

# Home Expo 2017, February 18 & 19

## Guidelines

**BOOTH SIZES:** All Interior Booths are 10øX 10ø

**BOOTH PRICES:**

### HBA MEMBERS

#### Interior Booths:

- Single Booth Space - \$470.00
- 1/2 Booth - \$235.00
- 10% discount on 2nd and all additional Booths

#### Interior Corner Booths:

- Single Booth Space - \$495.00
- 10% discount on 2nd and all additional Booths

#### Corridor & Lobby Booths:

- Single Booth Space - \$460.00
- 10% discount on 2nd and all additional Booths

#### Outside Exhibit Spaces:

- \$145.00 per vehicle with 4 wheels
- \$290.00 vehicle with 6 or 8 wheels
- Other Exhibit space priced as needed

### NON-MEMBERS

Interior booth - \$700.00 Corridor - \$690.00

No discount on additional booths

### SHOW SCHEDULE

#### Set-up Hours:

Thursday, Feb. 16: 7AM - 10 AM (Large exhibits & booths requiring more time to set up) After 10 AM for others

Friday, Feb. 17: 7 AM - 2 PM (Judging begins at 2:00 PM)

#### Move out: Sunday, Feb. 19: 5 PM - 9 PM

Monday, Feb. 20: 7 AM - Noon

#### Preview Party: Fri., Feb. 17: 6 - 9 PM (Reservations only)

#### Show Open to Public: Saturday, Feb. 18: 9 AM - 5 PM

Sunday, Feb. 21: 11 AM - 5 PM

### Terms & Conditions

- Booth Space is on a first come basis and reserved with a \$100 deposit (Non-refundable), per booth.

**Balance due on all booths by Nov. 15, 2016, or at time of contract after that date. Any booth not paid in full by Nov. 16, 2016, will forfeit deposit and will be available to the public. All payments after Jan. 31, 2017, must be cash or certified funds.**

- No exhibit is to be installed until all outstanding balances are paid in full. This includes non-Home Show invoices also.
- There will be a name drawn from all Expo exhibitors at 4:45 on Sunday, Feb. 21st, for a free booth space at Home Expo 2017. To win the exhibitor must not have begun taking down his booth, literature, etc. must still be displayed and the booth must be manned.
- All cancellations must be in writing. Written withdrawal by Nov. 15, 2016 will be refunded booth cost, minus deposit.
- No reimbursement given for on-shows.

### Policies

- HBA of NELA officials have the authority to remove from the show any exhibitors display or literature they deem inappropriate.
- Sound effects, loud speakers, attention-getting devices and loud audio-visual equipment must not distract or be

objectionable to other exhibitors. Alarm systems must not exceed 15 db.

- All decorations must be flameproof and pass inspection by designated authorities.
- Helium balloons are **not** allowed by the Civic Center. Other balloons may be distributed to visitors.
- **No sales on the exhibit floor.** Orders/appointments are encouraged.
- Distribution of literature or merchandise outside exhibit space is not permitted.
- Subletting of exhibit space is prohibited.
- Cotton candy, soft drinks, popcorn or any item that can be purchased at civic center concession is not permitted.
- All equipment set up in Plaza Area for children must have protective pad.

### Exhibits

- All booth areas will have curtains provided for the back & sides. You may construct a booth with frame walls, but they must not extend more than 8 feet high or 4 feet deep without prior approval from the Home Expo Director. The walls must not obstruct view between booths and exposed walls will not be allowed.
- Upon request, exhibitors will receive an 8øskirted table, 2 chairs and (1) 110 volt electrical outlet per booth. Exhibitor must furnish own extension cords. Additional skirted tables may be charged at \$20.00 per table. 220 outlets and water are available upon request at no charge. Request should be in the HBA office no later than 2 weeks before show.
- **Internet access** is available through the Home Builders Association Office for \$25.00.

### Propane Users

**NOTICE - Exhibitors using propane in your booth - A special permit is required.** You must comply with the Louisiana LP Gas Commission laws. **Your display must be manned anytime appliances are on.**

### Announcements and Giveaways

- Free drawings and giveaways are allowed inside exhibitor's booth. The exhibitor will be responsible for notifying winners. No announcements over the PA system. The exhibitor may post winner's name in their booth, make telephone calls, and/or deliver the prize.
- Raffles by any exhibitor are not allowed.

### Pre-Show Tickets

- Exhibitors may obtain tickets in advance for \$4. You will only be invoiced for tickets turned in at the show.

### Judging

- All booths will be judged at 2 PM on Friday. Unfinished booths will be judged as they are at the time of judging. Booths will be divided into categories. First and second place awards may be given based on the number of entries in each category.
- Booths will be judged on Innovation, Utilization, Marketing and Overall appeal. Each category can obtain up to 5 points each.
- Our Judging Committee makes every effort to select impartial judges. The Home Show Judging Committee will select judges. All Judges Decisions are final!

### Exhibitor Badges

Badges: 4 for one booth; 6 for 2 or more booths. Additional badges are \$4 each. You will be invoiced for ALL additional badges - whether you use them or not. **Requests for additional badges must be submitted no later than Feb. 14 to HBA Office.**