



Big Country Home & Garden Expo

Sponsored by Big Country Home Builders Association

March 3 & 4, 2012 Abilene Civic Center

Contract for Exhibit Space

This contract for exhibit space at the Abilene Civic Center for the Big Country Home & Garden Expo, will become a contract between the *Big Country Home Builders Association* (hereinafter called Management) and the undersigned Representative (hereinafter called Exhibitor) upon acceptance by Management and, is based upon the terms set below and in the Rules and Regulations which must be strictly adhered to by Exhibitor, their employees and representatives. The individual signing this contract warrants that he/she has been duly authorized to execute this binding contract and that Exhibitor will continue to fulfill these terms even if individual ceases to be part of Exhibitor's company. The Contract, along with the Rules & Regulations on the back of this contract, constitutes the entire agreement between Management and Exhibitor. Upon acceptance of this agreement by Management, it will be a legal binding agreement between the Exhibitor and Management. **Fees to be paid in full by February 1, 2012, otherwise booth space(s) and all monies paid shall be forfeited. There will be no refunds for cancellations after February 1, 2012. No contract will be accepted without appropriate fee(s) attached. Displays are not to be dismantled prior to 5:00 PM on Sunday!** Move-in: 8:00 A.M. – 10:00 P.M., Friday March 2, 2012; Move-out: 5:00 P.M.-10:00 P.M. Sunday March 4, or 8:00 A.M. until 12:00 Noon Monday, March 5, 2012. Hours of Expo: Saturday 10-5, Sunday Noon – 5.

PLEASE PRINT

Company Name _____
 Products/Services/Brand: _____
 Address: _____ City: _____
 State: _____ Zip: _____ Phone: () _____
 Email: _____

BOX #1: \$325.00 per 10' x10' booth. \$100.00 deposit per booth required with contract.

Total Cost: \$ _____ #Booths _____ # ELECTRICAL OUTLETS: 110 _____ 220 _____

Deposit: \$ _____ CK# _____ Rec'd _____ (Note: All 220 outlets require a wall booth)

Balance due 2/01/12: \$ _____ CK# _____ Rec'd _____ # CHAIRS: _____ # TABLES _____

Exhibit Space:

1st Choice, Booth # _____ (current booth # if returning exhibitor)

2nd Choice, Booth # _____ (where you would like to relocate if available)

Credit card payments: VISA ___ MASTERCARD ___ DISCOVER ___

Name on Card: _____

Expiration: _____ V-code: _____ Card #: _____

Authorized signature: _____

Failure to submit contract without the above information will result in these items not being furnished by Management.

BOX #2: BCHBA member discount: \$250.00 per 10' x 10' booth. \$100.00 deposit per booth required with contract.

Total Cost: \$ _____ #Booths _____ #ELECTRICAL OUTLETS: 110 _____ 220 _____

Deposit: \$ _____ CK# _____ Rec'd _____ (Note: All 220 outlets require a wall booth)

Balance due 2/01/2012: \$ _____ CK# _____ Rec'd _____ # CHAIRS: _____ # TABLES _____

Exhibit Space:

1st Choice, Booth # _____ (current booth # if returning exhibitor)

2nd Choice, Booth # _____ (where you would like to relocate if available)

Credit card payments: VISA ___ MASTERCARD ___ DISCOVER ___

Name on Card: _____

Expiration: _____ V-code: _____ Card #: _____

Authorized signature: _____

Failure to submit contract without the above information will result in these items not being furnished by Management.

When submitting this contract to Management, Exhibitor understands: a) that all outstanding balances will be paid by 2/01/2012 otherwise booth space(s) and all monies paid shall be forfeited and b) agrees NOT to dismantle or move out prior to 5:00 PM on Sunday March 5, 2012. Make checks payable to Big Country HBA; mail check and top 2 copies to: BCHBA 4398 Crawford Dr, Abilene, TX 79602. 1-325-698-4232. If paying by credit card, fax Contract for Exhibit Space to 1-325-692-5844.

Signed: _____

Printed Name: _____

Date: _____

RULES & REGULATIONS

DEPOSIT & PAYMENT TERMS: A deposit on the exhibit space rental fee must be submitted with this application and all monies' due must be paid 30 days prior to the show. If the balance is not paid at time due, Exhibitor will forfeit the exhibit space; all deposits made and must promptly pay Management the balance of the entire amount due. If the management rejects the application of the Exhibitor, deposit will be promptly refunded. Any legal fees and/or cost in fulfilling terms of the contract are liable to and will be paid by the Exhibitor. There will be no cancellation refunds within 30 days of Expo dates.

LOCATION: Spaces are assigned on a first-come, first-serve basis, but every effort is made by Management to give Exhibitor his preferred location. Management for the benefit of Exhibitors or the event itself may change space or numbers. If, for unforeseen circumstances, date or location or name of event must be changed for the benefit of Management and Show, this contract will still remain in effect.

PRODUCTS OR SERVICES: No oral representations, conditions, or promises will be honored unless in writing and initialed by Management. All agreements have been incorporated in this document and supersede any oral representation that has been made by either party.

EXHIBIT SPACE: Management will furnish a draped booth or bulk space, overhead lighting, heat and air. Electricity and water will be available, and in some shows there will be a charge that will be noted on the fact sheet. Exhibitor is responsible for supplying carpeting or appropriate floor covering in his display. Exhibitor will provide all other necessary items for his display and is responsible for all cost incurred moving in or out of premises. All exhibits must be freestanding. No bolts, screws, hooks or nails shall be driven in the building, back drape or side dividers. No decals or adhesive materials can be affixed to the wall, pillars or floors of the exhibit areas and Exhibitor will be responsible for any and all damage(s) in assigned space. Exhibitor shall not post any signs except within the confines of the exhibit space assigned. Exhibitor shall confine its activities to the exhibit space assigned and all end cap displays shall belong to that particular exhibitor occupying said space.

OPERATION: Exhibitor will receive necessary badges for employees at registration, during check-in. Exhibitor must be set up and ready for operation one hour before event begins, and if not, will forfeit assigned space. Exhibitor will not dismantle his display or begin to move out prior to the close of the show. Exhibitor must man his display during the operating hours of event. Demonstrations, radio, television and musical instruments volumes are subject to control by Management so as not to interfere with other Exhibitors. Cleanliness and order must be maintained in display, and food and beverage containers must not be visible. Exhibitor is bound to accept restrictions and rules of facility and their concessionaires even though they may not be listed herein.

SECURITY: Security will be provided during non-hours of the show, as follows: Friday, overnight; Saturday, overnight; Sunday, overnight and Monday during move-out. Show management and/or sponsor will not be held liable for the loss of any material by any cause, and urge the Exhibitors to exercise normal precautions to discourage loss due to theft or any other cause. Management and/or Sponsors assume no responsibility for goods delivered to exhibit areas, or for material left in the exhibit areas at any time. Any property left on premise after breakdown time may be disposed of by building management.

COMPLIANCE WITH LAWS: Exhibitor is responsible for obtaining local, county and state licenses and business licenses, which may be needed in order to sell or display merchandise or services. All displays must be flame proof and subject to Fire Inspectors' approval. All displays are subject to inspection during set-up and any Exhibitor deviating from the regulations must make modifications to their exhibit at their own expense prior to the show's opening. Exhibitor must not allow his display to impede access to fire alarms, fire hose cabinets, extinguishers or other safety equipment. Vans, trucks, and other vehicles displayed in exhibits must follow Civic Center and Abilene Fire Department regulations. PLEASE NOTIFY MANAGEMENT if a vehicle is to be used in your exhibit. To comply with city ordinance, smoking will not be allowed inside Civic Center.

DISRUPTION OF SHOW: In the event that the exhibit space shall not be available for use herein specified due to war, governmental action or order, act of God, fire, strike, labor disputes or any other causes beyond the control of Management, this agreement shall immediately terminate and Exhibitor hereby waives any claim for damages or compensations should the agreement be so terminated. In the event the show is canceled for any reason, Management at its option may return a portion of the amount paid for the space after deduction of any amounts necessary to cover expenses in connection with the show. No monies will be returned if the dates or locations must be changed as determined by Management, but Exhibitors will be assigned space which Exhibitor agrees to use under the same rules and regulations. Management and/or Sponsor shall not be financially liable in the event the show is interrupted, canceled, moved or dates changed.

VIOLATIONS: The Exhibitor shall be bound by the rules and regulations set forth herein, and by such additional rules and regulations, which may be established by management and/or Sponsors. All matters and questions not covered by the above will be subject to the final judgment and decision by Management. Any violation by the Exhibitor of any of the terms and conditions herein shall be subject to the cancellation of the contract to occupy exhibit space, and the forfeiture of any monies paid on account thereof. Upon due notice of such cancellation, Management shall have all right to take possession of the Exhibitor's space, remove all persons and properties of the Exhibitor and hold the Exhibitor responsible for all risk and expenses incurred in such an event.

SPECIAL PROVISION: Representative of management may note any special provisions required by Exhibitor from Management on front of the contract.

ALL EXHIBITS MUST BE REMOVED NO LATER THAN 12:00 NOON ON MONDAY FOLLOWING EXPO!