



Klamath Basin Home Builders Association (KBHBA)

205 Riverside Drive, Suite G * Klamath Falls, OR 97601

Phone: 541-884-8570 * Fax: 541-884-6615

E-mail: info@klamathbasinhba.org

IMPORTANT DEADLINES:

Booth Reservation:

December 1, 2017

Early Bird Discounts:

(full payment by)

November 30, 2017

Final Payment Due:

February 1, 2018

Exhibitor Application – Home & Garden Show 2018

March 9-10-11, 2018

Business Name: _____ Contact: _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Number (____) _____ Fax (____) _____

Email Address: _____ CCB License No. (if applicable): _____

Product/Service to be Exhibited: _____

Booth Location Preferred (Space Number): _____, _____, _____ Alternate Space(s): _____, _____, _____

Membership has its benefits!
Klamath Basin HBA members get a
discount on their Home Show fees
along with other discounts & benefits.

YES!

If you are not a member, join today and
save on the 2018 Home & Garden
Show!

*Call me with information on
membership so I can save!*

March 2018

Set Up

Thursday March 8, 2018 12:00 pm to 8:00 pm
Friday March 9, 2018 8:00 am to 2:00 pm

Show

Friday March 9, 2018 4:00 pm to 8:00 pm
Saturday March 10, 2018 9:00 am to 5:00 pm
Sunday March 11, 2018 10:00 am to 4:00 pm

Teardown

Sunday March 11, 2018 4:00 pm to 8:00 pm
Monday March 12, 2018 8:00 am to 11:00am

Saturday Night Vendor Social

At the close of the show on Saturday the Klamath Basin HBA hosts a dinner for the exhibitors to relax, enjoy a nice meal and each others company. During this dinner we also give out awards for the best booths at the show. Tickets for this dinner must be requested and/or purchased in advance. Each booth will receive tickets in their registration packet when they check in at the show.

Tickets are issued based on booth size. Booths 10x15 and smaller will receive 2 free tickets for the dinner. Booths 10x20 and larger will receive 4 free tickets.

Additional tickets are available at \$20/person.

**We plan to have _____ attendees
at the Saturday Night Social Event**

DOOR PRIZES

Door Prizes are a great way to reinforce your business after the show is over. All exhibitors are **required** to provide at least one item with a value no less than \$20. Please identify what item(s) you will be donating (does not have to be your product, can be something as simple as a coffee gift card):

Door Prizes will begin being drawn on Sunday at 2pm so that all visitors have an equal chance to win. (If you have a drawing in-booth, bring your winner's name up and we will announce it during the days.)

All Door Prize donations will be listed on a board at the front entrance, please be prepared to turn the item in when you check in for the Show on Thursday or Friday (March 8 or 9)

Exhibitor Application – Home & Garden Show 2018 March 9-10-11, 2018



Booth Size*	Member		Non-Member	
	Concrete	Arena	Concrete	Arena
Tabletop	\$ 350	n/a	\$ 350	n/a
10x10	\$ 615	\$ 385	\$ 680	\$ 440
10x15	\$ 865	\$ 415	\$ 965	\$ 525
10x20	\$ 1125	\$ 585	\$ 1,245	\$ 640
10x30	\$ 1,615	\$ 820	\$ 1,780	\$ 905
20x20	\$ 2,115	\$ 1,060	\$ 2,380	\$ 1,075
20x40	n/a	\$ 1,320	n/a	\$ 1,500
Outdoor Space	Call for availability & pricing			

*Tables are not included in booth fee (except Tabletops)

Early Bird Discount
Members and Non-Members
Full Payment by 11/30/17

10'x10': \$20	10'x30': \$30
10'x15': \$20	20'x20': \$40
10'x20': \$30	20'x40': \$80

If you are interested in presentation opportunities during the show, or would like to write or submit an article for the Show Program, please check this box and we will contact you.

General topic (if available): _____

- \$ _____ Booth Rental Cost
- \$ _____ **Add** \$25.00 if distributing helium balloons
- \$ _____ **Add** \$75.00 to hang signs on the ceiling (Event Center)
- \$ _____ **Add** _____ tables rented at \$12.00 per table
- \$ _____ **Add** extra electrical service (\$30/20 amp or \$50/40 amp)
- \$ _____ **Add** _____ extra Saturday Dinners @ \$20/person
- \$ _____ **Add** \$25.00 late registration (after Jan 15, 2018)
- \$ _____ **Total of above items**
- \$ (_____) Subtract Early Bird Discount
(if paid in full on/before Nov 30, 2017)
- \$ _____ **Deposit Due Now**
- \$ _____ **Balance Due by February 1, 2018**

Signature and payment are REQUIRED for space to be held.

My deposit of \$ _____ is enclosed-which is at least 50% of the total above. I have a balance due of \$ _____ and I understand the balance is to be received by KBHBA prior to either November 30, 2017 (for the early bird discount) or by the **February 1, 2018** (with no early bird discount).

Checks are to be made payable to Klamath Basin HBA. In addition, I agree to provide KBHBA a **Certificate of Liability Insurance with Klamath Basin Home Builders Association named as "Additional Insured"** prior to March 1, 2018

My signature herein, as Exhibitor, indicates that I am an authorized signer for the above business and have received and read the Terms and Conditions included with this Application (pages 3 thru 5) and agree to abide by them.

Exhibitor Name (Printed)

Exhibitor Signature

Exhibitor Title

Date

Terms & Conditions

1. **LIABILITY** – Vendor is responsible for the space assigned to him and shall not injure, mar, or deface the premises. Vendors **may not sell or post signs** outside of their designated area.
2. **AISLES/SIGNS/BANNERS** – Aisles, passageways, and overhead spaces remain under the control of KBHBA and no signs, decorations, banners, advertising matter, or exhibits may extend into those areas without prior approval and possible payment made to the KBHBA.
3. **SPACE** – The space contracted is to be used solely by Vendor whose name appears on the Contract and **no portion can be sublet or shared by another business or individual. It is acceptable to display products and have sales representatives from companies which you distribute for assist you.** Vendors cannot advertise their product outside of their rented space. All dimensions are approximate in nature and not exact for construction purposes. ***Any part of an exhibit that is over 8' high must have prior written approval from KBHBA. KBHBA reserves the right to move booth locations and/or drapery walls for the good of the overall show.***
4. **SETUP & REMOVAL** – Vendor shall forfeit his right to the space and all prepaid rentals if he fails to occupy or use his space, or fails to have his exhibit in place **prior to NOON on Friday**-the first day of the Show. KBHBA shall be entitled to reassign the space in the event Vendor does not begin occupation of the space by NOON on Friday. Exhibits are to be removed immediately after the close of the Show on Sunday afternoon beginning but **not before** 4:00 pm. Vendors must have their items removed from the Fairgrounds **NO LATER THAN 11AM MONDAY.** Vendors who have not picked up their items before 11am may be subject to additional fees as determined by the Fairgrounds & KBHBA.
5. **ELECTRICAL** – All spaces will have 500 watts of electricity. The surcharge for over 500 watts per space will be \$30 for 20 amp service or \$50 for 40 amp service. KBHBA must be advised no later than one week prior to the show of any electrical needs greater than 500 watts. Any electrical changes made at the show will result in hourly charges to be paid prior to the opening of show. We need to know exact power requirements, i.e. watts required, at least one week in advance of the show or you may not have the electrical hook-ups your booth requires. **All vendors using electricity will be required to provide GFCI Protection for their booth. This will be checked. Call KBHBA if you have any questions.**
6. **FOOD & BEVERAGE SALES** – Vendors may not distribute food or beverages in the Exhibit Area unless a registered Food Vendor for the Show.
7. **MERCHANDISE SALES** – Vendors may sell merchandise items during Show. Vendor must disclose the items they plan to sell from their booth and this is subject to approval from the Home & Garden Show Committee. Each Vendor is solely responsible for any property damage or loss suffered by another arising from or related to Vendor's activities. Vendor agrees to defend, indemnify and hold harmless the Klamath Basin Home Builders Association; KBHBA employees and or agents; and the Klamath County Fairgrounds' employees and agents, from any and all claims, or damages arising from any activity or action on the part of Vendor. Neither KBHBA nor the Klamath County Fairgrounds shall be responsible for any loss or damage occurring to the exhibit or sustained by the Vendor from any cause. Items requiring a hand truck to move/deliver cannot be moved during the show hours. **Seller will make arrangements on delivery/pickup of such items to take place after the Show is completed.**
8. **SET-UP HOURS** – **Thursday, March 8, 2018 - 12:00 p.m. to 8:00 p.m. and Friday, March 9, 2018 ~ 8:00 a.m. to 2:00 p.m. All set-up must be completed by 2 p.m. to allow for safety checks.**
9. **VENDOR IDENTIFICATION** – Vendors are to have name badges provided by KBHBA. Name badges **will be required** for early admittance or free admittance to the show. **Vendors are asked to be at their exhibit ½ hour prior to opening of show each day and may be asked to help at entry doors.** Each exhibit must be identified with a company sign.
10. **EXHIBIT APPEARANCE** – Vendors are urged to complete their exhibits in attractive, decorative manner including lighting, plants, and bright colors. KBHBA reserves the right to move a booth's pole and drapes in the best interest of the Home Show layout.
11. **PRINTED MATTER** - Distribution of printed matter informative brochures, flyers or other articles must be restricted to the space of your exhibit.
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12. **EARLY REMOVAL** – *If vendor tears down display and leaves prior to close of show on Sunday at 4:00 pm, they will lose all discounts they would have been entitled to for next year’s show and will lose priority to rent the same space for future shows. This will be strictly enforced as the show is open until 4:00 pm!!!!*

13. **TERMS & CONDITIONS: ALL EXHIBITS** – All exhibits must comply with County Fire ordinances. For further information please contact the County Fire District Office at 541-885-2056. Helium tanks must be anchored on a cart that is approved by the Fire District. *If you plan to distribute helium-filled balloons a \$25.00 surcharge will be charged to cover post event removal of balloons from the ceiling of The Event Center.*

14. **RUNNING OF ENGINES OR GENERATORS – Oil, Propane Or Gasoline – Is Prohibited. Music or audio-visual sound must not be audible more than 4’ from booth.**

15. **PAYMENTS** – All monies owed to KBHBA for the HGS must be paid in full at check-in or vendor will be unable to setup their booth for the show.

16. **CANCELLATION OF CONTRACT** – If cancellation occurs within 30 days prior to the Show, the entire rental paid to date by Vendor shall be retained by KBHBA as liquidated damages for organizing, setting up and providing space for Vendor, and losses and additional expenses caused by Vendor’s withdrawal including re-letting the space. All cancellations must be in writing. If cancellation occurs more than 30 days prior to show date, a charge of \$100 per 10’ space with a maximum fee of \$200 will be retained by KBHBA.

17. **INSURANCE** – Each Vendor is solely responsible for any bodily injury, property damage, or loss suffered by another arising from or related to Vendor’s activities. Vendor agrees to defend, indemnify and hold harmless the Klamath Basin Home Builders Association; KBHBA employees and or agents; and the Klamath County Fairgrounds’ employees and agents, from any and all claims, or damages arising from any activity or action on the part of Vendor.

Each Vendor shall provide the Klamath Basin Home Builders Association, 205 Riverside Drive, Suite G, Klamath Falls, OR 97601 a Certificate of Liability Insurance showing the Klamath Basin Home Builders Association as an Additional Insured. Neither KBHBA nor the Klamath County Fairgrounds shall be responsible for any loss or damage occurring to the exhibit or sustained by the Vendor from any cause.

18. **DESTRUCTION OF PREMISES** - In case the Klamath County Fairgrounds shall be partly or totally destroyed by fire or the elements, or by any other cause, or in case of other circumstances which prevents KBHBA from permitting occupancy of the contracted space by Vendor, then this lease shall be terminated, with the return of the sum of space rental paid. Vendor agrees to waive any further claim for damages or compensation.

19. **ENTIRE AGREEMENT** – It is understood and agreed that **no alteration or variation of terms, (verbal, or otherwise) of this contract shall be valid unless reduced to writing, signed by the parties and attached hereto.**

20. HOME & GARDEN SHOW CRITERIA

The purpose of the Home & Garden Show is to promote and highlight the home building industry and make available to the public the broad range of talent, products and services available.

Products to be exhibited and/or sold must be associated with the home including construction, landscaping, remodeling, decorating or a product which is used to make a house a home.

Requests to exhibit/sell products which are not directly related to the Home & Garden Show Criteria will be examined on an individual basis by the Home & Garden Show Committee and may be offered booth space.

FIRST preference for booth space requests will be given to vendors who have responded by the required deadlines and are currently a member in good standing with KBHBA (or other HBA) and had contracted for space in the previous year’s show.

SECOND preference for booth space requests will be given to KBHBA members in good standing (or other HBA) who have responded by the deadlines and had not contracted for space in the previous year’s show.

THIRD preference for booth space requests will be given to non-members who have responded by the required deadlines and had contracted for space in the previous year’s show.

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FOURTH preference for booth space requests will be given to non-members who have responded by the required deadlines and had not contracted for space in the previous year's show.

After above mentioned deadlines remaining booth space requests will be sold on a first-come first-serve basis to KBHBA members and non-members.

KBHBA reserves the right to assign spaces in the event the requested spaces are not available or in the best interest of the Home & Garden Show layout.

In order to give the broadest range of vendors it is the policy that the number of exhibitors may be limited in a particular category/brand. The determination of whether a particular category is filled will be in the sole discretion of the Home & Garden Show Committee.

The Board of Directors authorizes the Home & Garden Show Chairman, Board President and the Executive Officer to resolve any disputed matters.

21. HOURS OF SHOW:

Set Up

Thursday	March 8, 2018	12:00 pm to 8:00 pm
Friday	March 9, 2018	8:00 am to 2:00 pm

Show

Friday	March 9, 2018	4:00 pm to 8:00 pm
Saturday	March 10, 2018	9:00 am to 5:00 pm
Sunday	March 11, 2018	10:00 am to 4:00 pm

Teardown

Sunday	March 11, 2018	4:00 pm to 8:00 pm
Monday	March 12, 2018	8:00 am to 11:00 am