide exhibitors with a setting conducive to promoting business in a professional atmosphere. However, the HBA SWLA reserves the right to sell any remaining unreserved space to any qualified business regardless of location or competitiveness with other exhibitors.

By signing this contract, I am stating that I have read all the terms and conditions (on the reverse side) associated with renting a space for the Home Show of SWLA. I agree that in the event of default of any obligations specified in this contract either by myself or the exhibiting company and that Home Builders Association of SWLA places a claim for such default in the hands of an attorney, I the exhibitor, will pay Home Builders Association of SWLA's reasonable attorney fees and all other costs in connection with the defense of the claim.

Exhibitor Signature: _____

Date: _____

HBA-SWLA Representative: _____

Date Rcvd: _____

Complete, sign and return a copy with payment to: Home Builders Assoc of SWLA, 4865 Ihles Rd, Lake Charles, LA 70605
 For credit card payments, please call Mary Lara at the HBA SWLA at (337) 478-7893, and email this form to director@hbaswla.org



Home Builders Association of SWLA
 4865 Ihles Rd.
 Lake Charles, LA 70605
 337.478.7893

201, HOME SHOW of SWLA TERMS & CONDITIONS

When signed by an authorized representative, this Agreement indicates that the Exhibiting Company has read these Terms and Conditions and agrees to be bound by them.

The HBA Home Show Management reserves all right to final and binding interpretations of the Agreement, the Exhibitor's Code of Conduct and the Exhibitor Packet.

During exhibit hours, it is the responsibility of each Exhibitor to keep his space staffed with persons properly attired and knowledgeable about the products and/or services on display as well as the policies of the Exhibiting Company. Exhibitors are prohibited from smoking in coliseum area. Drinking of alcoholic beverages is prohibited in booths.

The character and nature of all exhibits are subject to the approval of the HBA Home Show Management which reserves the right to modify, curtail or terminate exhibits which reflect unfavorably on the Home Builders Association of SWLA, the character of the Show or which offend the community. These rights extend to advertising materials, literature, souvenirs and novelties. Should such action be taken against an Exhibitor, no refund of any kind shall be made.

SHOW HOURS - There will be a Vendor Appreciation Night Fri., February 23, 2018, 5PM - 8PM. The Show will be open from 9AM - 5PM, Sat., February 24, 2018 and 11AM - 3PM, Sun., February 25, 2018. Exhibitor agrees to abide by move-in/move-out schedule and conditions as set up by management.

SUBLETTING - The Exhibiting Company MAY NOT donate, sell or sublet all or any portion of the exhibit space covered by this Agreement or in any manner transfer its rights in this Agreement to any other person or company. The space herein shall be exclusively that of the Exhibiting Company. The exhibition display as well as the personnel working must represent the Exhibiting Company's principal business activity. Only the booth sign of the Exhibiting Company (booth purchaser) may be displayed.

NOISE - Sound effects, loud speakers, attention getting devices, noisy, electrical or mechanical apparatus and audio visual equipment must not distract or be objectionable to other exhibitors, except in locations where, in the opinion of Show Management, such sounds and activity do not interfere with the activities of the neighboring exhibit. Show Management will be the final arbitrator when deciding if the noise is too loud. If Exhibitor refuses to lower sound level, they will be removed from the show with no refund of fee.

ADVERTISING MATERIALS - Signs of exhibiting companies are prohibited in all areas except within regular booth floor, wall and air space rented for that purpose. All air space advertising must be anchored. Only the air space directly above the booth is considered part of the booth space.

MUSIC - In compliance with ASCAP/BMI regulations, any exhibitor who plans to use copyrighted music at their booth must obtain their own license.

CANCELLATION - A refund for space reserved will only be honored if HBA-SWLA is notified of cancellation prior to January 24, 2018. Request for cancellation must be in writing and a \$25 handling charge will be assessed. No exceptions/no refunds of any kind after January 24, 2018. Failure to pay balance or notify HBA-SWLA on or before January 24, 2018 will automatically result in cancellation of booth and loss of deposit. Any returned checks or credit card rejections will result in immediate cancellation of booth space reserved. Booth space reserved after January 24, 2018 must be paid in full. In the event the show is delayed, rescheduled or canceled due to natural disaster or other cause beyond control of the Home Builders Association of SWLA, exhibitors will be notified immediately.

DISPUTES - The decision of Show Management must be accepted as final in any disagreement between Exhibitors.

BOOTHS - Upon request, exhibitors will receive a 6' skirted table, 2 chairs and (1) 110-volt electrical outlet per booth. Booth partitions will be provided without charge to all booths inside the Civic Center. The height of the back drape is 8 ft. and the height of the side drape is 3 ft. from the floor. Displays should be attractive and tastefully designed, using quality materials and graphics. Displays must be confined to the booth area. To assure that your display will fit within a 10' x 10' space, please limit the size to

9'6" x 9'6". Visible unfinished surfaces at rear and sides of the booth must be draped or otherwise covered. Outside booths do not come with any type of setup.

INSURANCE/SECURITY/LIABILITY - Security personnel will be on 24-hour duty, however, neither the Civic Center nor the Home Builders Association of SWLA is responsible for theft, loss or damage to property. The HBA-SWLA recommends Exhibitors obtain clarification from insurer(s) regarding coverage during the event, if necessary. The Exhibiting Company will be responsible for any damage to the Civic Center property.

FOOD AND DRINK - All dispensing of food and beverage (alcohol and non-alcohol) is prohibited unless approved by the HBA-SWLA. The right to sell or distribute any concession items is reserved by the HBA-SWLA under the terms of the lease. Exhibiting Companies wishing to distribute such items must obtain written permission from the HBA-SWLA.

CONDUCT - Show Management reserves the right to stop or remove from the Show any Exhibitor, or their representative(s) performing an act or practice which in the opinion of the Show Management is objectionable or detracts from the dignity of the Show and/or actions which might be considered harassment to those attending the Show.

EXHIBITOR BADGES - Exhibitor cannot obtain badges or be permitted to move in until balance of contract is paid. Each 10x10 exhibiting booth receives five (5) exhibitor badges with a max of fifteen (15) per exhibiting company. Additional badges are \$10 each and must be ordered in advance through HBA-SWLA. Badges are good for Saturday, February 24, 2018 and Sunday, February 25, 2018.

AISLES - Working the aisles is strictly prohibited. All aisles must be kept clear. Interviews, distribution of literature, demonstrations and all other business activities must be confined to Exhibitor's rented booth space.

SAFETY REGS - All booths must be able to pass fire marshal's inspection. For this reason, non-flammable materials are recommended for Exhibitor's use. Fire exits are indicated as such. City fire ordinances and our insurer's regulations expressly prohibit volatile and/or flammable materials, substances or fluids in or near the exhibit area. Any equipment or exhibit demonstration which might present a safety or environmental hazard is strictly prohibited. The Show Management reserves the right to make final decisions regarding such hazards in the best interest of all parties.

EXHIBITOR MOVE-IN - Scheduled move-in is Friday, February 23. All exhibitors must arrive at the arena and begin to assemble their booths on this day between 7AM-5PM. Should an exhibitor need to begin setting up earlier or later, a special request must be made to Show Management at least a week in advance. Move-in on Saturday, February 24, WILL NOT be allowed. The loading dock doors WILL NOT be opened the morning of the show. Any booth found unoccupied at 9:00 a.m. on Saturday, February 24th, will result in loss of booth rental fees and deposit.

UNOCCUPIED SPACE - Failure of Exhibiting Company to move-in as scheduled will constitute automatic cancellation. Any exhibitor who has not arrived at the Civic Center and checked in with Show Management by 5:00 p.m. on Friday, February 23, the day of move in will forfeit their booth space and all monies paid. The Show Management will, at that time, reassign such space without benefit of refund to Exhibiting Company.

EXHIBITOR MOVE-OUT - Move-out will commence on Sunday, February 25, NO EARLIER THAN 4:00 P.M. All exhibits must be out of the building by 10:00 p.m. on Sunday, February 25th. Any exhibit not removed by the deadline will be dismantled by the Civic Center, and the exhibitor will be charged accordingly.

ANNOUNCEMENTS and GIVEAWAYS - Free drawings and giveaways are allowed inside the Exhibitor's booth. The Exhibitor is responsible for notifying winners. Announcements of winners will be made by the Show Management provided a written description of the prize is included with the winner's name. ANNOUNCEMENTS WILL BE MADE ONCE EVERY HOUR. Raffles are not allowed by any Exhibitor.

COMPLIANCE - HBA-SWLA requires booths be manned at all times during show hours. The Exhibitor agrees that their exhibit shall be admitted and shall remain from day to day solely on strict compliance with the rules herein laid down. Show Management reserves the right to reject, eject, or prohibit, in whole or part, any Exhibitor or their representatives, with or without given cause. If case is not given, liability shall not exceed the return to the Exhibitor of the amount of rental unused at the time of ejection. If an exhibit or Exhibitor is ejected for violation of these rules or for any other stated reasons, no returns of rental shall be made.

AMENDMENTS - Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decisions of Show Management. These rules and regulations may be amended at any time by the Management, provided that such amendments shall not operate to substantially diminish rights not reserved to the Exhibitor under the contract and shall not operate to substantially increase the liability of the Exhibitor. All amendments so made shall be binding on Exhibitors equally with the foregoing rules and regulations.

CARE OF EXHIBIT SPACE - Each Exhibitor must keep spaces cleaned and exhibits manned and in good order during the run of the show.

ALTERATIONS - Show Management reserves the right to alter locations of Exhibitors or of booths as shown on the official floor plan, if deemed advisable, in the best interest of the Show.

LEGAL - In the event of default of Exhibitor in any of its obligations hereunder and in the event that HBA-SWLA places a claim for such default in the hands of its attorneys. Exhibitor will pay HBA-SWLA's reasonable attorney fees and all other costs in connection with the defense of the claim.



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