

# The 39th Annual **HOME SHOW** 2018

presented by the Building Industry Association of Okaloosa & Walton Counties

Saturday & Sunday, February 24 & 25, 2018

Emerald Coast Convention Center - Okaloosa Island

EXHIBITORS' ENTRY

Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cellphone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Preferred Method of Communication: \_\_\_\_\_ Exhibit Content \_\_\_\_\_

Are you interested in presenting a seminar? \_\_\_\_\_ On what subject? \_\_\_\_\_

**COMPANY NAME AND COMPANY PHONE NUMBER LISTED ABOVE IS WHAT WILL BE LISTED IN THE OFFICIAL HOME SHOW GUIDE**

FEE SCHEDULE

BOOTH SIZE	BIA & ECAR MEMBER	*CHAMBER MEMBER	NON-MEMBER
8' x 10' INDOOR BOOTH	\$575	\$725	\$825
8' x 20' or END UNIT INDOOR BOOTH (8'x16')	\$925	\$1325	\$1425
8' x 30'	\$1275	\$1725	\$1825
8' x 40'	\$1575	\$2175	\$2275
8' x 50'	\$1825	\$2575	\$2675

**\*\*\*You will receive a \$25 discount on your booth rental cost if paid for with a check\*\*\***

**\*Chamber discount is for all chamber members in Okaloosa and Walton Counties**

**For outdoor space pricing or for booth sizes not listed, please call Show Management**

Each booth set-up includes skirted table and 2 chairs, trash basket, pipe & drape, and show security.

No sign is included other than a handwritten sheet to indicate the location of your booth.

***If electrical is needed, there will be an additional cost paid directly to the Convention Center.***

RULES

**FEES:** Your booth is **NOT** reserved until this application is signed and submitted with a non-refundable deposit of \$100 per booth for BIA members or \$250 per booth for non-members. The deposit will be deducted from the total cost of your booth(s). All remaining charges, additional to the deposit, must be paid in full by February 9, 2018. Payment may be made by cash, check or credit card (Visa, MasterCard, Discover, American Express). The Home Show is a production of the Building Industry Association of Okaloosa & Walton Counties. The BIA reserves the right to refuse exhibit space to any product or service it determines not to be in keeping with the stated purposes of the event or those which might violate attendant contractual agreements. **SALES MAY be made by exhibitors at the Home Show.** There will be limitations on the times during which you may set up your exhibits prior to the Show. This information and a complete set of Home Show rules will be provided to you in writing at least one month prior to the event. All booths must be staffed during the hours the Show is open to the public.

There can be no break-down of displays at the close of the show until all members of the public have safely exited the Home Show building.

**RESERVATION OF BOOTHS:** Booths are reserved on a first-come, first-served basis. Do not assume you have reserved a specific booth number unless it has been so confirmed by the BIA office. When sell-out of the booths occurs, a waiting list will be maintained for those booths which may become available through cancellation or default. All applications and deposits are subject to approval by the BIA Board of Directors. Violations of the Home Show rules may result in your expulsion from this Home Show, preclusion from future Home Shows and non-refund of your deposit.

I have read the above information and agree to abide by all rules and fee schedules. I have the authority to do so on behalf of the company I represent. By signing I permit the BIA to communicate with me by phone, fax, mail or email and to use my name and information in connection with promotion of the Home Show.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Booth # Reserved \_\_\_\_\_



**THE BUILDING INDUSTRY ASSOCIATION**  
OF OKALOOSA & WALTON COUNTIES, INC.

1980 Lewis Turner Blvd.  
Fort Walton Beach, FL 32547  
(850)863-5107 ~Fax: (850)864-2037  
www.biaow.org

**FOR STAFF USE ONLY:**

Early Bird Deposit: \_\_\_\_\_

Deposit Received: \_\_\_\_\_

Full Payment Received: \_\_\_\_\_

## Home Show

February 24 & 25, 2018

### 2018 Rules and Regulations

#### Your Exhibit at the Home Show

**Booth Fee Includes:** The basic booth set-up includes one 2.5' x 6' draped and skirted table, two chairs and one waste basket (within an 8ft deep and 10ft wide space). **If you do not require any of these items, please notify show management.** All booths will be separated by pipe and drape. Outdoor space is extremely limited and is offered at a first come, first served option. For any large items or displays, please ask Show Management for approval. This must be done prior to set up, beginning on February 22<sup>nd</sup>. If you have any requests other than listed above, please contact show management and we will do our best to accommodate you.

**Electrical:** During the 2018 BIA Home Show, we will not be providing electricity to each booth. If your booth requires electricity, please check the box included on the entry form and a pricing list will be sent to you. Any fees incurred for electrical use will be paid by the vendor directly to the Emerald Coast Convention Center.

**Exhibitor Meeting:** Failure to attend this meeting will not be considered an excuse for failure to abide by Home Show rules. This meeting is scheduled for Friday February 9<sup>th</sup> at 10:00am at Gulf Power's office in Fort Walton Beach. Invitation for this event will be emailed to each vendor.

**Deposit Policy:** A booth is not reserved until the deposit has been received by the BIA. Deposits are not refundable. The balance of the fee must be paid in full by February 9, 2018 or the booth will be eligible for resale. There will be no refunds for "no shows". Vendors who have not set up or contacted show management by 12:00pm on Friday, February 23<sup>rd</sup> will be considered "no-shows".

**Shared Booths:** Exhibitors may not assign, sublet, or share space without approval of Show Management. There is a \$100 share fee for any shared spaces. When listed in the Home Show Guide, only one company will be listed as the vendor. Any requests will be sent to the Home Show Facilities Chair to bring in front of the Home Show Committee for review.

**Limitations:** Show Management reserves the right to limit the number of booths if demand so requires, and in order to preserve the diversity of exhibitors. Show Management also reserves the right to refuse to sell exhibit space and to bar, move or otherwise modify exhibits which it deems unacceptable or inconsistent with the theme of the Home Show. The BIAOW does not sponsor your program or your participation in the Home Show. All of your advertising and media releases must reflect that position. All of your advertising and media releases regarding the Home Show must also be sent to the BIA.

**Exhibit Size:** It is recommended that you build your exhibit approximately six inches smaller than the actual dimensions of the booth. Be aware that “end caps” measure 8x16’. Any portion of an exhibit, including the back or side, that is exposed to an adjacent booth or to any area visible to the public, must be covered with appropriate material or paint. The vendor is responsible for making any alterations to his or her display necessitated by any permanent installations in the exhibit buildings. Any exhibitor placing items on the showroom floor must place a protective layer under the items to protect the convention floor. Exhibitors are responsible for any costs incurred due to damages to the Convention Center.

**Exhibits:** The Home Show Facilities Chair assigns space for all interior and exterior spaces. Exhibitors must notify the Show Management of all space requirements prior to the show.

**Exhibit Set-Up:** Set up must be completed during Thursday February 22<sup>nd</sup> between the hours of 12:00pm & 5:00pm and Friday February 23<sup>rd</sup> between the hours of 8:00am & 5:00pm (There are no exceptions to this rule)

#### Liability Issues

**Damage:** Exhibitors are responsible for any damage to the facility or to other exhibits caused by their display. The exhibitor agrees to be solely responsible for any cost associated with said damage to include clean-up, repair, and associate fees. Exhibitor liability insurance is strongly recommended.

**Inclement Weather:** Show Management is not responsible for inclement weather or any effects or damage thereof. Show Management cannot guarantee attendance.

**Heavy Exhibits:** Exhibitors must exercise caution with heavy exhibits moved on wheels or casters to avoid damage to the floor surface. If the possibility of damage exists, the exhibitor or installer should contact Show Management for options. In any case, the exhibitor is responsible for repair of damage resulting from transport of their heavy displays. A Load Master and Fork Lift will be available only to those exhibitors who reserve this in advance. Contact the BIA for more information.

**Receipt of Goods:** Show Management cannot accept or act as agent for the receipt of any goods.

**Prohibited Materials:** Home Show exhibits must meet the safety requirements of the Fire Marshal. No open flames may be used indoors. Flammable material must be handled in an appropriate manner. The use of propane is not permitted. Any exhibits that include the use of water features, hot tubs, etc., must be pre-approved by the Home Show Facilities Chair. Show Management reserves the right to make final decisions regarding the use of any combustible, corrosive and/or liquid materials. The exhibitor is responsible for damage resulting from the use of any prohibited materials. The Emerald Coast Convention Center prohibits the use of confetti, glitter, silly string, helium and Mylar balloons.

## **During the Home Show**

- Exhibitor Conduct:** Exhibitors must not interfere with other exhibitors or use common space for storage. Exhibitors must not engage in activities which, in the opinion of Show Management, detract from the rights of other exhibitors or the general conduct of the Home Show. The Exhibitor agrees to abide by decisions of Show Management as final.
- Exhibitor Presence:** All booths must be staffed at all times during show hours. Show hours are 9:00am to 5:00pm on Saturday and 11:00am to 4:00pm on Sunday.
- Exhibitor Parking:** During show hours, all vendor vehicles must be parked underneath the convention center or park vehicles in the far-right parking lot in the back. This information must be passed along to all personnel working during the show. Please provide email addresses for all personnel and send to [jgf@biaow.org](mailto:jgf@biaow.org) by no later than Friday February 16<sup>th</sup>.
- Signs:** Show Management will place small signs at each booth to aid you in identifying your location. If an exhibitor wished to display a sign or banner, it must be done in a professional manner. Signs which detract from the overall professional appearance of the Show, in the estimation of Show Management, are subject to removal. Hooks will be provided for hanging items from the piping. Please do not attach anything to the draping which may damage it.
- Other Announcements:** Use of the public address system during the Show is reserved by Show Management. Announcements will be made at the discretion of management. Exhibitors may not use any voice amplification systems from their booths.
- Sale of Products:** Selling of products or collection of money/donations is allowed in the 2018 Home Show.
- Complimentary Tickets:** Each exhibiting firm will receive 5 complimentary tickets to the Home Show (not per booth space). These may be distributed by you to your family members, friends, clients, etc. who are not working as part of your exhibit. You will also receive exhibitor badges which will allow you and working employees access during the show (these must be worn at all times – **NO EXCEPTIONS**). The badges and tickets will be distributed to those who are paid in full during the exhibitor meeting or will be mailed once your complete fees are received.

I certify that I have read, understand, and agree to abide by the rules and regulations listed above for the 2018 Home Show presented by the Building Industry Association of Okaloosa-Walton Counties, Inc. I further certify that I have the authority to sign on behalf of my company. I acknowledge that all applications and deposits are subject to approval by the BIA Board of Directors. Violations of the above rules may result in your expulsion from this Home Show and preclusion from future Home Shows.

**Please sign and return only this page to the BIA by no later than Friday February 19, 2018**

Email scanned form to [jgf@biaow.org](mailto:jgf@biaow.org), or fax to 850-864-2037 or

Mail to:

BIA

Attn: Home Show

1980 Lewis Turner Blvd.

Fort Walton Beach, FL 32547

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

Exhibitor Company: \_\_\_\_\_