

CONTRACT FOR EXHIBIT SPACE



NOTE: Booth reservations will not be made without payment.

PLEASE PRINT OR TYPE:

Business: _____

Representative: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Cell Phone: _____ Fax: _____

Email: _____ Company Web Address: _____

Brief Description of exhibit product or service: _____

Exhibit spaces are 8 x 8 (an 8 ft table will be provide upon request)

Please Indicate if you will need an 8 foot table _____Yes _____No

MEMBER Exhibit Space:

8 x 8 Space \$ 250 \$ _____

Non-Member Exhibit Space:

8 x 8 Space \$ 300 \$ _____

Electricity _____ Yes _____ No \$ _____
(\$25.00 – see Electricity form)

Total Cost \$ _____

EARLY BIRD SPECIAL: If paid by December 31, 2009, a \$50.00 discount will be given from each booth cost.

EVENT SPONSOR: \$600 \$ _____

This gives you a 8 x 8 booth and your Company logo on all advertising

METHOD OF PAYMENT:

_____ We have enclosed our check for (Total): \$ _____

NOTE: We do not have the capability to do credit card payments)

NOTE: Contract must be signed in order to receive booth assignment.

Exhibitor:

By: _____ Title: _____ Date: _____

**Please forward Contract and all other information with check payable to
Rocky Mount Area Home Builders Association
P.O. Box 8850
Rocky Mount, NC 27804
252-459-8100**

Exhibitor Badges

We will not be furnishing pre printed exhibitor badges, however we will have a badge showing you are an “exhibitor” to wear if you do not have a company badge. This will allow us to know that you are one of the participating vendors.

Please list below who will be at your booth during the show.

Company: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

1. _____

2. _____

3. _____

4. _____

Attach this form with your contract and check.

**Rocky Mount Area Home Builders Association
P.O. Box 8850
Rocky Mount, NC 27804
Phone: 252-459-8100 Fax: 252-459-8110**

Rocky Mount Area Home Builders Association

Utilities Order Form

We will need to know as soon as possible if you will need power to your booth in order to provide you with adequate electrical coverage.

Please indicate below what you will be using power for:

We MUST know ahead of time what you will be using power for.

There is a separate fee of \$25.00 for power. Please indicate this on your contract and include the cost in with your booth cost.

Please return this form to:

**Rocky Mount Area Home Builders Association
P.O. Box 8850, Rocky Mount, NC 27804
Phone: 252-459-8100 Fax: 252-459-8110**

Booth Rental:

Each booth rented will be provided with pipe and drape, an 8 foot table (if requested), floor length white table cloth and two chairs.

Payment of Booth Rental:

Payment of Booth rental is due by January 18, 2010. Remember it is on a first come, first serve basis therefore the sooner you get your payment, contract and other forms into the Association Office the sooner your booth can be reserved. Exhibitors will not be allowed to participate if payment is not in the Association Office – **faxing in your form does not reserve or guarantee your booth.** **There will be NO exceptions to this rule.**

Cancellations:

Cancellation of booth space must be received by January 18th in order to receive a 50% refund. **No refunds will be made after that date.**

Show Date/Time:

Monday, February 1st

Set up/Registration – anytime between 2:00 pm and 5:00 pm NOTE: NO set up will be allowed after 5:00 pm.

Doors will be open from 5:30 pm to 7:30 pm.

Exhibitor Move-Out: 7:31 p.m. – 9:00 p.m. **NO EARLY DEPARTURES.**
YOU WILL BE CHARGED A FEE IF YOU TEAR DOWN PRIOR TO 7:31 PM.

Admission:

The Expo will be open to the HBA members as well as the members of the Rocky Mount Chamber of Commerce and members of the Board of Realtor Association. There is no admission charge.

Advertising:

We will be advertising this “Business After Hours” expo to our HBA members via postcard mailings, monthly news flyers, email flyers, phone call reminders as well as the HBA website. The Chamber will be sending an email invitation to their members as well as posting it on their Calendar of Events. The Board of Realtors will be sending out an email flyer.

Exhibitor Badges:

We will not be furnishing pre printed exhibitor badges, however we will have a badge showing you are an “exhibitor” to wear if you do not have a company badge. This will allow us to know that you are one of the participating vendors.

Exhibitor Entrances:

For security reasons, all exhibitors **must** enter and leave the expo through the front doors of the Center. Once you have unloaded your vehicle, please park your vehicle away from the front row of parking spaces allowing others adequate access to unload as well. There will not be any steps to climb therefore making it easier to unload, there is a handicap ramp that can be used. If you have any specific questions with regards to unloading you may call the Association office.

Parking Areas for Exhibitors:

REMEMBER you will only be able to unload between 2:00 pm and 5:00 pm. Vendors, please move your vehicles to the side of the building to allow easy access for those attending the Expo to find a park.

Refreshments:

We will have light refreshments available as well as beer, wine and soft drinks.

Space Allotment:

Space allotment will be made by the Executive Officer based on criteria drawn up and adopted. The EO reserves the right to decline potential exhibitors who are not deemed beneficial to the theme and overall integrity of the show. **The EO also reserves the right to make shifts and assignments of all booth spaces and locations.** No contract shall be in force until accepted by the EO. It is explicitly agreed by the exhibitor that in the event he fails to pay the booth rental at the time specified, or fails to comply with any other provisions concerning his use of the exhibit space, the EO shall have the right to take possession of said space and lease same or any part thereof to, such parties and upon such terms and conditions as it may deem proper.

Liability and Insurance:

Every reasonable precaution will be taken to protect the property during installation, exhibit period and removal. However, neither the Gateway Convention Center or RMTHBA nor any of the officers, staff members or directors of any of the same, are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes. All property of exhibitors is understood to remain under his custody and control in transit to or from or within the confines of the hall subject to the rules and regulations of the exhibition. Exhibitors shall carry public liability insurance of such types and in such amounts as RMTHBA directs.

Use of Space:

All demonstrations or other activities must be confined to the limits of the exhibit booth. **No exhibitor shall assign, sublet or share space allotted without the knowledge and consent of the Executive Officer.**

Helium filled balloons may be used for decorations in your booth space..

Installation & Dismantling of Exhibits:

All exhibits must be erected or completely arranged by the hour and date officially announced for the opening of the exhibition for the official inspection by the EO & the Greenliving Expo Chairman.

Wireless Internet will be available should you need it for your laptops.

Exhibitors may begin to install their exhibits on Monday, February 1st from 2:00 p.m. until 5:00 p.m.. All exhibitors MUST be done by 5:00 pm, doors will reopen at 5:30 for guests.

Absolutely NO dismantling of exhibits are allowed until the close of the show which is 7:30 pm.