



# HOME AND GARDEN SHOW

## APPLICATION & CONTRACT FOR EXHIBIT SPACE

**February 17 - 19, 2023**

Chippewa Valley Expo Center  
5150 Old Mill Plaza, Eau Claire

### MEMBER INFORMATION

Company Name: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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

### BOOTH(S) RESERVATION

*Booth map will be released after the 2022 show.*

- 1. Number of 10' x 10' Booths Requested: \_\_\_\_\_ x \$650 per booth = \$ \_\_\_\_\_
- 2. Number of 10' x 9' Booths Requested: \_\_\_\_\_ x \$600 per booth = \$ \_\_\_\_\_
- 3. Number of 10' x 8' Booths Requested: \_\_\_\_\_ x \$550 per booth = \$ \_\_\_\_\_
- 4. Number of "L" Booths Requested (3 available): \_\_\_\_\_ x \$1,500 per booth = \$ \_\_\_\_\_
- 5. Number of Mega Booths Requested (4 available / 2 sizes): \_\_\_\_\_ x \$3,000 / \$2,500 per booth = \$ \_\_\_\_\_

Please mark if requesting the (1) 560 square foot mega booth (\$2,500).

REQUIRED PAYMENTS: A deposit is REQUIRED at the time of application to reserve space on the floor. Deposit: \$300 per booth (1, 2 & 3), \$800 (4), \$1,500 (5). Balance must be paid in full on or before 12/1/2022.

**= TOTAL DUE:**  
**\$**

### LOCATION PREFERENCE

If you have a preference for location, please describe your preference.

### SIGNATURE

*By submitting this application, I am reserving booth space at the Chippewa Valley Home & Garden Show February 17-19, 2023 at the Chippewa Valley Expo Center. I understand exhibit space requests are subject to acceptance of application by the Chippewa Valley Home Builders Association and if accepted, I agree to abide by all rules and regulations as outlined in this Application and Contract.*

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### FOR OFFICE USE ONLY

# of Booths: \$ \_\_\_\_\_ - Deposit Made: \$ \_\_\_\_\_ = Balance Due \$ \_\_\_\_\_

Payments Made:

- \$ \_\_\_\_\_ on \_\_\_\_\_ (date)  Cash  Check (# \_\_\_\_\_)  Credit Card Visa / MC / Discover / Am Ex Last 4 digits of card # \_\_\_\_\_
- \$ \_\_\_\_\_ on \_\_\_\_\_ (date)  Cash  Check (# \_\_\_\_\_)  Credit Card Visa / MC / Discover / Am Ex Last 4 digits of card # \_\_\_\_\_

### Draw Information & Booth Assignments

Draw #: \_\_\_\_\_ Total Number of Booths Requested: \_\_\_\_\_ Booth Location Assigned: \_\_\_\_\_

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# Rules and Regulations

1. **ELIGIBILITY:** Any Chippewa Valley Home Builders Association ("CVHBA") member in good standing is eligible to participate in the Home & Garden Show. A member in good standing is defined as no open invoices more than 30 days past due with the CVHBA. If at any time the membership is not in good standing, the Home & Garden Show booth will be canceled per cancellation policy in section 14. Any booth holder who is not considered a member in good standing as of January 27 will not be allowed to participate in the Home & Garden Show per the cancellation policy in section 14.
2. **AMENDMENTS:** The CVHBA has full authority to interpret and amend Rules and Regulations. If it is determined new rules are needed, the CVHBA reserves the right to change or amend these rules.
3. **ASSIGNMENT OF SPACE:** Booths will be assigned based upon the published process established by the CVHBA. If it becomes necessary, the CVHBA may amend the floor plan and/or relocate any exhibitor at any time. During the selection process, if more booths are requested than available, the CVHBA will remove booths (as needed) from each exhibitor who has multiple booths reserved, beginning with those with four or more booths. This will be conducted as outlined in the booth draw process. Deposits will be refunded for those booths taken away during this process.
4. **STAFFING THE BOOTH:** Booths must be staffed by qualified company representatives at all times during show hours. All representatives must wear an exhibitor wristband. Information regarding the number of wristbands included with your rental fee and how to purchase additional wristbands will be distributed with the vendor packet.
5. **SHARING BOOTHS:** Members interested in sharing booths must seek permission from the Home and Garden Show committee. If permission is granted, an additional fee of \$50 will be assessed to all booths that are shared.
6. **SUB-LEASING OF SPACE:** Exhibitors may not assign or sublet any space assigned to them, and may not advertise or display goods or services other than those sold by them except for those conditions which apply under section 5.
7. **BOOTH SET-UP:** All booths must conform to any published rules of the Chippewa Valley Expo Center. All booths must be secured and if the framing or wall interferes with an adjacent exhibitor, a decorative material shall be used to cover the exhibit. A height restriction will be set for the 2023 show and details regarding the height restriction will be released at least 60 days prior to the show. The display must be confined to the booth dimensions. All booths must be completely set-up two hours prior to the show opening. All booths will receive a packet with details regarding set-up and booth needs, including if the exhibitor would like tables, chairs or electricity. ***The Exhibitor Information Form must be returned at least two weeks before the event.***
8. **BOOTH TEAR DOWN:** Exhibitor shall not remove any portion of its display prior to 4 p.m. on Sunday, February 19, 2023. ***Any exhibitors who begin tear down prior to 4 p.m. will be assessed a \$500 penalty on participation in the 2024 Home & Garden Show.*** All booths must be torn down and removed immediately following the close of the show on Sunday evening.
9. **CHILDREN:** In the event an exhibitor must bring a child to the show, he or she must remain in the exhibitor's booth unless accompanied by an adult. Children over the age of twelve are subject to admission fees and must purchase and wear a daily wristband or an exhibitor wristband.
10. **CLEANING:** Exhibitors should keep their exhibit space clean during show hours. The facility will keep aisles and public areas clean.
11. **DAMAGE TO THE BUILDING:** Exhibitors may not attach any material to walls, ceilings, doors, columns, floors or railings with nails, tacks, screws, carpet tape, duct tape, or any other material except approved brands of tape. All plants, water fountains, etc. should have waterproof plastic material(s) underneath. Exhibitors are responsible for leaving the exhibit floor in its original condition and proper precautions should be taken to prevent damage (either structural or aesthetic) occurring to floor surfaces. No paint, tape or tape residue should remain on the floor following move-out. The exhibitor must adhere to any updates in policies or rules regarding protecting the facility floors and walls.
12. **PAYMENTS:** The deposit is due upon receipt of the signed application and contract. The remainder of the rental fees are due in full by December 1, 2022. The deposit fee for a 10x8, 10x9 or 10x10 booth is \$300. The deposit fee for an "L" shaped booth is \$800. The deposit fee for a Mega Booth is \$1,500. ***Any booths not paid in full by December 31, 2022 will be released*** per the cancellation policy in section 14.
13. **DEFAULTS:** a). Any exhibit space assigned to an exhibitor for which rent has not been paid in full by December 1, 2022 may be reclaimed by the CVHBA. Rent and deposits for such space will be forfeited by the exhibitor without recourse or refund. b). Exhibit space leased but not occupied by 10am on Friday, February 17, 2023 may be considered forfeited and subject to use by the CVHBA. All monies paid for such space will be forfeited by the exhibitor without recourse or refund. Any exhibitor who allows their CVHBA membership to lapse prior to the show will forfeit their booth(s) and full deposit.
14. **CANCELLATIONS:** To cancel a booth, the exhibitor must

provide notice in writing. Booths canceled on or before December 1, 2022 will be charged a cancellation fee per booth of \$150 for 10'x8', 10'x9' or 10'x10' booths; \$400 for "L" booths or \$750 for mega booths which will be withheld from the deposit paid. Booths canceled between December 2 and December 31, 2022 will be assessed a cancellation fee of \$300 for 10'x8', 10'x9' or 10'x10' booths; \$800 for "L" booths or \$1,500 for mega booths. Booths canceled after January 1, 2023 will be charged the full amount of their booth fees and no refunds will be issued. Any exhibitors who cancel after February 1, 2023 or does not show up to the show, may be prohibited from participating in future years' Home & Garden Shows.

15. **DEMONSTRATIONS AND AISLE RESTRICTIONS:** a.) Aisles are the property of the CVHBA. b.) Exhibits must not protrude into aisles. c.) Exhibitors must restrict their activities including demonstrations, sampling areas and distribution of promotional material within the boundaries of their leased exhibit space. d.) Any demonstration or activity that results in obstruction of aisles or prevents ready access to nearby booths is prohibited. Should spectators or samplers interfere with the normal traffic flow or overflow of neighboring exhibits, the CVHBA may disallow that exhibitor any further demonstrations or sampling and/or request that the exhibitor leave the show immediately with no recourse. e.) No exhibit or demonstration shall be permitted nor anything be distributed if it considered a source of danger or annoyance. CVHBA reserves the right to prohibit, modify and regulate any display not in keeping with the policies of the show, or objectionable from its point of view.
16. **FOOD:** Exhibitors must receive pre-approval to distribute or sample food or beverage products. The Chippewa Valley Expo Center must approve all food and beverage distribution.
17. **SALES:** Exhibitors may not exchange any money for the sale of goods or services during the show. However, contracts may be signed.
18. **NOISE:** Exhibitors are expected to ensure the noise levels from demonstrations or sound systems are kept to a minimum and does not interfere with others. The CVHBA reserves the right to determine at what point sound constitutes interference with others and must be discontinued. No microphone systems are allowed.
19. **PRIZE DRAWINGS:** Prize drawings are optional. However, if an exhibitor chooses to draw for a prize, the following rules apply: a.) a prize must be given away and b.) a sign must be displayed inside the booth including what is being given away and how the prize will be awarded. No fees may be charged for entry into a prize drawing.
20. **PUBLIC AREAS:** The aisles, lobbies, entrances, passageways and overhead spaces shall remain under control of the CVHBA. a.) No signs, decorations, banners or advertising material will be allowed in these areas without the consent of the CVHBA. b.) Firms or individuals

not assigned space are not permitted to advertise or solicit business within the show or on the premises. c.) Any exhibitor or individual who chooses to ignore these rules will be asked to leave the show immediately with no recourse.

21. **PARKING:** *All exhibitor vehicles must be parked in designated exhibitor parking areas during show hours.*
22. **SECURITY:** The CVHBA will have security at the front desk during the show but assumes no responsibility for loss or damage as a result of any cause. Each exhibitor is responsible for safeguarding their property.
23. **MANAGEMENT CONTROL:** The CVHBA reserves the right to a.) determine the eligibility of any company or product for inclusion in the show and b.) prohibit the entrance of and to remove from the premises any person or thing whose presence is detrimental to the interest of the show. c.) Upon the refusal of an exhibitor to comply with any of the Rules & Regulations, the CVHBA reserves the right to cancel the exhibitor's lease and remove his/her exhibit at the exhibitor's expense. d.) The CVHBA will retain damages and reserves the right to prohibit participation in future shows.
24. **INDEMNIFICATION:** The exhibitor agrees to indemnify the CVHBA and its officers, directors, and employees and hold each of them harmless from and against any and all claims arising out of acts of the exhibitor, its agents, representatives and employees, and all contractors, erectors, delivery persons, suppliers and persons furnishing services, delivery, work or materials at the request of the exhibitor.
25. **INSURANCE:** The CVHBA carries no insurance on exhibitor's property and will not be liable for loss or damage caused by any cause.
26. **LIABILITY:** Neither the CVHBA, employees of the CVHBA, owners of the Chippewa Valley Expo Center, nor their representatives will be responsible for any injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever, before, during or after any period of this contract. The exhibitor releases the foregoing parties from all such claims for loss.