

Home Show

October 21 & 22, 2022

2022 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 October 21st. 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 2022 BIA Home Show, we will not be providing electricity to each booth. If your booth requires electricity, you must order your electricity online at www.destinfbconventioncenter.com. Any fees incurred for electrical use will be paid by the vendor directly to the Destin Fort Walton Beach Convention Center. Check the website for discount deadlines.

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 October 7th, 2022, 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 10:00am on Friday, October 21st 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 on Thursday October 20th from 12pm – 5pm and Friday from 8am – 11:59am. (There are no exceptions to this rule per the Destin Fort Walton Beach Convention Center) Tear down will begin at 5pm on Saturday.

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 Forklift 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 Destin Fort Walton Beach 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. Please

remember your vendor space is your booth, do not solicit or hand out materials outside of your booth space.

Exhibitor Presence: All booths must be staffed at all times during show hours. Show hours are 12pm-5pm Friday October 21st and Saturday October 22nd from 9am – 5pm.

Exhibitor Parking: Please park in the garage parking. If your vehicle is too large for the garage, please park in the North parking area. Please provide email addresses for all personnel and send to jgf@biaow.org by no later than Monday October 17th.

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 2022 Home Show.

Exhibitor Packets: Exhibitor packets will be available for pick up the week of the show at the BIA office (1980 Lewis Turner Blvd. FWB) or can be picked up during set up.

I certify that I have read, understand, and agree to abide by the rules and regulations listed above for the 2022 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 October 7, 2022.

Email scanned form to 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: _____