



## Home Show 2008 Exhibitor Contract

### Home Show Dates & Hours

Set Up: Thursday..... March 6<sup>th</sup> from 2pm to 6pm  
Friday..... March 7<sup>th</sup> from 8am to 3pm

Show Hours: Friday..... March 7<sup>th</sup> Joint Chamber Business After Hours from 5pm to 7pm  
Saturday..... March 8<sup>th</sup> from 10am to 8pm  
Sunday..... March 9<sup>th</sup> from 10am to 4pm

Move Out: Sunday..... March 9<sup>th</sup> from 4pm to 6pm  
Monday..... March 10<sup>th</sup> from 8am to 12pm (All Booths Must Be Emptied By Noon on  
Monday)

#### **Deposit and Payment Terms:**

The Tompkins / Cortland Builders and Remodelers Association (hereafter referred to as TCBRA) requires full payment to hold the booth space requested. Full payment needs to accompany registration form and be mailed to the address at the bottom of this page. Booth requests are on a first come, first served basis. Amounts for each booth space are listed on the registration form. Should you receive this contract prior to sending in the payment and registration form, send this signed contract back along with the registration form and full payment. If the exhibitor chooses not to participate after reserving a booth(s), a refund of the amount paid minus \$75 (per booth) for administrative fees will be issued until February 19, 2007. After February 26, 2007, there will be no refunds issued. Any legal fees and or costs of fulfilling the terms of this contract are liable to and will be paid by the exhibitor.

#### **Booth Location and Set Up:**

Spaces are assigned by the Home Show committee, but every effort is made to give each exhibitor their preferred location. Changes in the location of a booth may be made for the benefit of the event. If for unforeseen circumstances, date or location of the event must be changed, this contract will still remain in effect. Your booth fee includes a table with cover and skirting, two chairs, electrical outlet, back and side drapes. If you have special or other electrical needs, contact the show coordinator in advance and we will try to accommodate your needs. Exhibitor is responsible for grounded extension cords for their displays.

#### **Booth Construction:**

Each exhibitor is entitled to a reasonable site-line from the aisle, therefore the front two feet of exhibit space must not have any equipment or display material over 42 inches high. Due to the turf surface at the McDonald Center, all plantings, water fountains, etc. must have waterproof plastic underneath to protect turf surface and maintain a safe walkway. Carpeting may be used but under no circumstances will the exhibitor use tape or staples on turf surface.

#### **Booth Staffing:**

All booths must be staffed the entire time the show is open to the public.

#### **Booth Tear Down:**

Tear down or disassembly of booth(s) prior to the 4pm closing time on Sunday, March 4<sup>th</sup>, 2007, is not permitted. Due to the severe distraction to other vendors and attendees of the show, this action will not be tolerated. Any exhibitor that begins the process of dismantling their booth(s) prior to 4pm will not be allowed to participate in future events sponsored by TCBRA. Your initials are required. INITIALS: \_\_\_\_\_



**Certificates of Insurance:**

A certificate of insurance certifying a general liability policy must be submitted to the Home Show committee. If the certificate does not accompany this contract, it must be issued no later than one week prior to the event, or the booth space will be cancelled with no refund. The certificate must show TCBRA as a certificate holder only. It is not necessary to have TCBRA listed as additional insured.

**Waiver of Liability:**

TCBRA, their directors, officers, agents, employees, show facility, and decorator shall not be responsible for any theft, loss or damage to exhibitor's personal property. Exhibitor agrees to hold harmless TCBRA, their directors, officers, agents, employees, show facility and decorator for any injury to any person or damage to property caused by the negligent acts or omissions of the exhibitor, its employees or agents.

**Type of Exhibits:**

Exhibitor agrees to exhibit only products and services related to the building industry.

**Advertising:**

TCBRA will promote and advertise the show on Cortland and Ithaca area radio stations, newspapers, and television. Your booth fee helps pay for this general Home Show advertising. Exhibitors also have the right to self promote. Contact your local media representatives for special rates and or promotions available to Home Show participants.

**Parking:**

Under no circumstances, will exhibitors park in the front or on the side of the building during show hours. These areas are for attendees only. Failure to do so will result in the exhibitor company represented not being allowed to participate in future Home Show events sponsored by TCBRA. This will be strictly enforced. Your initials are required.

INITIALS: \_\_\_\_\_

**No Other Representations:**

No oral representations, conditions, or promises will be honored unless in writing and approved by the Home Show committee. All agreements have been incorporated into this document and supersede any other representations made by either party.

**Refusal Rights:**

The Home Show committee reviews all exhibits to ensure the quality of the show and reserves the right to refuse any exhibit, exhibitor, or employee, which, in the sole discretion of the committee is not in the best interest of the show.

**Sales:**

No soliciting or setting literature outside your designated booth area will be permitted. All exhibits are for display purposes only. No high pressure sales tactics will be allowed. Exhibitors wishing to sell items at the show must have approval in advance from the Home Show committee.

**Food and Beverages:**

No merchandising of food and beverages will be allowed. Food service will be provided for exhibitors in the designated hospitality area or at the concession area. Any exhibitor wishing to serve food or beverages from their booth(s) must have approval in advance from the Home Show committee.

**Sound Control:**

Sound equipment will be permitted. Exhibitors must keep all sound at a level that will not disturb neighboring exhibitors. Moreover, computers, televisions, etc. shall also not disturb or annoy other exhibitors.

**Admissions:**

Exhibitors and employees staffing booths may enter free. In addition, all exhibitors will receive four complimentary tickets with each contract.

**Door Prizes:**

Exhibitors wishing to award door prizes must have prior approval by the Home Show committee. TCBRA must be notified of the winners and items awarded by the closing of the show or within 14 days of the show if a drawing is held after the show.

Tompkins / Cortland Builders & Remodelers Association P O Box 202 Cortland, New York  
13045



**Tompkins/Cortland  
Builders & Remodelers Association**  
*Professionalism at it's Best*



**Violations:**

The exhibitor shall be bound by the rules and regulations set forth herein, and by such additional rules and regulations which may be established by the Home Show committee. All matters and questions not covered by the above will be subject to the final judgment and decision by the Home Show committee chairperson. Any violations by the exhibitor of any terms and conditions herein shall be subject to the cancellation of the contract to occupy exhibit space, and the forfeiture of any monies paid to TCBRA for the Home Show event. TCBRA shall have the right to take possession of the exhibitor's space, remove all persons and properties of the exhibitor and hold the exhibitor responsible for all risks and expenses incurred in such an event.

**Changes and Enforcement:**

Through its Home Show committee and staff, TCBRA shall have full power in the interpretation and enforcement of all rules contained herein, and the power to make such reasonable amendments thereto and such further rules and regulations as it shall consider necessary for proper conduct of the Home Show, provided the same do not materially alter or diminish a contractual rights of the exhibitor.

**BY SIGNING BELOW AND INITIALING WHERE INDICATED, EXHIBITOR HAS READ, AGREES AND UNDERSTANDS THE RULES AND REGULATIONS OF THE SHOW AS LISTED ABOVE**

\_\_\_\_\_  
Exhibitor Firm Name

TCBRA Show Coordinator

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
James M. Alo, Show Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

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

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

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

Please send all correspondence to:  
TCBRA  
P.O. Box 202

If you have any questions please contact:  
Jim Alo @ 607-266-3303

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