

HBA 2024 HOME SHOW VENDOR CONTRACT



MARCH 1-3, 2024

COMPANY _____

BILLING CONTACT _____

MAILING ADDRESS _____

CITY, STATE, ZIP _____

PHONE (____) _____

EMAIL ADDRESS _____

WEBSITE _____

Product Description _____

I UNDERSTAND THAT MY CONTRACT WILL NOT BE ACCEPTED UNLESS IT IS SIGNED AND DELIVERED WITH THE CORRECT DEPOSIT AMOUNT.

IN ADDITION, I ACKNOWLEDGE ALL RULES AND REGULATIONS GOVERNING THIS SHOW AND AGREE TO ABIDE BY THEM. (Pages 2 & 3)

Signature _____

Title _____

Date _____

TOTAL BALANCE DUE BY JANUARY 20, 2024

REFUND DEADLINE JANUARY 12, 2024
Cancellations after January 12 will result in forfeiture of all fees paid, unless prior arrangements have been made with the HBA prior to that time regarding the forfeiture of any monies for down payment.

Booth payments can be mailed to:

Home Builders Association
3900 Stadium Drive
Sioux City, IA 51106
712.255.3852



I wish to reserve the following:

_____ (# of booths) x \$ _____ /booth

\$ _____ TOTAL BALANCE DUE

_____ (# of booths) x \$ 200 /booth deposit

\$ _____ DEPOSIT ENCLOSED

(Deposit deadline November 22, 2023)

BOOTH SPACE PRICING

BOOTH SPACE WILL NOT BE HELD WITHOUT A DEPOSIT.

MEMBER PRICING IS FOR CURRENT HBA MEMBERS ONLY.

Booth Size	HBA Member	Non-Member
10' x 10'	\$475	\$650

Requested Booth Space

*Request same location as prior year
(location may change)

*I request a new location

*I am a new exhibitor

*Based on approval of Home Show Committee

Comments: _____

Booth map enclosed and available at

www.siouxlandhba.com/exhibitors

Please include contact information for employee in charge of set-up/tear down

NAME _____

EMAIL _____

MOBILE # _____

67th ANNUAL SIOUXLAND HOME SHOW RULES & REGULATIONS

1. **EXHIBITOR ELIGIBILITY RIGHT OF REFUSAL AND/OR CANCELLATION:** The HBA of Greater Siouxland (HBA) reserves the right to determine the eligibility of any exhibitor. In the event of non-acceptance, the deposit will be returned to the applicant. Once the applicant has been accepted, the full cost of the exhibit space is due and payable in the manner described in the fee schedule. Exhibits and the conduct of the exhibitors are subject to Home Show Committee approval, which reserves the right to refuse the application of any company not meeting the required standards, as well as the right to curtail exhibits or parts of exhibits that detract from the character of the show. This also applies to display, literature, advertising novelties, souvenirs, and personal conduct of exhibitors. Officers, employees, and agents involved in the management of the Home Show shall have full authority to interpret and enforce all rules and regulations governing exhibitors. All matters and questions not specifically addressed in the rules shall be subject to final determination by the Home Show Committee. The rules may be amended at any time by the HBA upon notice to exhibitors. In addition to any other recourse referenced in these rules and regulation, the HBA may have recourse for the violation of any of these rules in any manner it deems appropriate, including expulsion of an exhibitor from the show and suspension from future shows.
2. **SHOW HOURS:**
Friday, March 1 – 10 am to 8 pm
Saturday, March 2 – 10 am to 7 pm
Sunday, March 3 – 10 am to 4 pm
3. **MOVE IN & MOVE OUT SCHEDULE:** No move-in will be allowed until your booth is paid in full. Vehicles must be unloaded and loaded quickly and immediately moved from loading areas. This year there will be access to a loading dock and 2 overhead doors.
4. **MOVE IN...**
Tuesday, February 27th, 8am to 7pm
Wednesday, February 28th, 8am to 7pm
Thursday, February 29th, 8am to 8pm
5. **Note:** All exhibits must be in place and completed by 8pm Thursday so the building can be cleaned. **YOUR BOOTH MUST BE READY AT THIS TIME; NO DAY OF SET UPS UNLESS PREVIOUSLY ARRANGED WITH HBA.**
6. **MOVE OUT:**
Sunday, March 5 – 4pm to 8pm
Monday, March 6 - 8am to 4pm
Tear Down prior to 4pm on the last day of show will cost exhibitors \$100/booth penalty and could result in you not being an exhibitor in future home shows.
7. **VENUE:** Seaboard Triumph Foods Expo Center, 550 Expo Center Drive, Sioux City, IA 51106
Expo Center floor is concrete (no carpet)
All exhibits will be in the main showroom
8. **ELECTRICITY:** Electricity will be available for all exhibitors. Understand that wiring may cross the exhibitor booth depending on availability and accessibility of the outlet. Please provide an extension cord for your booth requirements.
9. **SIGNAGE:** Any adjoining wall with another exhibitor cannot have a double-sided sign with the company name on it.
10. **SOLICITING,** polling, interviewing, distribution of flyers, business cards, etc. in any part of the facility other than your own booth is strictly prohibited and any person so doing will be required to leave the facility. No cooking will be allowed without prior approval of the HBA.
11. **BOOTH STAFFING:** For the betterment of the Home Show, all booths must be staffed during show hours. Not doing so may result in you not being an exhibitor in future home shows.
12. **BOOTH ASSIGNMENTS:** The HBA reserves the right to change or alter space assignments, floor plans, and show conditions without notice and at the sole discretion for the best interest of the show.
13. **You may NOT sublease this space.**
14. **PERSONNEL AUTHORIZED TO WORK IN EXHIBITOR'S BOOTH: ALL PERSONNEL ARE TO USE THE MAIN PUBLIC ENTRANCES AT THE SEABOARD TRIUMPH EXPO CENTER WHEN ENTERING TO WORK YOUR BOOTH(S).** Your exhibitor badges will be mailed to you prior to the beginning of the home show. You may pick up the plastic badge holders at the HBA ticket window in the front entrance of the Expo Center (please return after the show). After February 13th booth personnel will be responsible for paying gate admission. We would appreciate your cooperation by emailing the first and last names of your authorized personnel as you want them to appear on the name badges. *Badges are not required for those only helping during set-up hours. Email this list to office@siouxlandhba.com and put "Home Show Workers" in the subject line.*
15. **BOOTH GIVE-AWAYS:** Sorry, but no food, drink or noise-making items may be given away during the show without prior permission from the Home Builders Association and the Expo Center.
16. **BOOTH AWARDS:** An attractive display is a great way to showcase your products and services. We will be recognizing those who have assembled an attractive display and will be presenting booth awards at the Friday evening exhibitor reception. We will have awards for the following categories:
BEST OF SHOW AWARD—Most attractive display of 3 or more booths in one exhibit.
PRESIDENT'S AWARD—Most attractive display of 1 or 2 booths in one exhibit.
FIRST TIME EXHIBITOR AWARD—Most attractive display for a new exhibitor.
17. **ADVANCE ADMISSION TICKETS:** Admission to the show will be \$7.00 for adults; children under 12 and accompanied by parent (s) are subject to free admission. You may purchase advance tickets from the HBA for \$4.00. Those who do not possess advance tickets will pay the full admission price. Please call 712-255-3852 or email at office@siouxlandhba.com for tickets.
18. **EXHIBITORS HOSPITALITY ROOM:** An exhibitor's lounge will be open to all exhibitors and their booth personnel. The room is located in the corridor on the west side of the building (the room will be marked "Exhibitor's Lounge"). Free coffee and cookies will be provided during the show hours, compliments of the Home Builders Association Professional Women in Building. Donations accepted during the show support the Scholarship Program.
19. **OPENING NIGHT PARTY:** As an exhibitor, you and your key representatives are cordially invited to an exhibitor's reception party following the close of Friday evening's show on March 1st. A representative from the HBA will deliver tickets to your booth for admission to this event.

67th ANNUAL SIOUXLAND HOME SHOW RULES & REGULATIONS

- 20. SECURITY AND THE PROTECTION OF YOUR EXHIBIT:** The Seaboard Triumph Foods Expo Center will be locked promptly at show closing time and will not be opened to the public until show time the next day. Please remain at your booth location until all of the general public have left the building. The HBA is not responsible for damage done to items displayed, lost or stolen. Your own insurance can be extended to cover these losses.
- 21. CANCELLATION:** Cancellation by exhibitors after January 13, 2024, will result in forfeiture of all fees paid. However, if the Siouxland Home Show is cancelled due to COVID or any reasons outside of the HBA's control, the HBA will offer to apply the fees paid to next year's Siouxland Home Show or will provide a full refund of fees paid. The HBA will not be liable for any revenue lost or other fees, damages or claims if the event is cancelled for any reason, even if the event is cancelled at the HBA's sole discretion.
- 22. ADDITIONAL SERVICES AND ORDER FORMS:** All standard electrical hook-ups (110 amps), will be provided at NO cost to the exhibitors. Fork-lift unloading or loading will be provided at no cost to the exhibitor.
- 23. TABLES & EQUIPMENT:** Each exhibitor that orders a table and/or equipment for their booth will be charged directly by the Seaboard Triumph Foods Expo Center 712-279-6126. You may bring your own table and chairs. Siouxland Expo Center Services and Equipment Order Form will be coming soon. Equipment will be delivered directly to your booth ready to use. *Advance orders with payment are given priority and can save you time and money.*
- 24. PARKING:** We ask all booth personnel staff to park in the new lot on the south side of the Expo Center.
- 25. ADVERTISING & SPONSORSHIPS:** The Home Show will be promoted on TV, radio, and in newspapers, along with billboards. Sponsorship opportunities in Gold, Silver and Bronze levels are available. Only the \$500 cash sponsorship includes the TV advertising. Deadline for sponsorships will be February 8, 2024 to be included in all media.
- 26. GRAND PRIZE GIVEAWAYS AND HOURLY DRAWINGS:** We are inviting our HBA members and exhibitors to participate in our hourly drawings. To preserve the integrity and quality of our show, we are encouraging you to donate door prizes with a **value of \$50 or more** for our hourly drawing, **please refrain from tie-in sales as door prizes.**
- 27. SPONSORS-BUY TICKETS, GET FREE TICKETS:** If you have chosen to be a sponsor you can buy advanced tickets and receive additional tickets free, see the attached chart for details.
- 28.** It is mutually agreed there are no oral or written agreements or representations other than those printed or written herewith, the terms and conditions cannot be modified unless in writing and signed by the executive director of the HBA, and this agreement shall constitute a valid contract only when accepted in writing by the HBA.
- 29. PENALTIES:** The penalty for violation of any rule CAN result in immediate booth closure and suspension of exhibitor's right to be in future home shows



Sponsorship Levels

Cash or Door Prize Donation of :

\$50 - \$249	\$250-\$499	\$500 + Cash Only
Bronze	Silver	Gold
<ul style="list-style-type: none"> Sponsor signs at the Home Show Company Logo on social media Discounted Admission Tickets 	<ul style="list-style-type: none"> Sponsor signs at the Home Show Company Logo on social media Discounted Admission Tickets Radio Advertising Digital Sign during the Home Show 	<ul style="list-style-type: none"> Sponsor signs at the Home Show Company Logo on social media Discounted Admission Tickets Radio Advertising Digital Sign during the Home Show TV Advertising before the Home Show

We will be a

level sponsor at \$

_____.

And/or we will donate the following item(s) as an hourly door prize

_____.

(Value \$50 or greater)

I would like to purchase

_____ (QTY)

advanced Home Show tickets at \$4 each.

Sponsor Exclusive: Purchase 10, get 5 free / Purchase 50, get 25 free, etc.

Company

Contact Name

Phone

Address

Email

City

State

Zip
