

BCHBA'S 2019 BUILDERS HOME & PRODUCT SHOWCASE

Rules & Regulations

- 1. Booth Fee Includes** – 8' high curtain backdrop and 3' high side curtain dividers, 1 – 8' table with linen topper and skirt, 2 chairs, 1 wastebasket, free wireless access and 110v electricity (**when planning keep in mind tables take up a large portion of your booth**)
- 2. Deposit Policy** – members \$250, non-members \$350, per booth required. Deposits are non-refundable. Exhibit space will not be considered reserved unless full payment or deposit accompanies the reservation form. **The balance is due and payable by Jan. 15, 2019.** Booth space will be released with no deposit refund if the balance is not paid in full at this time.
- 3. Refunds** – Deposits are Non-refundable. No refunds of any type will be granted after **Jan. 15, 2019.**
- 4. Limit on Booths** – There is no advance limit on the number of booths a participant may purchase, but the Show Committee has the right to limit the number of booths if demands so require.
- 5. Exhibiting Firms** – Business, product and exhibit must be directly related to the building industry or home related products.
- 6. Exhibitors** must have a legitimate exhibit in booth areas. Exhibitors are not allowed to set up with only one table and sign to solicit names and prospects. All booths must have representatives in their booth(s) during all show hours.
- 7. Only One Firm** will be allowed per exhibit space. No sharing of space will be allowed which includes signage or representative of other companies that assist in decorating and/or provide materials for exhibit.
- 8. Right to Modify** – The BCHBA reserves the right to refuse to sell exhibit space and to bar, move, modify exhibits, or portions thereof, which in the discretion of the Show Committee are deemed objectionable or in poor taste. Exhibitor agrees to make changes as directed by the Show Committee as soon as notified. Failure to do so will result in the removal of the exhibit, or portions thereof, by the Committee. Any costs incurred will be at the expense of the Exhibitor.
- 9. Exhibitors may not** interfere with other exhibitors; use common space for storage or exhibits.
- 10. Booth Displays** must fit within the confines of allotted space. No wires or studs may be visible. Sides and backs of walls must be finished if visible to public. Company signage and logos cannot be placed on back of displays that might infringe upon adjacent exhibits. Displays and signage cannot pose a safety hazard.
- 11. Sound Equipment** or sound making devices which are objectionable and can be heard outside your exhibit area will not be permitted. Alarm systems cannot be activated during show hours.
- 12. Power & Water Service** is available at a charge. Special needs such as power and water **cannot** be guaranteed on the day of setup without prior arrangement being made.
- 13. Signs** – All booths must be clearly identified with the company name. You must provide your own professional sign. The civic center will not allow nails, tacks, etc. on the walls.
- 14. Exhibitors Badges** – Four (4) badges will be issued at no charge. Additional badges may be purchased for \$5.00 each. There will be a \$5.00 charge to replace lost or forgotten badges.
- 15. Complimentary tickets** – All exhibiting firms will receive ten (10) complimentary admission tickets per booth.
- 16. Mandatory Exhibitor Meeting** – There will be an exhibitor meeting held approximately four weeks prior to the opening of the show. The rules, regulations and promotional materials will be discussed and distributed during this meeting. **All exhibitors will be notified and are required to have a representative from their company attend.**
- 17. Eating & Drinking** is prohibited in booths. A concession area and Exhibitors Lounge will be provided for eating, drinking and breaks. The Exhibitors Lounge is located on the stage to the right and behind curtain.
- 18. Set up** – Friday, Mar. 8, 7:00 a.m. – 4:00 p.m. Setup must be completed by 4:00 p.m.
- 19. Judging** – Friday, Mar. 8, 4:00 p.m. Booths will be judged on **use of space, creativity, presentation of product and company name display.**
- 20. Take Down** – Booths **MUST** remain intact throughout the show. Absolutely no dismantling of booths before 4 p.m. Sunday or Exhibitor will be fined \$150.00. Take down 4 to 8 p.m. Sunday and 8 to 10 a.m. Monday.
- 21. Door Prizes** – Exhibitors are encouraged to give away door prizes during show hours but are not required to do so. No exhibitor will be allowed to use a microphone in their booth to make announcements.
- 22. Seminars** – Seminars and/or product demonstration will be held on Saturday and Sunday for the general public. If your company is interested in presenting a seminar, please contact the BCHBA office. Seminars may be conducted in booths or the designated seminar area.
- 23. Exhibitors** are responsible for adequate liability insurance coverage on their booth contents. The BCHBA or Civic Center is not responsible for any loss or damages. A certificate of liability insurance in the amount of \$1,000,000 must be presented to the BCHBA prior to the opening date of the show naming the BCHBA and Daphne Civic Center as insured parties. Exhibitors agree to indemnify, and save harmless, the BCHBA and Show Committee from suit or claim for personal injury or property damage or for loss of property by whomsoever sustained. **Exhibitors** are responsible for any damage or claim of damage to the Civic Center facility or any other exhibit or exhibitor arising directly or indirectly from use of their booth, including clean-up, repair or cost of defending a claim for damage.
- 24. BCHBA** is not responsible for inclement weather and does not guarantee the attendance.
- 25. License** – Exhibitors are responsible for obtaining all local, county, and state business license.
- 26. Parking** – Exhibitors are asked to park at the far side of the parking lot during show hours.
- 27. Exhibitor** agrees to abide by decisions, rules and regulations of the Show Committee which may from time to time be formulated, and in the event of any misunderstandings, agree to accept the decision of the Committee as final.

Questions – call Fran or Brett, 251-928-9927 or email fran@BCHBA.com or brett@BCHBA.com