



April 6-7, 2024

Expo Location:

KEENE ICE 380 Marlboro St., Keene, NH

Tel: (603) 903-4228

keenehomeexpo.com

Email: pam@homebuildersassocswnh.com

Company _____

Display Name _____

Contact _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____

Cell _____

Fax _____

Email _____

Web _____

Name of person(s) SETTING UP and DISMANTLING booth:

_____ Cell _____

_____ Cell _____

PRODUCT/SERVICES TO BE DISPLAYED

Were you in the 20 show? Yes No

How did you hear about the show? _____

Preferred Booth(s)# _____

2nd Choice _____ 3rd Choice _____

Do not locate next to: _____

EXHIBITOR AGREEMENT

YES, I am a member of the Home Builders Association and would like to receive my 10% Member Discount.

NO, I am not a member.

I would like information on becoming a member to receive member discount. www.hbraswnh.com

Return signed agreement with payment to:



Home Builders Association of SWNH
PO Box 464, Keene, NH 03431
keenehomeexpo@gmail.com

BOOTH RATES:

Booths: 95 & 97 **\$1500 ea**

Booth 2..... **\$1400**

Booth 33..... **\$1600**

Booth 1..... **\$1000**

Booths 16, 19, 49, 50, 79, 80, 96..... **\$850**

Booths 17, 18 **\$950**

Standard Booths..... \$750

Tables 1, 2, 34..... **\$650**

Outside Booths: Call for rates and availability/conditions.

SUBLETTING OF BOOTH(S): Exhibitor shall not assign/sublet space, or any part thereof.

Check enclosed (payable to HBASWNH) \$ _____

*Add 3.9% for credit card processing

Visa MasterCard Amex Discover

Card# _____

Exp. _____ CVC _____

Card Billing

Address _____

City _____ State _____ Zip _____

Card Holder's

Name _____

Signature _____ Date _____

By signing this agreement, the Exhibiting Company agrees to the Terms and Conditions on pages 2&3 and all other rules the Home Builders Association of SWNH reasonably require.

Sign and date Terms and Conditions on page 3 and return it with a copy of page 1 of this agreement. Please also retain a copy for your files.

2024 Keene NH Home Expo April 6-7, 2024

TERMS AND CONDITIONS

In consideration of the total sum timely paid by exhibitor to Home Builders Association of Southwestern NH (HBASWNH) as shown on Exhibitor Agreement, but subject to the terms hereof, exhibitor shall be allowed to display its products or services at the 2024 Keene Home Expo to be conducted April 6-7, 2024 at Keene Ice, 380 Marlboro St, Keene, NH. Exhibitor acknowledges and agrees that although HBASWNH will use its reasonable efforts to comply with exhibitor's preference, HBASWNH retains the right to assign booths at its sole discretion in the best interests of the 2024 Keene Home Expo.

INSTALLATION OF EXHIBITS: The installation of standard exhibits will be on Friday, April 5 from 8:00 AM - 6:00 pm.

Show hours:
Saturday 10am-4pm
Sunday 10am-3pm

EXHIBITORS REQUIRING ANYTHING OTHER THAN STANDARD WALK-IN DOOR ACCESS (4ft 10" wide x 6ft 10" high, BLASTOS ROOM DOOR OPENING IS 2ft 8"), MUST REQUEST A SPECIAL MOVE IN AND DEPARTURE TIME. ACCESS OPENING IN THE REAR OF THE BUILDING IS 9ft wide x 9ft 6 high. This is by appointment only. Contact Show Management at (603) 903-4228 to schedule a time. Exhibitors arriving at a non-scheduled set up time will have to wait until exhibitors scheduled for set up are complete.

Vehicles will not be permitted on the Show floor unless it is for display, in which case tires must be cleaned before entering the show room, batteries must be disconnected and no fuel in the tank. **If any exhibitor activates the CO2 alarm during set-up/ take down and the Fire Department is dispatched a \$150.00 fine will be charged back to the Exhibitor.**

EXHIBIT SPACE: Each exhibitor agrees to set up exhibit within the perimeters of assigned space only. Sides of exhibit are limited to 3 ft. high for first 4 feet from aisle for open site distance to next exhibit. Back height is restricted to 8 ft. Any exceptions to this must be submitted in writing with design drawings and explanation to show manager for permission, no later than March 20th, 2024. Any exhibitors in violation will be asked to remove their display. Exhibitors with end caps shall be courteous of neighbors. In order to keep consistency and present a professional show to the public, these guidelines will be strictly enforced by HBASWNH.

DECORATIONS: The Facility does not permit the affixing with nails, staples, duct tape or any other materials, of anything to the walls, floors, light fixtures, or ceiling of any room. Poster and flip chart paper may be affixed with poster putty only. The Facility does **NOT permit the use of confetti, smoke/fog machines or helium balloons.**

RENTAL SPACE OCCUPATION & CARE: It is the responsibility of the exhibitor to ensure that their exhibit area is appropriately staffed when the show is open to the public.

All exhibits must be ready for display 1 hour prior to show opening each day. Exhibits must remain intact on closing day. No exhibits can be broken down before 3:00 pm on Sunday, April 7, 2024 without written permission of HBASWNH. Exhibitor is required at all times to cooperate with HBASWNH by maintaining its exhibit throughout the exhibition in perfect condition.

SOUND CONTROL: Microphones, loud speakers, or public address systems used to attract the attention of people passing in front of your booth will NOT be permitted. Radios, computers, TV sets, or the operation of any machinery or equipment which is of sufficient volume as to be annoying to neighboring exhibitors will not be permitted.

DISTRIBUTION OF LITERATURE & SOUVENIRS may be distributed by exhibitor from its own space only. Any souvenir or advertising that is of an objectionable or undignified character will not be permitted. Souvenirs should not be of the noise making variety. All such advertising and souvenirs are subject to the approval of HBASWNH.

REMOVAL OF EXHIBITS: All vendors must be completely broken down with exhibits removed from the facility by 12:00 noon, Monday, April 8, 2024. If not removed the exhibitors property will be disposed of and exhibitor will be responsible for any accrued storage charges, moving costs, attorneys' fees, collection fees, court costs, and any other associated fees.

CANCELLATION AND TERMINATION: If agreement is cancelled by exhibitor for any reason, or by owner (known as Home Builders Association of Southwestern NH) because of exhibitor's default, violation of this agreement or otherwise, monies paid to owner (HBASWNH) by exhibitor shall be dispersed as follows: If cancellation occurs prior to March 20th, 2024 exhibitor shall be entitled to a refund of monies

paid to date, minus \$250.00 administration fee. If cancellation occurs after March 20, 2024 owner shall NOT be entitled to full rental fees. The retained rental shall be partial damages for the direct and indirect costs incurred by owner for organizing, setting up and providing space for exhibitor, and for losses and additional expenses caused by exhibitor's withdrawal or removal, including the subletting of space. All cancellations must be in writing. There will be a \$50.00 charge for any check returned by bank.

LIABILITY: Exhibitor specifically releases HBASWNH, its members, employees, and agents from any and all liabilities for damages to property or injury to person(s) arising out of or which is alleged to arise out of exhibitor's participation in the 2024 Keene Home Expo, and further specifically agrees to indemnify, defend and keep harmless HBASWNH, its members, employees, and agents to comply with the terms of this exhibitor's agreement.

CERTIFICATE OF LIABILITY INSURANCE: Exhibitor shall secure and maintain during the 2024 Keene Home Expo, commercial liability insurance against claims for personal injury, death or property damage occurring upon, in, or about the premises of the 2024 Keene Home Expo. Said insurance to have a limit of not less than five hundred thousand (\$500,000) each occurrence in respect to injury, death, or property damage, and to the limit of not less than one million dollars (\$1,000,000) aggregate. Said insurance shall also provide coverage with respect to exhibitor's obligation hereunder relative to indemnification. **Certificate of Liability Insurance needs to name HBASWNH and Keene Ice as additional insured and must be filed with HBASWNH no later than March 20th, 2024.**

*** Certificates should be mailed to PO Box 464, Keene, NH, 03431 or emailed to keenehomeexpo@gmail.com.**

EVENUALTIES: In case the exhibition shall be destroyed by fire, or the elements, or by any other cause, or in case any other circumstances, i.e. "Act of God", shall make it impossible for the HBASWNH to permit the contracted space to be occupied by the exhibitor, then said rental agreement between exhibitor and HBASWNH shall terminate and exhibitor waives any and all claim for damages or compensation of the amount paid for space rental.

BOOTH RATES:

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SUBLETTING OF BOOTH(S): Exhibitor shall not assign/sublet space, or any part thereof.

DISCOUNTS:

*After the first standard booth is purchased \$25.00 will be taken off each additional standard booth purchased.

***Members of the Home Builders Association will receive a 10% discount.**

ELECTRICITY: Each inside booth will be provided **ONE** 120 volt, 1000 watt electric outlet free of charge. Management takes no responsibility for damage to equipment due to power failures or disturbances. It is recommended that anyone operating sensitive equipment such as computers provide their equipment with suitable protection such as surge protector for computers

ADDITIONAL ELECTRICAL REQUIREMENTS: If additional power is needed please fill in the following information:

Extra 120 volt, 1000-watt outlets _____@\$25.00 each Total Cost _____

To make arrangements for electrical services other than those listed, please contact management, 603-903-4228, so that special arrangements can be made at exhibitors expense. Any electrical requirements not listed will be charged accordingly.

Please note the Plug type, Voltage, Amperage needed and reason for need so that we may best know how to service it, if plug configuration is other than 15A 120V straight blade designs.

Reason for need: _____

PLEASE INCLUDE ELECTRICAL FEES WITH PAYMENT

Rental for Booth #(s) _____	\$ _____
Less Multiple Booth Discount	\$ _____
(\$25.00 for each additional Standard Booth	\$ _____
Sub Total for Booth	\$ _____
Less 10% Member Discount	\$ _____
Less Deposit- 50% of total invoice	\$ _____
Total Deposits and Discounts	\$ _____
Electrical Extras	\$ _____
Credit Card Processing Fee (Add 3.9%)	\$ _____
BALANCE DUE ON BOOTH(S)	\$ _____

*If paying with a credit card, please add 3.9% to the total due.

ALL PAYMENTS IN FULL MUST BE RECEIVED NO LATER THAN March 20, 2024.

ACKNOWLEDGEMENT: I have read and agree to the Terms and Conditions of the Exhibitor Agreement. Return copy with Agreement.

Company _____ Signature _____ Date _____