



2012 St. Tammany Home Builders Association Home & Garden Show
Exhibitor Space Rental Agreement
June 23-24, 2012, Castine Center, Mandeville

Exhibiting Company _____

Representative _____ Telephone () _____

Address _____ City _____ State _____ ZIP _____

Email Address _____ Cell Phone: (____) _____

Products and/or services to be exhibited (must be trade related) _____

Set-up: Thursday, June 21, 2012 – 6:00 p.m. to 10:00 p.m. / Friday, June 22, 2012 – 8:00 a.m. to 10:00 p.m.
 *Set-up must be complete by Friday at 10:00 p.m.

Home & Garden Show After Hours: The Sales and Marketing Council will hold an After Hours on Friday, June 22 from 5 p.m.- 8 p.m. in the Castine Center Lobby. All Vendors are invited to attend.

Show Hours: Saturday, June 23, 2012 – 10:00 a.m. to 6:00 p.m. / Sunday, June 24, 2012 – 11:00 a.m. to 5:00 p.m.

Breakdown: Sunday, June 24, 2012 – 5:00 p.m. to 8:00 p.m. / Monday, June 25, 2012 – 8:00 a.m. to 12:00 p.m.

Booth Rental Fee:	Members	Non-Members	Booth & Membership Package*	Additional Booths	<i>Booth Rental Fee includes: (1) carpeted booth, (1) id sign, (1) electrical outlet. Additional items/ services can be purchased through our Gulf Coast Event Services who contact you in the weeks before the Show.</i>
10x10	\$700	\$850	\$1,000	\$75 discount per booth	
8x10 (700 row)	\$650	\$800	\$950	\$75 discount per booth	
8x10 (800 row with electricity)	\$675	\$825	\$975	\$75 discount per booth	
8x10 (800 row w/o electricity)	\$650	\$800	\$950	\$75 discount per booth	

Early Bird Discount: Receive a **\$100 discount** on your 1st booth when contract and payment are received by December 1, 2011

*Booth & Membership Package is only open to new STHBA Members. Additional booths will be sold at the member rate

FULL PAYMENT MUST ACCOMPANY THIS AGREEMENT TO RESERVE YOUR BOOTH(S).

Number of Booths _____ x \$ _____ = \$ _____

Space preference (Pending confirmation of availability)

1st Choice _____ 2nd Choice _____ 3rd Choice _____

_____ Yes, I need access to a forklift for load in. _____ I will provide my own licensed forklift operator or _____ please contact me as to when a licensed operator is available to assist with load in (The St. Tammany Home Builders Association, the Castine Center and Gulf Coast Event Services is not responsible for damage that may occur during load in using our supplied operator).

_____ I have special setup requirements (i.e. large items that must be moved in early, etc.) Specify: _____

I have read the terms and agree to comply with all conditions of this agreement (page 2).

 Name and Position

 Signature

Payment Method: Check Enclosed Call me for my Visa or MasterCard Number

Total Amount Due: \$ _____

Please make checks payable to STHBA or provide credit card info above and mail or fax to:
 28603 KRENTEL ROAD • LACOMBE, LOUISIANA 70445 • FAX: (985) 882-5015

2012 St. Tammany Home Builders Association Home & Garden Show Exhibitor Contract

TERMS OF THE AGREEMENT

- 1. Agreement Documents:** The Documents consist of the Exhibitor Space Rental Agreement and Terms of the Agreement.
- 2. Agreement:** This Agreement is between the St. Tammany Home Builders Association, collectively hereinafter referred to as HBA, and the Exhibiting Company, represented by an authorized representative, collectively hereinafter referred to as the Exhibitor. This Agreement becomes binding when accompanied by full payment. **Full payment must accompany this agreement to reserve your booth(s) and booth availability is first come, first served.** All withdrawals from the Home & Garden Show must be in writing and received by the HBA no later than April 7, 2012. At that time, the booth registration fee will be refunded minus a \$200 nonrefundable reservation fee. After April 7, 2012, your booth fee minus the \$200 reservation fee may not be refunded unless we can find a replacement vendor for your booth. The HBA reserves all rights to final and binding interpretations of the Terms of this Agreement.
- 3. Assignment and Use of Space:** Booth rental assignments are final. After assignment, space location may not be changed, transferred or cancelled except upon written request and with the subsequent written approval of the HBA. The Exhibitor may not donate, sell or sublet, or license all or any portion of the exhibit space covered by this agreement or in any manner transfer its rights in this Agreement to any other person or entity without approval of the HBA. The space herein rented shall be exclusively that of the Exhibitor. The exhibit on display, as well as the personnel working must represent the Exhibitor's principal business activity or the booth shall be priced at the non-members rate. The HBA reserves the right to adjust booth assignment, size, aisle locations and general floor layout as needed to improve the overall appearance and effectiveness of the show. The Exhibitor shall move into its space as prescribed in the Set-up Section of the Agreement. Failure to move in as scheduled shall constitute notice of default. The HBA reserves the right of using or reassigning such space without benefit of refund. Each exhibitor is responsible for the clean up and hauling away of trash in his or her area after the show.
- 4. Cancellation:** Full payment per booth is due with application for booth reservations. In the event that the premises in which the Home & Garden Show is conducted shall become, at the discretion of the HBA, unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of the Association, this Agreement may be terminated by the HBA. For this purpose, the term "cause or causes" shall include but not by way of limitation, fire, flood, epidemic, earthquake, explosion or accident, blockage, embargo, inclement weather, governmental restraints, restraints or orders of civil defense or military authorities, act of public enemy, riot or civil disturbance, inability to secure sufficient labor, technical or other personnel; impairment or lack of adequate transportation facilities; inability to obtain, requisition or commandeering of necessary supplies or equipment; local, state or federal law; ordinance, rule, order decree or regulation, whether legislative, executive or judicial and whether constitutional or act of God. Should the HBA terminate this agreement pursuant to the provisions of this paragraph, the Exhibitor waives any and all claims for damages and agrees that the HBA may, after computing the total amount refundable to all Exhibitors (the amount paid less the HBA's cost and expenses in connection with preparation for conducting the Home & Garden Show, including a reasonable reserve for claims and other contingencies), refund to the Exhibitor, as and for complete settlement and discharge of the total refundable amount, as computed above bears to the total amount of fees paid by all Exhibitors. The HBA has the right to cancel the Home & Garden Show at their discretion up to 10 days prior to the Home & Garden Show date.
- 5. Concessions:** The right to sell any food or beverage item is reserved by the Recreation District of St. Tammany Parish (Pelican Park). Exhibitors may giveaway said items, but cannot sell them. Selling of other merchandise is permissible, but vendor is responsible for collecting and reporting all applicable taxes.
- 6. Compliance:** Exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, State and Federal governing bodies concerning fire, safety, and health, together with the rules and regulations of the operator's and/or owners of the property wherein the show is held.
- 7. Manning of Booths and Vendor Parking:** All booths must be manned during all show times. All vendors must park in the rear of the parking lot to leave the front parking spaces available for patrons. **Oversized vehicles or trailers are not allowed in the parking lot during show hours.**
- 8. Loss or Damage:** Exhibitor agrees to indemnify and hold harmless the HBA from any and all liability, damage, or expense by reason of any injury, or injuries, sustained by any person or property, or loss of property occurring in or about the Home & Garden Show exhibit premises, or entrances thereto or exits there from, including that caused by or resulting from the negligence of the Exhibitor and his personnel.
- 9. Exhibitor Services:** To receive an Exhibitor Package after the contract has been submitted to the HBA Office, contact Gulf Coast Event Services, 36508 Event Rd., Geismer, LA 70734, Phone #1-225-673-2943, Fax # 1-225-673-2142.