HOME BUILDERS ASSOCIATION
HOME EXPO

JANUARY 19TH & 20TH, 2019

EXHIBITOR CONTRACT

PLEASE COMPLETE & RETURN THIS FORM TO RESERVE YOUR SPOT!

COMPANY:

Company name: _____

Contact person: _____

Mailing Address: _____

City: _____

Zip Code: _____

Phone: _____

Fax: _____

Email: _____

SOCIAL MEDIA: *will be used for marketing materials

Facebook: _____

Company URL (website):_____

HBAGTA Member? [please check the appropriate box]:

Yes ☐ No ☐

EXHIBIT BOOTH PERSONNEL:

Primary Exhibitor (main on-site contact):

_____

Cell #: _____

Email: _____

SCHEDULE

Large Exhibitor Set-up (by appointment only)

January 17th – 3:00pm – 8:00pm

Exhibitor Set-Up – January 18th

8:00 am – 6:00 pm *Requested Time:* _____

EXPO – Saturday – January 19th

9:00am – 5:00pm

EXPO – Sunday – January 20th

11:00am – 3:00pm

BOOTH CHOICE & COST

A. Exhibit spaces are reserved on a first right of refusal basis. All past HBAGTA member exhibitors have the first opportunity to reserve their booth from the 2018 EXPO. Booth space will become available in the following priority:
   1. Returning HBAGTA Member Exhibitors **(Until September 5th, 2018)**
   2. All HBAGTA Members **(September 6th – October 3rd , 2018)**
   3. Non-members/General Public (October 4th – December14th , 2018) if booths are available

☐ YES, I'D LIKE THE SAME BOOTH AS LAST YEAR #(s) _____

☐ NO, I PREFER A DIFFERENT BOOTH: *(space is not guaranteed, but will be granted if it becomes available)*

1st choice: _____ 2nd choice: _____ 3rd choice: _____

B. I agree to pay as follows:

BOOTHS	HBAGTA MEMBER	AFTER October 3rd HBAGTA MEMBER -	NON-MEMBER (contract will be held until Oct. 4th)	ELECTRICAL (2 DAYS)
6X10	**$395**	**$475**	**$620**	**$80**
8X10	**$670**	**$810**	**$1,055**	**$80**
10X10	**$770**	**$925**	**$1,220**	**$80**
10X15 (#120)	**$1085**	**$1,305**	**$1,695**	**$80**
Premium Booth	**ADD $100 per booth**	**ADD $100 per booth**	**ADD $110 per booth**	

TOTAL AMOUNT DUE
[Booth price x Number of booths + Electrical]

GRAND TOTAL $

Discounted rates available for non-Profit community partners
Contact HBAGTA for details.

****Full payment is *REQUIRED to hold any booth rental. Once your booth rental has been approved, your payment will be processed according to the HBAGTA EXPO Contract*****

Continue on other side →

EQUIPMENT & ADDITIONAL SERVICES:

- Booth rental includes:
  - Exhibit booth drapery with 8' high backs and 3' high sides
  - Booth number ID Sign
  - Wireless internet connection up to 100KB *additional services can be purchased through GT Resort
- PLEASE CHECK IF NEEDED (no extra charge)
  - One (1) 2'X6' covered and skirted table ☐ YES ☐ NO
  - Two (2) Chairs ☐ YES ☐ NO
- Electrical – Please pay for with booth registration.
- Special power requirements, Private Network – Wi-Fi, Phone Service – Contract through the Grand Traverse Resort by calling 231-534-6201 **TWO WEEK NOTICE IS REQUIRED
- Extra Furnishings, Carpet, Tables: Contract through Art Craft Display – (800)292-2033 www.artcraftdisplay.com
- ***NOTE:* Waste baskets are not furnished. Please bring a small waste basket if you would like one in your booth.**

*****Exhibitor must supply a Certificate of Insurance for bodily harm, death and property damage with contract. Minimum coverage of $1,000,000, HBAGTA named as coinsured or additionally insured*****

Note: Exhibitors must be current 2018 members to exhibit unless authorized by the HBAGTA.

All contract Rules and Regulations will be subject to interpretation by HBAGTA. All decisions of HBAGTA are final. The HBAGTA reserves the right to refuse Exhibit Space to any company.

I, the undersigned, have read, understand, and agree to abide by the 2019 Home Expo Rules and Regulations which are expressly incorporated as terms of this contract (see enclosed) and agree to abide by all provisions of this Contract:

Signature: _____ *Date:* _____

Printed Name: _____ *Title:* _____

PAYMENT:

■ Check: Pay to the order of HBAGTA and sent to:
HBA of Grand Traverse Area, INC.
3040 Sunset Lane
Traverse City, MI 49684

■ Credit card: VISA / MASTER / DISCOVER/AMEX

I authorize the HBAGTA to debit my card for the amount indicated above.

Number: |____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|

Expiration Date: |____|____|____|____| Verification (3 digit) Code: _____

Billing Address:

Street _____ City, State, Zip _____

CARDHOLDER NAME and SIGNATURE: _____ _____

COMPLETE AND RETURN VIA:
EMAIL: SARA@HBAGTA.COM OR FAX: (231)946-1051
MAIL: 3040 SUNSET LANE, TRAVERSE CITY, MI 49684