



2019 Home & Outdoor Living Show Application/Contract for Booth Space

*February 22 - 24, 2019 Little River Casino Resort: Event Center, Manistee, MI

*Hours: Early Setup: Thursday, February 21; 1:00pm – 8:00pm

**Regular Setup: Friday, February 22; 8:00am – 11:00am

*Show Hours: Friday, Feb. 22; 1:00pm – 7:00pm Saturday, Feb. 23; 11:00am – 7:00pm
Sunday, Feb. 24, 11:00am – 2:00pm ALL BOOTHS ARE 10'X8'

*Booth Space Prices: HBA Members \$225.00 Non-HBA Members \$475.00

***Pipe and Drape for 3 sides as well as 1 6' table and 2 chairs are provided for all booths.**

1. We would like to reserve booth space for the 2019 Home & Outdoor Living Show to be held at the above time and place. 1st Choice _____ 2nd Choice _____ 3rd Choice _____
2. **The HBA reserves the right to reject any application at the discretion of the Board and to assign or move booth locations as necessary to best organize the show.**
3. **Electrical power will be provided IF we request it in advance. We Request Power _____.**
 - **If we use power we are responsible for our own OSHA approved cords.**
4. **We agree to have our booth(s) FULLY set up and ready to go not later than 11:00am on Friday, Feb. 22rd.**
5. **We agree to not remove our booth prior to Sunday, Feb. 24th at 3:00pm.**
6. **We agree to have our booth fully removed by not later than 8:00pm Sunday, Feb. 24th unless previously arranged with the show manager, Bob Collins.**
7. **We have read, signed, and are returning a copy of the Rules and Regulations on Pg.2 of this contract.**
8. **This contract and payment in full are due not later than 2/15/2019. All reservations are final, no refunds.**

9. HBA members have first choice of booth space until November 8, 2018.

10. **CALL 231-854-8000 or email, hbawestmichigan@gmail.com for questions or to reserve booth(s). Then mail or email your signed contract and non-refundable deposit for \$50.00 within 3 days.**

11. **We have included a check in the amount of \$_____ . Our balance owed is \$_____ .**

12. **We accept and agree to the conditions of this contract and designate to following as our representative:**

Name _____ Phone _____ Email _____
 Business Name _____
 Facebook Page _____ Website _____
 Address _____ City _____ Zip _____
 Signature _____ (See Pg. 2) License # _____

Please duplicate, sign and return Both Pages of this contract with your payment (either a deposit or payment in full)

to: HBA of West Michigan, P.O. Box 247, Hesperia, MI 49421.

For questions call Bob Collins, 231-854-8000 or email: hbawestmichigan@gmail.com.

Our website is: www.hbawest.com

The HBA of West Michigan conditions its acceptance of any exhibitor on the exhibitor being properly licensed under Michigan Law to perform the activity or provide products that are the subject of its proposed exhibit if applicable. Any decision with respect to proper licenses is within the sole discretion of the HBA of West Michigan.

Rules & Regulations: 2019 HBA Home & Outdoor Living Show

Read, copy, and return a SIGNED COPY of both pages with your CONTRACT.

I. Management:

- a. Agrees that if we fail to open the show as herein provided, or to furnish space agreed upon (a 10'x8' booth), it will refund to the Exhibitor all sums paid to the HBA of West Michigan. If however the Management is unable to open the aforementioned show, or is compelled to postpone or relocate on account of strikes, fires, casualties, acts of God, or other causes beyond Management's control, then it shall not be in any manner financially liable to the Exhibitor.
- b. Management reserves the right to adopt, and promulgate such further rules and regulations as shall be reasonably necessary for the convenience and safety of all exhibitors and any and all such regulations and rules shall be as much a part hereof as though fully incorporated herein and the exhibitor agrees to abide by them..

II. Exhibitors:

- a. Are not allowed by the Casino to use any part of their official logo in their advertising.
- b. Agrees to install an attractive & educational display of his/her products or services in the designated area as per this contract,
- c. All exhibitors are to park in lots #9 and #10 and not in the rear employee lot near the loading door.
- d. Agrees not to sublet or assign any portion of his/her space unless owner operates multiple companies.
- e. All goods, wares and merchandise of any kind placed in the exposition is understood to be at the owner's risk and by acceptance of their contract, the exhibitor releases the sponsors and management of, and from any liability for damages, injury, or loss to any person, or goods, from any cause whatever.
- f. Exhibitors are to confine all of their activity to the area of the booth space and shall not work the aisles.
- g. All sound producing equipment is to be maintained at a volume so as not to interfere with booth neighbors.
- h. Agrees to, if requested, provide Management with a complete list of products he/she will display. Management reserves the right to reject or prohibit any exhibit, or part of exhibit, including persons, things, conduct, souvenirs, printed matter, catalogs, which in its opinion are not suitable to and in keeping with the character of the HBA of West Michigan, Inc. Home & Outdoor Living Show.
- i. Will replace, repair or otherwise assume expense for any defacement or injury caused by his exhibit or his/her representative.
- j. Heavy equipment on wheels and motorized equipment must be rolled on cardboard.
- k. Motorized equipment must have plastic underneath, have only gas enough to get in and out and have battery removed, any chain saws or gas powered equipment must be cleared on site with the Casino Security.
- l. No activities accepted within the definition of gambling will be permitted within the area of the Show.
- m. Exhibitors will be charged \$50.00 for any Trash left in their booth upon completion of their tear down.
- n. Any and all outstanding fees due the HBA of West Michigan must be paid in full prior to acceptance of an application for the 2019 Home & Outdoor Living Show.
- o. Any exhibitor breaching or violating any of the above rules and regulations, shall, upon oral notification by management, herewith comply with such rules and regulations. Management reserves the right upon refusal of exhibitor to comply herewith, to cancel exhibitor's contract and to remove, at exhibitor's expense, its exhibit and to retain all monies previously paid to it for rent as liquidated damages for exhibitor's breach.

These Rules & Regulations are agreed to by: _____ Date _____