

# “Open the Door to Your Dreams”

## Fall Home Improvement Show

All your home building and remodeling needs.

*Sponsored by*



Saturday & Sunday, October 16 & 17, 2010

10:00 am – 4:00 pm

Josephine County Fairgrounds, Floral & Pavilion Buildings

Fee for member exhibitors: \$250.00 / Non-members fee: \$295.00

*\$100 non-refundable deposit required to reserve space.*

### Contract For Exhibit Space

Exhibitors Firm Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Product/Service Exhibited: \_\_\_\_\_ I have a Green Product \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Business: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

I have read and accepted the attached Fall Home Show conditions:

\_\_\_\_\_  
*Signature and printed name of responsible party*

Please return original contract and payment to **Home Builders Association of Josephine County**  
223 NE ‘B’ Street, Grants Pass, OR 97526-2149 Tel: 541-479-1311 Fax: 541-476-6619

## RULES & REGULATIONS FOR THE CONDUCT OF THIS FAIR

Exhibitors will receive:

- 12' X 10' Draped Booth (8' Backdrop, 3' Sidewalls)
  - Electrical Outlet-500w of 110 volt
  - Aggressive Advertising
- Opportunity to educate the public about products, materials, services, lending opportunities and housing availability.

### 1) **Dates & Hours of Show:**

Saturday, October 16	10 am to 4 pm
Sunday, October 17	10 am to 4 pm

### 2) **Set Up & Take Down Schedule:**

#### **SET UP**

Friday, Oct 15	5 pm to 8 pm
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#### **TAKE DOWN**

Sunday, Oct 17	4 pm to 7 pm
Monday, Oct 18	8 am to Noon

We realize everyone has special schedules, but these schedules must be followed by all. All exhibits must be set up and in place no later than 8 pm on Friday before the show. **No exhibitors may remove or dismantle prior to 4 pm on Sunday of the show.** All exhibits must be removed no later than Noon on Monday following the show.

### 3) **Display Rules:**

The appearance of your booth is a reflection of your product or service. Skirting of tables, although not required, is advised. Every exhibitor will: Use their best efforts in erecting or constructing their booth in such a manner as not to interfere with neighboring displays; Agree that the success of the show depends upon each exhibitor's cooperation with their fellow exhibitor and; Agree they are responsible for insuring that all exhibitors have equal access to the public for the purpose of promoting their product. As a guideline, side displays are not to exceed 4 feet in height from the aisle continuing back 10 feet.

### 4) **Sound Devices:**

No sound devices are allowed by Exhibitors unless approved beforehand and not objected to by neighboring exhibitors.

### 5) **Banners and/or Signs & Draperies:**

Banners and/or signs are permitted in booths with a maximum height not to exceed booth backdrop height. The drapery's main purpose is to divide booths located in the center of the buildings. We will supply you with banner hangers. The drapery company does not allow any items to be affixed to the drapes.

### 6) **Tables/Chairs:**

Rental of tables with skirting and chairs are available through Noel Lesley Event Services. Call 541-482-1982 to make arrangements for your booth.

### 7) **Floor Protection:**

Use only **BLUE TAPE** to hold down any type of flooring. All other tapes will not be permitted by the fairgrounds. **NO DUCT TAPE!!!**

### 8) **Exhibitor's Cancellation:**

Exhibitors acknowledge that booth fees are not refundable unless a new exhibitor can replace their reserved booth in a timely manner. There will be no refunds if cancellation happens within 2 weeks of the show.

### 9) **No Assignment:**

Exhibitors will not assign or sub-lease their space without prior consent of Home Show organizers.

### 10) **Insurance:**

Each exhibitor shall provide the HBA with a certificate of liability insurance for public liability and property damage with limits of not less than \$300,000 for injury and damage to property naming the HBA as an additional insured.

### 11) **Parking:**

In order to provide adequate parking for your potential clients, we request you park in the parking lot at the back of the commercial building near the horse stalls. Parking is limited, and we wouldn't want your potential clients leaving because exhibitors have taken up all of the parking spaces!

### 12) **Exhibit Space:**

Home Show organizers will do their best to accommodate booth requests by exhibitors. Organizers reserve the right to change the floor plan or make booth assignment changes to ensure the best possible show layout at any time.