



**Show Dates:**  
 Saturday, March 4, 2022, 9:00 am – 5:00 pm  
 Sunday, March 5, 2022, 11:00 am – 5:00 pm

**Exhibitor Space Rental Contract**  
 (Please type or print)

Exhibiting Company \_\_\_\_\_  
 Representative \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Products and/or services to be exhibited \_\_\_\_\_  
 Are you a:  HBA Member  Non-Member

Please reserve the following space(s) in the 2023 Home Show. I understand this contract applies to the 2023 Home Show only. HBA members must be members in good standing at the time the contract is accepted and remain so through the show dates to be eligible for discounts. Booth spaces are 10' x 10'.

**2023 BOOTH FEES**

**HBA Members –**

- Inside Arena Booths - \$480
- Inside Arena ½ Booths (only 4 Available) - \$240
- Corridor & Lobby Booths - \$470
- Corner Booths \$20 Additional charge
- 10% Discount each additional booth.

**Outside Exhibit Spaces-** \$150.00 per vehicle with 4 wheels, \$275.00 vehicle with 6 or 8 wheels, Other exhibit space priced as needed

**Non-Members –**

- Inside Arena booths - \$700
- Corridor & Lobby Booths - \$690

**PAYMENT SCHEDULE**

**\$100 deposit per booth** due with SIGNED CONTRACT  
 100% balance due on or before **Oct. 31, 2022.**  
 For booth sales after Oct.31, 2022, payment is due IN FULL WITH SIGNED CONTRACT.

**Number of Booths:** \_\_\_\_\_  
**BOOTH CHOICES:**  
 1<sup>st</sup> \_\_\_\_\_  
 2<sup>nd</sup> \_\_\_\_\_  
 3<sup>rd</sup> \_\_\_\_\_

**NOTE: HBA reserves the right to make last minute changes to the floor plan.**

Will you be selling merchandise from your booth?  
 Yes  No

The undersigned Exhibitor does hereby agree to indemnify, defend, and hold harmless the Home Builders Association of Northeast Louisiana (“HBA”) for any and all claims, suits, and/or causes of action that may arise from, out of, and/or be connected with the undersigned’s participation in the Home Show, and furthermore, agrees to release the HBA from any claims including without limitation any and all claims of subrogation against said HBA for any and all claims that may arise in and out of or be related to in any way to the HBA’s 2023 Home Show. The signature below indicates acceptance of all rules, terms, conditions, and policies set forth for this event. Exhibitor acknowledges receipt of all such schedules, terms, conditions, and policies.

Exhibitor Signature \_\_\_\_\_ Date \_\_\_\_\_

HBA of Northeast Louisiana Representative: \_\_\_\_\_ Date \_\_\_\_\_

**Your initials are required as indicated on the reverse side of this contract. Total Booth Cost \$ \_\_\_\_\_**

**Complete, sign, and return with payment to:**

Home Builders Association of NE LA  
 3105 Desoto Street  
 Monroe, LA 71201  
 Phone 318-387-6795  
 Fax 318-325-0306  
 Email – hbanela@bellsouth.net

**For credit cards, please fill out the information below:**

Name on Card \_\_\_\_\_  
 Charge Deposit Only  Charge Full Amount  
 Charge Deposit Now & Charge Balance Due on 10-31-22  
 Card # \_\_\_\_\_  
 Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_  
 Signature \_\_\_\_\_

When signed by an authorized representative, this Agreement indicated that the Exhibiting Company has read the Terms and Conditions and agrees to be bound by them.

The show management reserves all rights to final and binding interpretation of this Agreement, the Exhibitors Code of Conduct and the Exhibitor Packet.

During exhibit hours, it is the responsibility of each exhibitor to keep his space staffed with persons properly attired and knowledgeable about the products and/or services on display as well as the policies of the Exhibiting Company. Exhibitors are prohibited from smoking in the arena. Drinking alcoholic beverages is prohibited in booth.

All exhibitors shall be consistent with and are to further the goal, mission, and purpose of the Home Builders Association of Northeast Louisiana and the Home Show. The Home Builders Association of Northeast Louisiana reserves the sole and exclusive right to: (a) determine if an exhibit meets this requirement, and (b) deny entry to any exhibit which is found to be contrary to the goal, mission, and purpose of the Home Builders Association.

The character and nature of all exhibits are subject to the approval of the Show Management which reserves the right to modify, curtail or terminate exhibits which reflect unfavorably on the Home Builders Association of Northeast Louisiana, the character of the Show or which offend the community. These rights extend to advertising materials, literature, souvenirs, and novelties. Should such action be taken against an Exhibitor, no refund of any kind shall be made.

**BOOTH PRICES, PAYMENTS, AND RESERVATION TERMS – Booth prices are as listed on the front of this contract.**

Booth space will be reserved on a first-come basis and must be confirmed with a \$100 per booth non-refundable deposit AT TIME OF CONTRACT. 100% balance due on or before October 31, 2022. For booth sales after October 31, 2022, payment is due in FULL WITH SIGNED CONTRACT. HBA may release booth if payment is not received by October 31, 2022. No exhibit is to be installed until all outstanding balances are paid in full. This includes non-Home Show invoices.

Initials \_\_\_\_\_

**SHOW SCHEDULE**

**Set-up Hours - Thursday, March 2nd,** 7AM - 10 AM (Large exhibits & booths requiring more time to set up), After 10 AM for others. **Friday, March 3rd:** 7 AM - 2 PM (Booth Judging begins at 2:00 PM)

**Preview Night Fri., March 3rd:** 6 - 9 PM (Reservations only)

**Show Hours -** The show will be open Saturday, March 4, 2022, 9 am - 5 pm; and Sunday, March 5, 2022, 11 am - 5 pm. Exhibitor agrees to abide by move-in/move-out schedule as set up by show management.

Initials \_\_\_\_\_

**MOVE-OUT -** Exhibitors agree not to remove any displays until after 5:00 pm on Sunday, March 5, 2023, and to abide by move-in/move-out schedules and conditions as set by show management. It is the exhibitor's responsibility to remove displays from Monroe Civic Center no later than 12 pm on Monday, March 6, 2023. HBA reserves the right to charge \$100 per hour for disposal/removal of merchandise and/or display materials left in the Monroe Civic Center after move-out deadline.

Initials \_\_\_\_\_

**CANCELLATION -** All cancellations must be in writing. Original \$100 deposit is non-refundable. Exhibitor agrees that no refund of fees will be honored after October 31, 2022. NO EXCEPTIONS.

Initials \_\_\_\_\_

**SUBLETTING -** The Exhibiting Company may not donate, sell or sublet all or any portion of the exhibit space covered by this Agreement or in any manner transfer its rights to any other person or entity. The space shall be exclusively that of the Exhibiting Company. The exhibit on display as well as the personnel working must represent the Exhibiting Company's principal business activity. All literature, signage, and personnel should represent the Exhibiting Company (purchaser) ONLY.

Initials \_\_\_\_\_

**BOOTH WILL INCLUDE -** 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 Show Director. The walls must not obstruct view between booths and exposed walls will not be allowed.

Upon request, exhibitors will receive an 8' skirted table, 2 chairs and (1) 110-volt electrical outlet per booth. Exhibitor must furnish own extension cords. Additional skirted tables may be available. 220 outlets and water are available upon request. Requests should be in the HBA office no later than 2 weeks before show.

**Internet access** is being upgraded at the Civic Center and is available through the Home Builders Association Office for \$25.00.

Initials \_\_\_\_\_

**MISCELLANEOUS REGULATIONS & INFORMATION –** HBA officials have the authority to remove from the show any exhibitor's display or literature they deem inappropriate. Federal, State, and Local fire laws will be strictly enforced. Exhibitors may distribute literature and samples from their booth only, not from the aisles. Sound effects, loudspeakers, attention getting devices and loud audiovisual equipment must not interfere with neighboring exhibitors. Helium balloons are not allowed by the Civic Center. Other balloons may be distributed to visitors. Exhibitors are responsible for any damage they or their booth may cause to the Monroe Civic Center or to other show vendors or exhibitors. HBA will provide security during move-in, show hours, and move-out.

Initials \_\_\_\_\_

**PRE-SHOW TICKETS -** Exhibitors may obtain tickets courtesy tickets in advance at no charge. You will be invoiced \$4 each for only the tickets turned in at the show.

Initials \_\_\_\_\_

**Exhibitor Badges- Up to 4 Exhibitor Badges** for one booth; up to 6 Badges for 2 or more booths at no charge. 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. 27, 2023, to HBA Office.**

Initials \_\_\_\_\_

**BOOTH COMPETITION 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. Our Judging Committee makes every effort to select impartial judges. The Home Show Judging Committee will select judges. All Judges Decisions are final!

Initials \_\_\_\_\_

**PROPANE USERS -** 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.

Initials \_\_\_\_\_

**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 prizes.

Initials \_\_\_\_\_

**Helium Balloons are not permitted by the Civic Center**

Initials \_\_\_\_\_