

HOME SHOW 2012 RULES AND REGULATIONS



IMPORTANT: Please place with your Home Show 2012 records.

**Home Show 2012 | March 2, 3 & 4
Kansas Expocentre, Topeka**

The Home Show is sponsored by the Topeka Home Builders Association. All promotional material and advertising, both signage and verbiage is subject to approval of the Home Show committee and/or board of directors of the Association.

PLANNING FOR THE SHOW

CUSTOM BOOTH DISPLAYS: These are encouraged. They will definitely make a good impression and you can display your product more effectively. Custom booths are built 4" smaller than contracted space on all sides. Side walls may carry the background height out to within 2' of the front line of the booth, but if this is done, ALL EXPOSED SIDES, FRONT AND BACK, MUST BE FINISHED, OR YOU MAY RENT DRAPERY MATERIAL AT YOUR OWN EXPENSE. The front 1' of space must not have equipment or display material in it over 42" high. Any questions on the above should be directed to Home Show officials at (785) 273-1260 before you construct your custom booth.

SUBLETTING SPACE: To ensure proper representation and operation of the show, exhibitors contract individually to exhibit. NO SUBLETTING!

LIABILITY INSURANCE: Coverage is required by exhibitors to protect against theft, liabilities and hazards.

EXHIBIT INSPECTION: Inspection will be conducted by the Home Show officials at 5 pm Thursday, March 1, 2012 to check for contract and fire regulation compliance; all exhibits must be in place at that time and ready for the show to open.

FIRE & SAFETY: To avoid any alteration of constructed booths, build your exhibit to comply with fire and safety regulations: combustible oils, gases, use of charcoal or bottled gas are prohibited in the Exhibition Hall. Any inflammable materials must be fireproofed.

DAMAGE: Exhibitors will be billed for any damage to the Expocentre. Nothing shall be bolted, latched, screwed, or otherwise attached to columns, walls, floors or other parts of the building. Rubber-wheeled dollies must be used to prevent damage. No sand or aggregate can be used without a barrier being first placed on the floor.

EXHIBITOR RESTRICTIONS ON FOOD AND DRINK SAMPLES: For the purposes of this contract, exhibitors are not allowed to sell or giveaway sample food items, water or carbonated beverages that are not the primary function of that exhibitor's business. Labeling such items for marketing purposes does not constitute primary function. Sample sizes for exhibitors whose primary business function is food or beverage related will be limited to 2 oz. or less.

ELECTRICAL – IMPORTANT: If you require electricity in your booth, indicate on the Registration Form, and a Kansas Expocentre Electrical Service and Rate Form will be included with your Contract for Exhibit Space. Completed forms and appropriate payments must be returned to the Kansas Expocentre prior to FEBRUARY 14, 2012 or there will be an additional charge of \$5.00 for electricity ordered during show setup.

TERMS, CONDITIONS & STIPULATIONS: No booth will be reserved until first deposit and Registration Form is received. Failure to pay for booth space by the date specified on the Contract for Exhibit Space will result in loss of space and total deposit monies. No refund of deposits of monies paid unless written notification of cancellation is received at the THBA office prior to January 28, 2012. Booths will be assigned on the basis of size requested with priority determined by timeliness of request, past exhibitor, type of display and discretion of the Home Show officials. The Topeka Home Builders Association's Home Show 2012 committee reserves the right to change or alter space assignment, floor plan and show conditions without notice at their sole discretion in the best interest of the show.

THBA RIGHTS: THBA reviews all prospective exhibitors to ensure the quality of the show. THBA reserves the right to refuse any exhibit or exhibitor which, in the opinion of THBA, is not in the best interest of the show.

POINTS OF INTEREST

BOOTH EQUIPMENT: Includes 8' high back drape, 3' high side drape and a 44" x 7" exhibitor sign.

DECORATOR ITEMS: Carpet, draped tables, company I.D. signs and other booth decorating items are available through the Home Show decorating contractor.

SETUP: Ample time will be allowed for exhibitors to set up. Details will follow in your confirmation packets. PLEASE COMPLY WITH YOUR DESIGNATED SCHEDULE!

EXHIBITOR BADGES: Each exhibitor will receive three badges per 100 square feet of space. Badges must be shown to Expocentre security to enter and exit the hall. Per contract, additional or replacement badges are \$3 each.

SECURITY: The Home Show provides security for normal protection against loss, although the Home Show officials assume no responsibility for lost or stolen items. Exhibitors are urged to take the necessary measures to prevent such temptations.

The Home Show is once again held for the express purpose of educating the buying public and members of the Topeka Home Builders Association as to the products and services available to them in the housing market.

ALL EXHIBITS MUST REMAIN INTACT THROUGHOUT THE ENTIRE SHOW.

Celebrating 50 Years of Great Home Ideas in ONE BIG PACKAGE

SHOWCASING HOME BUILDERS, REMODELERS, PRODUCTS AND SERVICES

MARCH 2, 3 and 4, 2012



Topeka Home Builders Association
Your first stop for home building and remodeling.



50th Anniversary

Topeka Home Builders Association
Your first stop for home building and remodeling.



HOMESHOW

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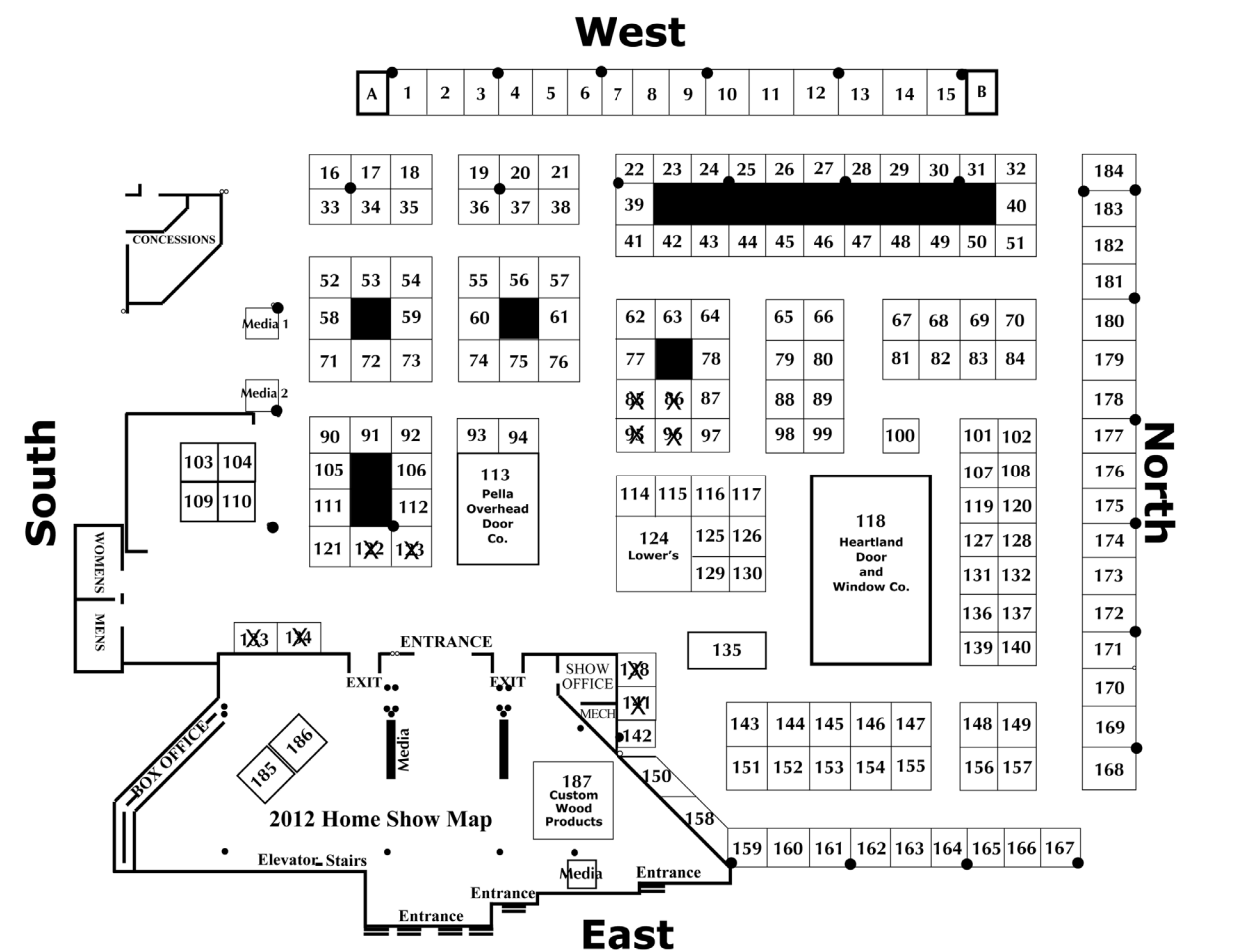
VIEWED TO BE THE BEST®

SHOW DATES & TIMES

Friday, March 2nd..... noon to 6 pm
Saturday, March 3rd 9 am to 6 pm
Sunday, March 4th 10 am to 4 pm

The exhibitors' entrance will be open one hour prior to show time to allow employees time to clean up and restock the displays.

SHOW EXHIBIT MAP



MOVE-IN INFORMATION

Move-in will be scheduled according to booth sizes and location on the floor. It will begin Tuesday, February 28, 2012. You will be notified of your scheduled move-in date and time. Your cooperation is appreciated.

Move-ins will be scheduled on these dates and times:

Tuesday, February 28th..... 8 am to 10 pm
Wednesday, February 29th..... 8 am to 10 pm
Thursday, March 1st 8 am to 4 pm

In the event of cold and/or windy weather, the overhead doors may not be useable after 1 pm on Thursday.

MOVE-OUT INFORMATION

No early move-outs allowed on Sunday. The Home Show staff will closely monitor this. If you move out prior to 4 pm, Home Show staff reserves the right to refuse participation in future Home Shows.

Sunday, March 4th..... 4:30 to 10:30 pm
Monday, March 5th 8 am to 5 pm

Please note your scheduled move-out time in your registration materials from THBA.

ALL EXHIBITS MUST BE REMOVED BY 5 PM MONDAY, MARCH 5TH.

ADDITIONAL INFORMATION

Vehicle Removal: During move-in and booth setup, please remove trucks and vehicles promptly from the building and unloading area to avoid congestion. Your cooperation is essential.

Exhibitor Badges: PLEASE NOTE – Each exhibitor will receive three (3) name badges per 100 square feet of space. Additional or replacement name badges can be purchased at the Home Show Information Booth at the Expocentre for \$3.00 each. Badges must be shown to Expocentre security to enter and exit the hall.

Forklift: A forklift will be available for use only on Wednesday, February 29th. If you will need use of a forklift, be sure to indicate it on the Registration Form so your move-in will be scheduled accordingly.

Electronic Audio Devices: The noise level of electronic devices must be kept at a reasonable level so as not to disturb neighboring exhibitors. Public address systems are restricted and use of these are at the discretion of the Home Show officials.

Literature Distribution: Distribution of literature and promotional materials are restricted to the confines of the exhibitor's booth and are limited to materials pertaining to exhibited products or services.