

# PRODUCT EXPO

October 18, 2018 • Sam Houston Race Park Pavilion

A Custom Builders Council Event presented by BMC

## EXHIBITOR CONTRACT

Name of Exhibiting Company \_\_\_\_\_

Name to Appear on Printed Signage (if different from above) \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Contact Name \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Number of Booths \_\_\_\_\_ \*Preferred location(s) #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

What Products/Services Are You Exhibiting? \_\_\_\_\_

\*Please Do Not Place Us Near: \_\_\_\_\_

(\*We make every effort to honor preferences; however final booth size/location is ultimately decided by Organizer; see rule #5 on reverse side.)

### PAYMENT INFO

Payment in full is due at contract signing to assign / reserve booth space. Remit to Greater Houston Builders Association (GHBA), 9511 W Sam Houston Pkwy N, Houston, TX 77064; fax to 281.970.8971; or email to dbuenik@ghba.org.

Check enclosed (payable to GHBA) \_\_\_\_\_ Please charge my Visa, MC, Discover or AMEX \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration \_\_\_\_\_ CRV# \_\_\_\_\_

Name on Card \_\_\_\_\_ Authorized Signature \_\_\_\_\_

Booth Fees (\$900) x # of booths reserved).....\$ \_\_\_\_\_

**Booth's on main drag are \$950.00. Booth fee includes: entry to the Expo for two people per 8x10 space; meal and bar tickets for two. Booths are 8' deep x 10' wide unless other-wise indicated. Booths have an 8' high back drape and 3' high side drapes. They are decorated with a 6' skirted table, 2 chairs and signage.**

Additional Entry Tickets (\$50 ea).....\$ \_\_\_\_\_

Electricity (\$75) .....\$ \_\_\_\_\_

Register to Win (\$100).....\$ \_\_\_\_\_

Total .....\$ \_\_\_\_\_



**Terms & Conditions:** This contract is considered binding when signed by Exhibitor, submitted with payment and accepted by the Greater Houston Builders Association (GHBA/Organizer). Exhibitor will be notified via email and/or fax when contract is accepted by GHBA. This contract applies to the exhibiting company only. Such company shall not allow any other exhibitors to display in its booth without prior permission from the GHBA.

**Rules & Regulations:** I, \_\_\_\_\_, have read and agree to abide by the Rules & Regulations printed on page 2 of this contract.

# SHOW RULES & REGULATIONS

**EVENT: 16th Annual GHBA Product Expo – October 18, 2018**

**VENUE/LOCATION: The Pavilion at the Sam Houston Race Park**

**1. Organizer:** The GHBA Product Expo is produced by the Greater Houston Builders Association (GHBA) 9511 W. Sam Houston Parkway N. Houston, Texas 77064; Show Director is Donna Buenik: DBuenik@ghba.org; (281) 664-1429. The Organizer reserves the right to decline any Exhibit, Exhibitor or proposed Exhibit, which, in their opinion, is not suitable for the Show. The reservation concerns persons, decorations, conduct, printed matter, souvenirs, catalogues and all other things which affect the character of the Show. EXHIBITORS ONLY have the right to distribute catalogues, souvenirs and all other matter from their assigned booth only, subject to the approval of the Organizer.

**2. Move-In:**

**Wednesday, October 17 from 12:00 pm to 5pm**

**Thursday, October 18 from 9 am to 10 am**

**Move-Out:**

**Thursday, October 18 from 6 pm to 7 pm (day of show)**

**Friday, October 19 from 9 am to noon**

All booths must be ready for Show by 10:00 am day of Show and be open for business during all Show hours (12 noon to 6 pm). No dismantling of booths will be permitted prior to the close of the Show. Any merchandise left in the exhibit hall after that time will be relocated by Organizer at Exhibitor's expense, or discarded at Organizer's discretion after said time, and at Exhibitor's expense.

**3. Space Allocation/Exhibit Area:** Contract may be submitted without payment to request space; however, full payment is required to guarantee space. Space assignments will be confirmed after acknowledged receipt by Organizer of said funds. Failure to remit full payment by September 1, 2018, may result in loss of space. The Organizer reserves the right to adjust booth assignments to ensure even traffic flow, or to retain the character of the show. Exhibitor badges will be provided. Organizer shall not be responsible for equipment, deliveries, mail, or other merchandise sent to the exhibit facility by the Exhibitor or their representatives. A delivery address will be provided to all Exhibitors prior to the Show.

**Exhibit Specifications:** Standard booth size is 8' deep x 10' wide. Booths include 8' high cloth backdrop and 3' high sides. Sides can be dropped if you are in a corner booth. There are a few booths that are 10' deep x 8' wide and are highlighted on the floor plan.

**Sharing/Substitutions:** Sharing space with another member company or substitution for an exhibiting company is allowed with prior permission.

**Signage:** The Organizer will provide one (1) standard 7" x 44" sign for Booth Identification/location. No other signage may be attached to drapery without permission from Organizer. No signage may exceed Exhibitor's space without prior approval by Organizer.

**Electricity:** Electricity carries a separate charge of \$75; please include with booth payment.

**Sound/Conduct/Souvenirs:** Organizer reserves the right to control the volume of any and all loud speakers, TV/Radio, musical instruments or like amplified sound, during exhibit hours. No shouting or misconduct by Exhibitors will be permitted. No inflatables, helium balloons or other balloons are allowed without prior permission. Exhibitors may not distribute any items whatsoever at the hall entry without the expressed permission of Organizer.

**4. Cancellations:** (a) The Organizer shall have the right at any time prior to October 1, 2018 to cancel this contract, if, in Organizer's judgment, it has not rented enough booths for the Show to be a success. Such cancellation shall be accomplished by written notice. In the event of such a cancellation, as authorized in this paragraph, the Organizer shall return to the Exhibitor all sums paid to it. Upon return of payment, this contract shall be void and the Exhibitor waives any claim for incidental expenses incurred regarding the Show, and hereby agrees that the return of the sums paid to the Organizer shall constitute full satisfaction of all claims by the Exhibitor; (b) Cancellation by Exhibitor must be made in writing and acknowledged and approved by Organizer no later than September 15, 2018, for Exhibitor to be refunded exhibit fees (a 25% administrative fee will be retained by Organizer). No refunds will be considered after October 1, 2018, and Exhibitor will be liable for full payment of all fees agreed to on contract.

**5. Obligations:** Organizer does not offer exclusivity of product and/or service type to any Exhibitor, nor can Organizer guarantee the success of Exhibitor's participation in the Show. Every effort will be made not to place competitors in close proximity to each other.

**6. Security/Theft/Fire/Accident/Failure to Provide Space:** Security will be provided on the day of the event and throughout move-out until noon. The Organizer will not be responsible for, nor will it guarantee the Exhibitor against loss of any kind including, but not limited to, weather damage or acts of God, strikes, work stoppages, occupation of exhibit facility by public enemies or governmental agencies. In the event of a partial or total evacuation of exhibit facility for less than two (2) hours for a cause beyond the control of the Organizer, there shall be no reduction or abatement of the exhibit fee paid by Exhibitor. If partial or total evacuation lasts two or more hours, the exhibit fee shall be reduced in proportion to a maximum reduction of fifty percent of Exhibitor fee. The Organizer shall not provide insurance for the benefit of the Exhibitor or its property. Due to fire codes, no items may be attached to the walls of the exhibit facility or drapery unless approved prior to Show by Organizer, and unless said approved items are fireproof. All decorations must be non-combustible or flameproof. No display, use, or storage of flammable liquids or gas is allowed without approval by Organizer, Venue, and Fire Marshall (permits may be required of Exhibitor). Open flames, fires, and smoke-emitting materials are strictly prohibited.

**7. Safety:** The Exhibitor agrees to indemnify and hold the Organizer harmless by reason of any claim or liabilities imposed by law on account of property damage or bodily injuries, to include death, resulting from, sustained, or alleged to be sustained by any person or persons, whether they be show visitors, employees of the Organizer or other Exhibitors, occurring at or in connection with the preparation or presentation of the Show resulting from the negligence of the Exhibitor, its agents, employees or persons performing services for it, or resulting from any equipment, machinery or items displayed by the Exhibitor. Distribution of food, drink and/or alcoholic beverages is not allowed without prior approval by Organizer.

**8. Vehicles, Gas Powered, Motorized Equipment:** No vehicles are allowed inside the exhibit facility. All requests to display motorized vehicles or equipment must be submitted to Organizer in writing at the time contract is submitted; conditions apply. Any and all permits and costs which may be required are the responsibility of the Exhibitor; Organizer will notify you of costs, if any. No forklifts are provided or allowed in the exhibit hall.

**9. Prizes:** Exhibitors should inform Organizer of all prizes to be awarded during the Show so that these can be advertised to show visitors. In the event cash prizes are awarded by Organizer, any cash prize amount exceeding \$599 will be documented and winner(s) must sign applicable tax forms.

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Show Director: Donna Buenik, 281-664-1429, dbuenik@ghba.org  
Greater Houston Builders Association, 9511 W. Sam Houston Pkwy. N.