

# HOME SHOW CONTRACT

February 26, 27, & 28, 2010 Ft. Smith Convention Center  
Greater Fort Smith Association of Home Builders

Firm Name \_\_\_\_\_ Contact Person \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Business Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_ (exhibit confirmations will be emailed)

## Exhibit Hall Rate Schedule

INTERIOR SPACES \$520 each. END CAPS \$600 each. Volume discount rates shown on Home Show map. This rate includes 110v electrical, see enclosed rate sheet for other utilities, 8 ft. high back curtains, 4 ft. high side curtains, 1 table & 2 chairs (additional tables & chairs extra), and exhibitor firm sign as name appears on this contract. EXHIBIT SPACE is leased in 10 x 10 ft. increments. Space DOES NOT include carpeting. Exhibit space leased for entire Home Show.

## Agreement

The above named firm desires exhibit space as shown on the official diagram for the Home Show for the purpose of exhibiting, demonstrating, advertising, and selling of products or services designated in this contract. LIST PRODUCT(S) TO BE DISPLAYED \_\_\_\_\_

## Space Selection

I wish to reserve the following exhibit space(s) as shown on the enclosed official diagram. Please show 3 (three) different areas, in order of preference. GFSAHB staff retains sole authority to assign exhibit space .

**Those providing an email address will receive immediate confirmation**

## *EXHIBIT NUMBER (S)*

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

The enclosed full payment for \$ \_\_\_\_\_ guarantees my reserved exhibit space. I understand unless full payment is included that this contract cannot be processed and my space is subject to sale. We are unable to accept credit or debit cards for this event.

## Home Show Set-Up and Showing Schedule

During Friday set-up, use north entrance or loading dock entrance only. Front door parking will be closed Thursday evening after set up. These SET-UP TIMES have been established; THURSDAY, 11 a.m. to 5 p.m., FRIDAY, 8 a.m. to 1 p.m. Larger exhibits will be scheduled individually, based on size and set up requirements. NO EXHIBIT DISMANTLING MAY BEGIN UNTIL AFTER 4 P.M. SUNDAY.

Exhibits may be taken down Sunday evening or Monday from 7 a.m. until 10 a.m. All exhibit materials must be vacated by 10 a.m. Monday.

## Home Show Operating Hours

Friday, 2 p.m. until 8 p.m. Saturday, 10 a.m. until 7 p.m. Sunday, Noon till 4 p.m. Your exhibit must be staffed and open during these hours.

## **Liability Insurance Requirements**

A current and in force Certificate of General Business Liability insurance in the name of the firm shown on this contract, with the GFSAHB listed as Certificate holder, must be enclosed or sent by your insurance company. This agreement will not be processed **without proof of coverage**. A minimum general aggregate limit of at least \$500,000 is required. All exhibit materials shall be placed at the risk of the owner. **The Greater Ft. Smith Association of Home Builders nor the Ft. Smith Convention Center will be responsible for the security of exhibits against fire, water damage, robbery, accident, or any other cause whatsoever. In all cases the exhibitor must insure their exhibits.**

## **General Information**

**Exhibits not completed by the opening of the Home Show, at 2 p.m., Friday, must wait until 8 a.m., Saturday to complete any disruptive work required for set-up, such as hammering, sawing, or moving in materials. TRAFFIC COMMITTEE: HBA volunteers will assist you in locating your exhibit area when setting up. Exhibit materials may be introduced into the exhibit area by cart, dolly, or hand-carry. NOTIFY GFSAHB IN ADVANCE IF YOU REQUIRE VEHICLE ENTRY FOR SET UP. NO ON SITE ARRANGMENTS WILL BE AVAILABLE. FACILITIES HOOK UPS: 110 volt electrical outlets are available. You must furnish your own extension cords. 220 volt service is available in limited areas for an additional charge, see attached rate sheet. These arrangements also must be made in advance. Water is available for recirculating use. Bring your own water hose.**

**CHARACTER OF EXHIBITS: The Home Show Committee reserves the right to reject any contract if the nature of the exhibition is not in keeping with the character and purpose of the show as intended by the promoter, which is to demonstrate products and services designed to benefit the home owner.**

**SPECIAL CONSIDERATIONS: There will be no sub-letting of exhibit space. Only One firm may be represented in an exhibit. All exhibitors are subject to the rules of acceptable behavior at all times. No pets, except aid dogs are allowed in the Home Show. Excessive noise or unprofessional behavior will not be tolerated. Exhibitors will honor exhibit perimeters; failure to do so will lead to expulsion with no refund. This exhibit lease is not subject to cancellation and is binding upon completion of all terms.**

**CANCELLATION: Neither the GFSAHB or Ft. Smith Convention Center are liable for event cancellation due to inclement weather, other Acts of God, war, terrorist activity, or other unforeseen calamity.**

**EXHIBITOR PARKING:** All exhibitors and their employees or representatives must abide by all parking requirements. No parking is permitted at any time in the east lot facing the exhibit hall. The east lot will be barricaded before and after Show opening to prevent unauthorized exhibitor parking. Parking is available (after 5 p.m. Friday) on Rogers Avenue parking lots and City Parking Deck. Parking is available at all times on the Convention Center parking lots along Wheeler Avenue, or on the south parking area of the Convention Center. Your cooperation in this matter is imperative. (See enclosed map)

**EXHIBITOR BADGES:** Each exhibit space will receive 3 Home Show Exhibitor badges which are to be worn **ONLY** by exhibitors on the Home Show floor. These are required for Exhibitor admission to the Show. These badges are not intended for use by family, friends, or associates. Admission tickets are available through the GFSAHB in advance at a savings one week prior to the show. Please check the number of tickets you wish to purchase and include that amount in your Home Show check. You may also purchase admission tickets separately within one week of the Home Show. I am enclosing \$\_\_\_\_ for \_\_\_\_ additional Home Show admission tickets at \$4 per ticket, which represents a \$1 per ticket savings.

**BANNERS:** There is a \$100 ceiling banner exhibit fee. You may have a banner no larger than Your exhibit area hung above your exhibit area by FSCC staff. There is a minimum \$25 Fee to hang the banner. The \$100 banner exhibit fee should be added to the Home Show Exhibit space fee.

LESEE hereby releases and shall indemnify and hold the Lessor and its employees, board, agents, and members harmless from all liabilities, claims, demands, amounts, damages, etc, which the Lessee incurs in connection with occupancy of the Home Show exhibit space(s) and participation with the Show.

*Return signed contract, full payment, and insurance certificate to:  
G.F.S.A.H.B.*

5111 Rogers, Ste. 531  
Ft. Smith, AR 72903

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Authorized Company Representative