



CONTRACT FOR EXHIBIT SPACE

2009



Sponsored by: Lakeland Builders Association
PO Box 974 • 1560 Country Club Pkwy • Elkhorn, WI 53121 • 262-723-2908 • Fax 723-5938 • www.lakelandba.com
Elkhorn Area High School, Elkhorn, WI • March 28 & 29, 2009

EXPO MISSION: To provide for the general public a reliable source of information about all facets of remodeling and new home construction; to provide builders, remodelers, and industry-related businesses an opportunity to gain public exposure for their products and services; and to help all participants gain access to and networking opportunities with members of Lakeland Builders Association.

EXHIBITORS' SET-UP HOURS
Friday, March 27 5 a.m. to - 6:30 p.m.

EXPO HOURS
Saturday, March 28..... 10 a.m. - 5 p.m.
Sunday, March 29 10 a.m. - 4 p.m.

The 2009 NEW HOME & REMODELING EXPO will be herein referred to as the EXPO. The undersigned (EXHIBITOR) agrees to exhibit under and comply with the rules and regulations printed in this contract or as may be modified at the discretion of Lakeland Builders Association (LBA).

BOOTHS – Booths include side & back drapes. All booths are 10' wide x 10' deep. Some booths are designated as "Premium Booths" and carry a higher fee. ONLY Exhibitors who complete and send the Standard Booth Equipment form to Lakes Area Rental no later than February 28, 2009 will get one standard table, two standard chairs and a standard electrical connection at no additional cost. Lakes Area Rental will charge fees for above items reserved after February 28, 2009. This form will be sent to you via email or fax the first of the year.

No exhibitor shall assign, sublet, or apportion the exhibit space or any part of space contracted to him nor exhibit any goods, services, apparatus, advertising, signs, etc. other than those manufactured or sold by exhibitor in the regular course of business, without the written consent of the EXPO Committee. Violation of this rule will result in forfeiture of deposit. LBA reserves the right to move any exhibitor to an alternate space. The EXPO Committee reserves the right to decline or prohibit any exhibit not in keeping with the character of the general EXPO exhibits.

BOOTH FEES FOR LBA MEMBERS

BOOTH FEES FOR NON-MEMBERS

\$500 per booth \$ _____
\$250 for each add'l booth \$ _____
Premium Booths: \$600 each \$ _____
New Courtyard: \$750* \$ _____
\$600 Water Display in Foyer* \$ _____
Outside Exhibit Space: \$500* \$ _____
Space needed: (_____ ft. _____ ins.)
Fixed Fees:
Expo Marketing Fee: \$125 per Exhibitor \$ **125** _____
Refundable Deposit \$100 per Exhibitor \$ **100** _____

\$650 per booth \$ _____
\$325 for each add'l booth \$ _____
Premium Booths: \$750 each \$ _____
New Courtyard: \$1,000* \$ _____
\$750 Water Display in Foyer * \$ _____
Outside Exhibit Space: \$650* \$ _____
Space needed: (_____ ft. _____ ins.)
Fixed Fees:
Expo Marketing Fee: \$150 per Exhibitor \$ **150** _____
Refundable Deposit \$125 per Exhibitor \$ **125** _____

TOTAL \$ _____

TOTAL \$ _____

_____ My Booth choices are: _____ 1st Choice _____ 2nd Choice _____ 3rd Choice. **See New Layout**

_____ I will have items for sale in my booth. Please list them here _____

Return contract AND full fee for reserving space. **Booths cannot be reserved by phone, fax or e-mail.**

I agree this entire document constitutes a Contract between Exhibitor and Lakeland Builders Association, Inc. only when this contract is countersigned by a duly authorized representative of Lakeland Builders Association. I hereby agree to all terms and conditions of this EXPO contract.

COMPANY _____ MAILING ADDRESS _____
(PLEASE PRINT) (INCLUDE CITY, STATE & ZIP)

TYPE OF BUSINESS _____

AUTHORIZED REPRESENTATIVE _____
(PLEASE PRINT)

PHONE _____ CELL _____ FAX _____ E-MAIL _____

SIGNED BY _____ TITLE _____ DATE _____
(AUTHORIZED SIGNATURE)

Accepted by LBA staff: _____ TITLE _____ DATE _____

*Expo Committee will make final decision to approve exhibit – Please submit details of your display in writing or drawing for approval.
An accepted copy of this contract will be returned for your file. **Rules & Regulations on reverse side.**

FOR OFFICE USE ONLY: Contract/Fee Rec'd _____ Ck# _____ Copy Sent _____ Seller's Permit _____ Insurance Expire Date _____ Premium Banner _____

2009 NEW HOME & REMODELING EXPO - RULES & REGULATIONS

INSTALLATION OF EXHIBITS - Installation of exhibits begins on Friday, March 27 at 5 a.m. Exhibits must be completely installed by 6:30 p.m. If you need additional set-up time, call the LBA office.

A WATER EXHIBIT MAY DISPLAY IN THE FRONT CONCESSION/TICKET AREA. Please contact LBA for details about this space measuring approximately 10' x 30' and submit plans by December 28, 2008. Expo Committee will review and select an exhibitor if more than one business has interest.

EXHIBITORS MAY SELL PRODUCTS RELATED TO THEIR BUSINESS. Proof of sellers permit required to LBA. Complete Wisconsin Form S-240 and submit with this contract. Integrity of booth cannot be compromised. Items sold must be replenished and large items sold cash and carry at the end of the Expo.

REMOVAL OF EXHIBITS/HOUSEKEEPING - For the convenience and safety of EXPO attendees, all exhibits must remain set up until the official closing of the EXPO. No exhibit shall be dismantled or removed from the exhibit area, nor any literature or other items used during the EXPO put away or removed, prior to the closing of the EXPO at 4 p.m. on Sunday, March 29. Exhibitors are responsible for housekeeping inside their exhibit space and to the centerline of all aisle-ways surrounding their exhibit. Failure to comply with these regulations will result in forfeiture of Exhibitor's \$100/\$125 Refundable Deposit. Exhibits must be completely dismantled and removed, and exhibit space cleaned up by 9 p.m. on Sunday, March 29.

USE OF SPACE - All demonstrations or other exhibitor promotion activities must be confined to the designated 10' x 10' space of the exhibit booth. No part of the exhibit may extend outside of the designated envelope of exhibit space or beyond the front line of the exhibit space into the public walkway or air space of the aisle. **Exhibitors shall neither assign, sublet, nor apportion the exhibit space or any part of space contracted for nor exhibit any goods, services, apparatus, advertising, signs, etc., other than those manufactured or sold by exhibitor in the regular course of business, without permission of the EXPO Committee.**

New BOOTH HEIGHT AND DIVIDING CURTAINS: All booth displays which are 6 ft. and higher must request 8 ft curtains to be placed in between your booth and the booth(s) next to you.

SIGNS - Company signs are responsibility of Exhibitors. All booths must have a professional looking sign to identify the Exhibitor. Identification signs must be attached to front or interior of each booth.

PREMIUM BANNER ADVERTISING - Exhibitors may reserve space for company banners measuring no more than 10' wide and 4' tall to be hung on the walls in the EXPO main gym area on a first come first served basis when the appropriate request form is completed and submitted with the contract. Space will be assigned by the EXPO committee. Exhibitors will be notified if their placement request has been accepted and then billed accordingly. Exhibitor's will forfeit their banner placement if payment is not received prior to December 31, 2008. Banners will be hung by the EXPO company and/or committee on Thursday, March 26 and removed Sunday, March 29. Banners must be in the LBA office no later than 4 PM, Wednesday, March 25. Every effort will be made to return the banner to the company on Sunday following the close of the Expo. Otherwise banners will be available for the company to pick up at the LBA office beginning Monday, March 30.

EXPO MARKETING FEE - LBA member Exhibitors will pay an Expo Marketing Fee of \$125; LBA non-member fee is \$150. This covers costs for an exhibitor advertisement, approx. 4.25" high by 3" wide, which will appear in the Community Shopper newspaper. *This fee will be returned ONLY if a contract is cancelled prior to March 6, 2009.*

CONTRACT CANCELLATION - All 2009 contracts cancelled before the 2009 New Home & Remodeling Expo will forfeit the \$100/\$125 Refundable Deposit. Exhibitor contracts cancelled on or before December 1, 2008 will have 50% of the booth and 100% of the marketing fee returned. Exhibitor contracts cancelled after December 1, 2008 but on or before February 1, 2009 will have 25% of the booth and 100% of the marketing fee returned. 2009 contracts cancelled after February 1, 2009 and before March 6, 2009 will have 100% of the marketing fee returned. No fees will be returned for any contract cancelled after March 6, 2009.

ELECTRICAL SERVICE/WATER/PROPANE - One (1) 110-volt - 10 amp maximum- electrical outlet CAN BE ORDERED for each booth at no charge; **MUST BE ORDERED BY FEBRUARY 29**, otherwise charges apply. Exhibitors must provide their own extension cords from the power source to their booths. If you do not order this you will **NOT** be provided with an electrical outlet. No water or propane allowed in school gym.

SOUNDS - No sound equipment or sound-making devices that are objectionable and can be heard outside the exhibit area will be permitted. Exceptions to be considered by the EXPO Committee will be handled on an individual basis. All decisions of the EXPO Committee, or its designate, are final.

LIABILITY/INSURANCE/FIRE PREVENTION - All exhibitors will be required to obtain and furnish LBA with a certificate of insurance for general liability with limits of at least \$500,000 for bodily injury per occurrence and proof of workers' compensation insurance. Neither LBA, the EXPO Committee, Elkhorn Area High School, nor any officers, staff, directors, or board members of the above shall be responsible for the safety of the property of the exhibitors from theft, strikes, or damage by fire, storms, water, vandalism, or other causes unless caused by their own acts of negligence. All booth decorations must be flameproof and all hangings must clear the floor. Electrical wiring must conform to the National Electrical Code Safety Rules. Should inspection indicate that any Exhibitor has neglected to comply with these regulations or otherwise incurs a fire hazard, the right is reserved to cancel all or such part of that exhibit as may be irregular. LBA undertakes no responsibility for insuring compliance with safety code.

RESTRICTIONS OF OPERATION OF EXHIBITS/NO SMOKING, NO ALCOHOL POLICIES - LBA reserves the right to restrict exhibits which, because of noise, method of operation, materials, or for any reason become objectionable, and to prohibit or evict any exhibit that may detract from the general character of the EXPO as a whole. This reservation includes persons, things, conduct, printed material, or anything of a character the EXPO Committee determines to be objectionable to the exhibit or the EXPO. In the event of such restriction or eviction, the EXPO is not liable for any refunds of rentals or other exhibit expense. In the event the Exhibitor fails to fulfill his contract, the EXPO shall retain all exhibit fees and deposit money. **STATE LAW PROHIBITS SMOKING OR ALCOHOL ON SCHOOL GROUNDS.** With no exceptions, this no smoking/no alcohol policy will be strictly enforced.

IN THE EVENT THE 2009 NEW HOME & REMODELING EXPO IS NOT HELD - If the EXPO is not held for any reason, the rental space to Exhibitor shall be cancelled and terminated upon return of the exhibitor fee and deposit paid by the Exhibitor for exhibit space in the EXPO. Return of the money shall extinguish any liability of the 2009 NEW HOME & REMODELING EXPO and/or Lakeland Builders Association.

VIOLATIONS - Any Exhibitor found in violation of a rule or regulation will receive a verbal warning from the EXPO Committee and will be given one opportunity to correct the violation. Any violation not immediately corrected will result in forfeiture of the \$100/\$125 deposit and suspension of the right to receive the priority mailing for next year's EXPO. Any Exhibitor having an exhibit that extends outside of the designated exhibit space shall be assessed an additional penalty equal to the cost of the Exhibitor's booth, which must be paid in full by the opening of the EXPO on Saturday, March 28 at 10 a.m. **Violations not corrected can also result in eviction and suspension of right to exhibit in future EXPOs.**

These rules & regulations are part of the contract between the Exhibitor and the 2009 New Home & Remodeling Expo and have been formulated for the best interests of all concerned. The EXPO Committee respectfully asks the full cooperation of exhibitors in the observance of the regulations and rules. The EXPO Committee shall make the final decision on all matters of general policy or other matters not otherwise covered in this contract.