



Home Show 2010 Exhibitor Contract

Home Show Dates & Hours

- Set Up: Thursday..... March 4th from 2pm to 6p
Friday..... March 5th from 8am to 3pm
- Show Hours: Friday..... March 5th Vendor Pre-View from 5pm to 7pm
Saturday..... March 6th from 10am to 8pm
Sunday..... March 7th from 10am to 4pm
- Move Out: Sunday..... March 7th from 4pm to 6pm
Monday..... March 8th 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. Please 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 1, 2010. After February 1, 2010, 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:

The Home Show Coordinator assigns booth spaces, 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, electrical outlet, wastebasket, back and side drapes. If you require chairs, carpeting, or additional electric, please complete the Northeast Decorating equipment form that is available upon request. All exhibitors are responsible for grounded extension cords for their displays.

Booth Construction:

Due to the turf surface at the TC3 Field House, carpeting or other floor protection is required to prevent any damage from, plantings, water fountains, chairs, or any other display items. Waterproof plastic is also required underneath any display item that could leak during the show such as but not limited to spas, pools, water fountains, or landscape plantings. Also, for the safety of the public and all other vendors all display items must be kept within your booth space. NO EXCEPTION!



Booth Staffing and Tear Down:

All booths must be staffed the entire time the show is open to the public. Tear down or disassembly of booth(s) prior to the 4pm closing time on Sunday, March 7th, 2010, 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 Coordinator. If the certificate does not accompany this contract, it must be issued no later than February 1, 2010 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, television, and our website at www.tcbra.com. 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:

During show hours, all vendors must park in the upper level parking lot. This lot will be clearly marked "Vendor Parking". All parking areas in front of the TC3 Field House are reserved for the public. Refusal to comply may result in towing with charges incurred being the responsibility of the vendor towed.

No Other Representations:

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

Refusal Rights:

The Home Show Coordinator 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.



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



Sales:

Sales of your products and services are allowed within your booth space. However, No soliciting or setting literature OUTSIDE your designated booth space will be permitted. High-pressure sales tactics are not allowed.

Food and Beverages:

No merchandising of food and beverages will be allowed. TC3 Field House Concession's will provide food service for exhibitors and the public. The concession area is located across from the show ticket booth. Any exhibitor wishing to serve food or beverages from their booth(s) must have approval in advance from the Home Show Coordinator and TC3.

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 Coordinator. 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.

Violations:

The exhibitor shall be bound by the rules and regulations set forth herein, and by such additional rules and regulations that may be established by the Home Show Coordinator. All matters and questions not covered by the above will be subject to the final judgment and decision by the Home Show Coordinator. 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 Coordinator 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.



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



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

Exhibitor Firm Name

Authorized Signature

Date

Street Address: _____

City, State, Zip: _____

Phone: _____ FAX: _____

Email: _____

Please send all correspondence to:
TCBRA
P.O. Box 202
Cortland, NY 13045

If you have any questions please contact:
Jim Alo @ 607-280-5965 or 607-844-3993
Email
jimalo19@hotmail.com
or
jalo@crowconstructioninc.com

Tompkins / Cortland Builders & Remodelers Association

P O Box 202

Cortland, New York

13045