



2023 HOME BUILDING AND REMODELING EXPO

FEBRUARY 3-5, 2023 EXHIBITOR APPLICATION & AGREEMENT

(Please type or print EXACTLY as it is to appear in the show publicity and display signs)

Company: _____

Primary Contact: _____ Title: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Mobile: _____

Email: _____ Website: _____

List all products and services you will be presenting: _____

List any special booth requests: _____

RESERVATION OPTIONS

Type	Size	Cost
Standard Booth	10' x 10'	\$370 Member \$395 after Dec 15 \$575 Non-Member
Double-wide Booth	20' x 10'	\$645 Member \$695 after Dec 15 \$875 Non-Member
Triple-wide Booth	30' x 10'	\$995 Member \$1,045 after Dec 15 \$1,225 Non-Member
Electricity	Per booth	\$45 Member \$60 Non-Member

- WCBA will attempt to honor booth space preferences requests, with final booth placement at the sole discretion of the WCBA.
- WCBA Contact Info: (Tel) 262-334-5552
email: info@wcba-wi.org
- No phone or fax registrations accepted. Please mail check and completed registration form to WCBA, PO Box 27, West Bend, WI 53095-0027
- Contact Jeff Feyrer at (262) 305-1673 with any questions regarding Expo registration.

PLEASE READ CAREFULLY! - I understand that payment in full for booth space and 2023 WCBA Membership Dues are required upon registration to reserve my booth space at the member price indicated above. Also: Certificate of Liability Insurance must be sent to WCBA PO Box by event date. Cancellation fee of 50% of payment made will apply, if registration is cancelled within 45 days of event. Exhibitor failure to appear for said event will forfeit all monies paid.

Signature by Authorized Agent *REQUIRED*

Name of Agent _____

Booth Registration

- Standard Booth Cost _____
- Double-wide Booth Cost _____
- Triple-Wide Booth Cost _____
- Electricity Cost _____
- Business Card Size Ad on Show Program/Map (\$50) Cost _____

Total Due \$ _____

Need a forklift? _____ Yes _____ No

MAIL PAYMENT AND APPLICATION TO:

Washington County Builders Association
PO Box 27, West Bend, WI 53095-0027

Set-up Hours:

Thursday, Feb 2, 2023: 10 a.m. – 7 p.m.
Friday, Feb 3 2023: 8 a.m. – 2 p.m.

Exhibit Hours:

Friday, Feb 3, 2023: 4 p.m. – 8 p.m.
Saturday, Feb 4, 2023: 10 a.m. – 6 p.m.
Sunday, Feb 5, 2023: 10 a.m. – 4 p.m.

Tear Down Hours:

Monday, Feb 6, 2023: by 12:00 p.m.

**** Tear down fee of \$100 will be incurred by any exhibitor still on premises after 12:00 p.m.**

Office Use Only: Check #: _____ Date: _____
Amount: _____ Booth# _____

Early bird registration must be post marked by December 15, 2022



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License Terms & Conditions for Use of Exhibit Space

1. Definitions

The producer of this event hereinafter referred to as the "Show", is Washington County Builders Association Inc., hereinafter referred to as the "Show Producer" or "WCBA", PO Box 27, West Bend, WI, 53095-0027. You are the "Exhibitor".

2. Payment and Termination of this Agreement

All monies paid shall be retained by WCBA and are non-refundable and non-transferable in the event Exhibitor fails to fulfill or violates contract or reduces the size of its exhibit or withdraws from the Show. If Exhibitor cancels or fails to submit space payments within 14 days of reservation, WCBA shall have the right to take possession of said space and lease it to another party.

3. General Show Policies

All aisles must be kept clear. Noisy, offensive exhibits and helium balloons are prohibited. Any interviews, demonstrations and distribution of literature or samples must be related to exhibit and limited within Exhibitor's space. Do not conduct business or loiter near other Exhibitor's space. All exhibits are to be staffed during the Show hours. Sound amplification systems may be used but must not be offensive to neighboring exhibitors. Raffles, drawings or contests offered in Exhibitor space are the sole responsibilities of said Exhibitor. No food or beverage may be distributed from Exhibitor's space without the approval of WCBA. Assignment, sharing or subletting of assigned space by Exhibitor is not permitted. Exhibitor must comply with all local laws, rules, regulations and ordinances in force. WCBA does not guarantee attendance levels and past attendance levels is not indicative of future levels. WCBA shall have sole control over all admission policies at all times. Any list, or partial listing, of Exhibitors or attendees obtained for this show will not be sold or traded to any other company or individual. WCBA does not offer exclusives of any kind. It is for the sole use of the exhibiting company whose name appears on this agreement. Exhibitors that do not comply with these regulations will not be offered renewal of their space in the following year's show.

4. Exhibit Construction Guidelines

Exhibits must be up and running before opening of show. No part of any exhibit can obstruct the line of view so as to lessen the effectiveness of the show for other Exhibitors. Booth displays cannot exceed reserved booth footprint. No part of any exhibit can protrude into the aisles. Exhibitor must cover all unsightly surfaces at their own expense. Exhibitor may not display signs that are not professionally prepared or, in the opinion of

the WCBA, detract from the appearance of the Show in any manner. No exhibit may be dismantled until the end of the Show and closing is announced. All flooring must be adhered to Show floor for safety and are the Exhibitor's responsibility. Exhibitors must vacate the premises by 12:00 p.m. on the Monday following the end of the Expo or they will incur a \$100 tear down fee.

5. Rejection of Applicants and Exhibitors

WCBA reserves the right to reject any applicant for space at any time and reserves the right to regain possession of any space by refunding to the applicant or Exhibitor the amount paid for the space.

6. Changes in Booth Location

Exhibitors are not to change location after assignment, unless pre-approved by WCBA. Show producer reserves the right to make changes to the floor plan as it deems necessary for the good of the show.

7. Liability and Insurance Waiver

Exhibitor agrees to make no claim for any reason against WCBA, any Show sponsor, the city, or the state where show is held, except as to damage caused by or resulting directly from the sole negligence or willful misconduct of such exculpated parties, their agents or employees, for loss, theft, damage, destruction of goods, or injury to Exhibitor, its agents or its employees, while show is in progress, being set up or taken down. Exhibitor agrees to indemnify and hold harmless WCBA, Show sponsors and the owners of the building where the Show is held, and their agents and employees, against any and all claims of any person, arising out of acts, omissions or negligence of exhibitor and, its agents, or employees. WCBA is not an insurer of Exhibitor's business performance, success of attendance levels, or Exhibitor's property, and at all times Exhibitor is required to carry insurance, covering trade shows and fairs, that insures their goods and exhibits against loss and damage. Furthermore, Exhibitor agrees to indemnify and hold harmless WCBA, its agents, and its employees against any and all claims arising out of acts of Exhibitor its employees or its agents, or out of activities within Exhibitor booth area. Exhibitor is responsible for damage it causes to the facility, including labor charges to remove stains or adhesives. Exhibitor will be billed for such damage as determined by the show facility.

8. Code of Conduct and Ethics Policies

It is understood that all Exhibitors will practice fair and ethical business relations during show. Exhibitors may not engage other Show Exhibitor businesses strictly for the purposes of competition. Exhibitors may not solicit attendees outside of Exhibitors assigned booth space. Slanderous or malicious conduct or conversation by any Exhibitor in reference to another Exhibitor is strictly forbidden.

By signing the Exhibitor Application and Agreement, Exhibitor hereby agrees to comply with all said Terms and Conditions stated above and on the Agreement Form.