



Produced by Home Builders Association of Northern Kentucky (HBANKY)
 February 10, 11, & 12 2012 • Northern Kentucky Convention Center, Covington, KY
 FAX # 859-578-3393

CONTRACT FOR EXHIBIT SPACE

Booth Preference (based on availability)
 HBA will have final rights of placement.

Booth Number Preference _____

*COMPANY (please print) _____

*CONTACT PERSON _____

*ADDRESS _____

*CITY _____ *STATE _____ *ZIP _____

*PHONE _____ FAX _____ *EMAIL _____

*CONTRACT AUTHORIZED BY: _____ DATE _____

*Products or services to be exhibited: _____

*Contact Person during MOVE IN/OUT _____

**Denotes required information.*

TERMS OF BOOTH PAYMENT

Total Space Cost \$ _____

50% NON-REFUNDABLE Deposit Required with Completed Contract

SPACE IS NOT RESERVED WITHOUT DEPOSIT. \$ _____

Balance due by Dec. 30, 2011 \$ _____

No Balance refunds or cancellations accepted after Dec. 30, 2011

****Show Management reserves the right to re-sell exhibit(s) with no obligation to previous Exhibitor if full payment is not paid by Dec. 30, 2011. Deposits will not be returned. ****

PLEASE INDICATE PAYMENT METHOD:

Check # _____ Amount \$ _____

2% Processing Fee will be assessed for any credit card charge.

Please charge \$ _____ MasterCard Visa (circle one)

Print name as it appears on your card

Card Number _____ Exp. Date _____ Security Code _____

Signature _____

READ both front and back sides before you sign this agreement. By signing, you agree to all terms, rules and regulations stated on this contract. Original copy of this contract, signed on both sides, must be returned to the HBANKY with booth deposit. To guarantee placement, a copy of this contract will be returned to you upon booth assignment and receipt of deposit. * Deposit is required to hold a space.

Exhibitor's Legal Company Name _____

Signature/Title _____ Date _____

HBANKY OFFICE USE ONLY

Home Builders Association of Northern Kentucky
 2751 Circleport Drive
 Erlanger, KY 41018
 (859) 331-9500 Ext. 14 • (859) 578-3393 (fax)
 www.homebuildersnky.com

Booth # _____ Date _____

Check # _____ Amount _____

Accepted by: _____, Show Management Date _____

1. Move-In /Move-out Date:

MOVE-IN: Wednesday, February 8 through Thursday, February 9.
Move-Out: Monday, February 13. Specific exhibitor times will be assigned by Show Management by January 30, 2012.

2. Booths/Exhibit

All booths require carpet or approved flooring surface. No concrete is permitted to be showing within booth perimeter. No masking or duct tape is permitted in the booth area—only gaffers tape. Exhibitor is responsible for any tape damage caused to Convention Center. Sidewalls are NOT required; however a hard or soft back drop is REQUIRED. If you use side walls, the 8 ft. high partition may only come out 5 ft. from the back wall. - a 3 ft. high partition may come out the full 10 ft. from the back wall. All exposed parts of display partitions must be finished or covered so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Double End Exhibits cannot have a full solid back wall unless a written agreement from the adjacent exhibitor is received by the SHOW MANAGEMENT prior to move in. Signs above exhibits that block adjoining exhibitors or double sided signs are prohibited. BANNERS AND SIGNAGE EXTENDING ABOVE OR BEYOND PURCHASED SPACE ARE SUBJECT TO HBA APPROVAL. CEILING BANNERS ARE PROHIBITED. Booth assembly can be done by Exhibitor and must be completed prior to show opening. All Exhibitors must keep booth(s) within their designated area - NO EXCEPTIONS. Violators will be required to make immediate corrections. If Show Management is required to make the adjustments, the Exhibitor will be billed any charges incurred. NO space may be sublet. Only one company per exhibit is permitted to display. Exhibitors are prohibited from displaying brochures, fliers, signs or other promotional materials of other companies unless vendor was part of the exhibit construction. The HBA has the right to police and exclude any materials otherwise being used. Sales orders and appointments can be made from your exhibit. Exhibitors are not permitted to solicit customers outside the confines of their booth. Any promotional items passed out are subject to Home Builders Association approval and must be 2 ounce sample size or less if consumable. Use of loudspeakers and microphones is prohibited, unless approved in advance of the show by Show Management. Use of speakers and/or video/audio equipment shall not disturb other exhibitors. All booths must be professional in appearance. Portable displays are acceptable. Booths shall be staffed by the Exhibitor at all times during show hours. Show Management reserves the right to decline or prohibit any exhibit or part of any exhibit which is not in keeping with the character of the general exhibits; this refers to the conduct of persons, printed matter, souvenirs, or anything that may be classified as undesirable or objectionable. Show Management reserves the right to change location of booths because of fire regulations, improper exhibitor conduct, feature space requirements or changes in the layout of the Northern Kentucky Convention Center, without notification to exhibitors. Exhibits requiring water (more than 3 gallons and requiring a hose) will be positioned on exterior walls or near pillars. Booths requiring satellite hookups will be located on the south side of the Convention Center. (Proper form must be filled out.) Exhibitor badges are required to be picked up at the show registration booth and worn by exhibitor workers during the course of the shift. All show exhibitor badges must be returned to the show registration booth at the conclusion of each show day. (6 per booth unless authorized by Show Management). Aisle space shall be under the exclusive control of HBANKY and may be used by Exhibitors only with the consent of the Show Management. Alcohol is forbidden by Exhibitors within the exhibit hall area. Violators will be removed from the show immediately. NO HELIUM BALLOONS PERMITTED IN CONVENTION CENTER

3. Subletting/Liability

The Home Builders Association of Northern Kentucky (HBANKY) shall not be responsible for damages by reason of injury to any person or exhibitor, its agents, or employees, or for any property from any cause or causes while in or in any way connected with rental space being used by Exhibitors. While Show Management will exercise reasonable care to safeguard your property, neither Show Management, HBANKY, the Northern Kentucky Convention Center or their employees shall be liable for any loss, damage or claims of any kind relating to the property in or around exhibitor's booth. Neither the HBANKY, the Northern Kentucky Convention Center nor the Show Management will be liable for fulfillment of contract for rental space if non-performance is due to strikes, acts of God, authority of the law, or any causes beyond our control. Exhibitors shall waive any claim for damages on the premises. Exhibitor agrees to indemnify, defend and hold harmless the HBANKY and its agents, employees, officers, directors, representatives and affiliates, including Show Management, against all loss, costs, damages, liabilities actions, causes of action, demands, claims or injury of any nature whatsoever brought or asserted by any person and in any way connected with, arising out of or claimed to be arising out of, exhibitor's booth or any rental space used by exhibitor. This agreement to indemnify, defend and hold harmless extends to all claims of injury or damage related to your actions or the booth rented by exhibitor, whether direct or indirect, incidental or consequential, regardless of whether they are the result of the negligence of HBANKY. This agreement to indemnify, defend and hold harmless also includes with limitation, (1) all claims, demands and actions arising out of or in any way related to any license copyright, trademark or patent right or laws, and (2) all claims, demands and actions related to any theft or claim of theft of any personal property.

4. NSF Check/Invalid Credit Card

In the event that the exhibitor's check is returned by a bank due to insufficient funds or the MasterCard or VISA is declined, a \$35 Administration Fee will be charged to the exhibitor. Repayment in the form of money order or cash will only be accepted.

5. Equipment

Fork lifts and dollies are available by the Show Management at HBA's cost but exhibitor agrees to not hold HBA liable for any damage during usage.

6. Tear Down

All Exhibitors are required to work each day until show hours are over or all the patrons are gone, whichever comes first. Any exhibitor that tears down early on the final day of the show will be held liable for any damage or problem and understands they forfeit the right to return to the show the following year.

All points not covered by these rules are subject to the judgment of the Show Management.

I have read the Rules & Regulations and our company agree to abide by them.

Signature of Authorized Exhibitor Representative/ Date