

# Terms & Conditions

**DISPLAYS:** No signs, partitions, apparatus, etc. may extend 12 feet above the floor or along the rear of the aisle exhibit booths or 15 feet for end exhibit booths; no balloons or popcorn is allowed.

**SPACE:** The contracted space is to be used solely by the exhibitor named on the registration and no portion may be sublet. The exhibitor shall forfeit all space and monies paid if he or she fails to comply with this condition or if they fail to occupy the space by Feb 26th at 9 p.m. The CWHBA does not guarantee the success of the exhibitor.

**REASSIGNMENTS:** Management has the right to move an exhibitor to another location and/or building to conform to all city, county, state and federal laws, regulations, requirements or as deemed necessary by management. There are no exclusives.

**ALL EXHIBITS:** Must comply with city, county, state and federal ordinances, regulations, Fire Marshall instructions, all inspections, licenses and permits as required by law at the vendor's expense prior to the show.

**RESTRICTIONS:** The management reserves the right to restrict, remove or relocate booths without refund that are deemed unsuitable or objectionable by management or have been falsely entered. This restriction includes, but is not limited to: noise, PA systems, persons, animals, things, smells, printed matter, conduct, food or anything of character that management may deem objectionable.

**MOVE-IN/MOVE OUT:** Exhibitor acknowledges the move-in dates of Thursday, Feb 26th, 2015 7 a.m. – 9 p.m., Feb 27th, 2015 9 a.m. – 11:30 a.m. agrees to have all materials, equipment and supplies contained within his or her designated booth space by 11:30 a.m. (If you require drive-in access or a forklift, you must contact the CWHBA office prior to move-in to schedule a time or else this privilege will not be allowed.) The exhibitor also acknowledges the final move-out date of March 2, 2015 7 a.m. – 12 p.m. Vendors will remove all possessions from the booth space by the deadline. Failure to do so could result in a fine of up to \$2,200 and forfeiture of all property left on or around the SunDome premises. No exhibitor will start the tear down of his or her booth until 5:30 p.m., March 1, 2015 or be subject to a fine.

**NO VEHICLES:** The SunDome facility will allow limited drive-in privileges. Limited forklift use will also be allowed only by permissions of show management.

**SHOW ADMITTANCE PASSES:** After registering you will receive a confirmation of your booth space. On or about February 24, 2015, you will receive your vendor packet. At vendor check-in you will receive two vendor admission passes per booth rented. All vendors must be wearing the appropriate vendor pass and show it in order to enter. Additional passes are available in advance at the CWHBA office and during the show in the show office for additional employees for \$5. If you need additional passes, please contact Carly at the CWHBA office for more information (509) 454-4006.

**Food and drink:** The exhibitor's lounge will provide coffee each day of the show. The lounge is located in the northeast corner of the SunDome. All food or drink must be brought in through the northeast pass door and can only be consumed in the lounge. SORRY, NO EXCEPTIONS. Any food or drink found outside the lounge will be removed. Vendors may be subject to a fine for taking food outside the exhibitor's lounge.

**Installation:** Any special carpentry, wiring, electrical or other work, steam or water drainage connections shall be installed at exhibitor's expense and in accordance with the building and management direction.

**ELECTRICITY:** Each booth is furnished with one fused 120-volt duplex receptacle outlet, capable of delivering 500 watts of electricity. All electrical connections shall be equipped with an equipment ground conductor. Items that might require more than 500 watts of power are heating, cooling or cooking equipment of any kind, refrigerators, vacuums, microwaves, hot tubs or a combination of smaller usage items such as lighting. Please contact the electrician PRIOR to the show, if you are not sure how much power you may need. Arranging power and all costs associated with it is the vendor's sole responsibility. Additional fees will apply for arrangements made at the show. If arrangements are not made for additional power, vendors will be liable for any costs or damages to other booths, their contents, electrical equipment caused by the unauthorized use of power, plus charged for the additional power.

**AISLES:** Shall remain clear of any and all items. All vendors and their employees shall stay in the confines of their rented space. No advertising of any kind is allowed outside of the vendor's booth space.

**CANCELLATION:** If this agreement is cancelled by exhibitor or management for any reasons because of exhibitor's default or by violations of this agreement, the management will keep all monies already paid and all outstanding balances will still be due. If cancellation is submitted in writing to the CWHBA office 45 days prior to the show, 50% of the monies paid will be refunded. If cancellation occurs within 45 days of the show, management will retain all monies already paid. Space will be forfeited and resold. All other requests for refunds must be requested within 90 days of the event to the Executive Officer for placement on the Board of Directors' agenda.

**SECURITY OF SPACE:** Failure of exhibitor to make any and all payments as outlined in this agreement shall entitle management to resell space, collect all unpaid monies and collect through legal channels all amounts owed on behalf of the exhibitor or its company. Management shall have the right to dispose of exhibitor property without notice to the exhibitor in such manner as it deems appropriate whether by sale or otherwise. Any sales' proceeds shall be retained by the management in payment of expenses incurred in disposing of such property and in payment of unpaid amounts; any excess shall be distributed to the exhibitor.

**INSURANCE:** Exhibitor shall secure liability insurance for the dates of the show, naming CWHBA and the Central WA State Fair Association (CWSFA) as additional insureds. Neither the management nor CWSFA shall be responsible for loss or damage occurring during the show to the exhibit or exhibitors from any cause.

**ATTORNEY'S FEES:** If a civil act were to arise between said parties out of this agreement or to enforce any provision named in this agreement, the exhibitor shall pay all attorney's fees, court costs and any other related costs.

**AGREEMENT:** Failure of exhibitor to make payment in full or as specified shall entitle management, at its option, to cancel this agreement without notice. An exhibitor will remain liable for any unpaid balance upon cancellation or forfeiture. A \$50 charge will be assessed for any check returned by the bank. Subject to terms and conditions contained within this document which are incorporated in and from a part of this agreement and upon acceptance of this agreement by Central Washington Home Builders Association (Management) and Registrant hereinafter referred to as the Exhibitor, agree to reserve booth as space shown on the diagrams of the official floor plan and under choice of booth(s) for the duration of the show, February 27, 28 March 1, 2015. Use of the name Central Washington Home & Garden Show or that of any office of said organizations or recommendations of a product or service is expressly prohibited. Central Washington Home Builders Association reserves the right to refuse service or rental of the space to anyone. The terms and conditions listed throughout the registration form are also a part of this agreement. Upon acceptance of this agreement by management, this agreement shall become a lawful binding and enforceable contract between said parties. All exhibitors are subject to a review by L&I, WA Department of Revenue, and Better Business Bureau prior to participation in the Home & Garden Show. Use of the name Central Washington Home & Garden Show or any similar name is prohibited and protected by Federal copyright laws.

**LIABILITY:** The exhibitor is entirely responsible for the space occupied by him or her and shall not injure, mark or deface the premises. The exhibitor will not affix any objects to the premises of any kind. No adhesive material can be used to hang banners, signs, etc. No automobiles shall be allowed in the SunDome at any time. No vehicles, equipment, etc. will block the entrance or egress in any way. The exhibitor will reimburse the CWHBA and CWSFA for any and all damage occurring on or to the premises. Management shall not be liable for damages or expenses incurred by exhibitors in the event the show is canceled, delayed or interrupted or not held as scheduled. Exhibitor shall indemnify and hold harmless the CWHBA, CWSFA, volunteers and staff from any claims arising from activities of the exhibitor or the officers, licenses, contractors, agents, employees, guests, invitees or visitors of an exhibitor.



## Home & Garden SHOW 2015

February 27 - March 1st 2015

## REGISTRATION FORM

Vendors, Advertisers and  
Sip & Shop



# Vendors

Complete the following registration agreement. Attach a copy of your liability insurance and mail with full payment to: Central Washington Home Builders Association, 3301 W. Nob Hill Blvd., Yakima, WA 98902

## EXHIBITOR INFORMATION (please print or type)

Company Name \_\_\_\_\_  
 Additional Company Name(s) \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone, Cell, Fax \_\_\_\_\_  
 Email \_\_\_\_\_

Please contact the Central WA State Department of Revenue for more information or to receive a registration number:

WA State UBI Number (Mandatory) # \_\_\_\_\_  
 Contractor's License Number (if applicable) # \_\_\_\_\_

## BOOTH CHOICES

Discounted pricing will be offered for multiple booths. The first booth will be at regular pricing, the next additional booth will receive a \$25 discount. Corner booths will be an additional \$50. Booths are sold on a first come, first served basis.

Space Preference (see map)

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_ 5th \_\_\_\_\_ 6th \_\_\_\_\_

## CWHBA MEMBER PRICING

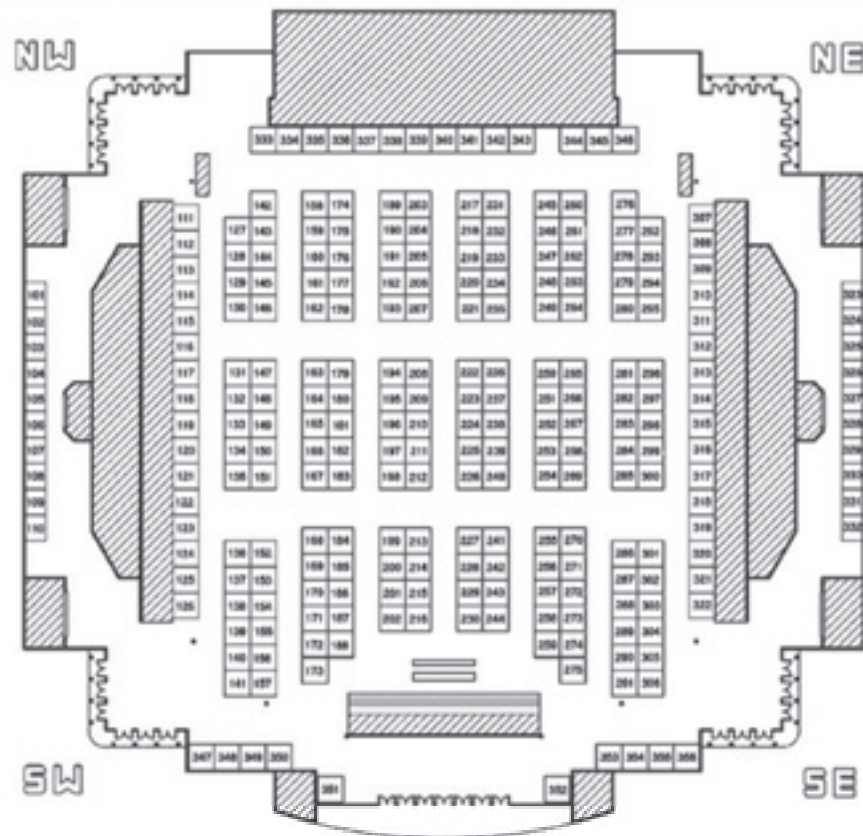
First Booth \$ 625  
 Additional Booths: \_\_\_\_\_ x \$600 = \$ \_\_\_\_\_  
 # of Corner Booths: \_\_\_\_\_ x \$50 each = \$ \_\_\_\_\_  
 Total = \$ \_\_\_\_\_

## NON-MEMBER PRICING

First Booth \$ 695  
 Additional Booths: \_\_\_\_\_ x \$675 = \$ \_\_\_\_\_  
 # of Corner Booths: \_\_\_\_\_ x \$50 each = \$ \_\_\_\_\_

## LANYARDS (2 PER BOOTH)

3 or more: \_\_\_\_\_ x \$5 each = \$ \_\_\_\_\_



# Sponsorship & Advertising

## SIP & SHOP BOOTH SPONSOR

Sip & Shop is a special event at the Home & Garden Show. Special admission tickets will be sold allowing entry in the Home & Garden Show and a sampling of local beer/wine. Up to 8 Sip & Shop locations will be located throughout the SunDome. As a Sip & Shop Booth Sponsor, you will be able to have representation in the Sip & Shop Booth; including personnel and materials. Your logo will also be featured on the Sip & Shop punch card given to each ticket holder.

Friday & Saturday x \$350 = \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

## ADVERTISING SCREEN OPPORTUNITY FOR VENDORS AND NON-VENDORS

Whether you are a vendor or not, you may place an ad on the advertising screen at the Home Show. Ads will be placed at the North end of the SunDome. Advertisements will display on the screen for :15 and approximately 3-4 times per hour. For more information, please contact 509-454-4006.

Vendor Rate \_\_\_\_\_ x \$150 = \$ \_\_\_\_\_

Non-Vendor Rate \_\_\_\_\_ x \$200 = \$ \_\_\_\_\_

## PROGRAM ADVERTISING

Ad Size (Full Color)  
 Back Cover \$2,199  
 Inside Front/Back \$1,799  
 Facing Cover \$1,699  
 Full (8x10.5") \$1,599  
 1/2 Page (7.75x5") \$ 799  
 1/4 Page (3.75x5") \$ 249

Enhanced Listings (Full Color)  
 Boxed Listing \$ 79  
 Yellow Boxed Listing \$ 129

WEBSITE ADVERTISING ON CWHBA.ORG \$25 each

## PAYMENT METHOD

**BOOTH INFORMATION** All booths are rented in 10'x10' increments. See terms and conditions for backdrop height restrictions. All booths include 3' side rails, 8' tall rear panels and one fused 120-volt duplex receptacle outlet capable of delivering 500 watts of electricity. Note: Power usage is restricted to 500 watts per booth. If you require more than 500 watts for your exhibit, please contact the electrician to make arrangements prior to the event. See terms and conditions for additional details.

Additional requests for booth services are not included in booth rental price and arrangement therefore is the sole responsibility of the vendor. Payment for these services are due at the time of service to contractor.

Payments must be made in full. All out-of-state vendors must pay with credit card or money order. If you would like to schedule a payment plan, please contact Carly Faul at 454-4006, otherwise all payments are due in full to reserve your space.

Cash or Check # \_\_\_\_\_  
 Visa/MasterCard # \_\_\_\_\_ Exp. \_\_\_\_\_  
 Date \_\_\_\_\_  
 Name on Card \_\_\_\_\_ CSV \_\_\_\_\_  
 Billing Zip Code \_\_\_\_\_

Describe your booth as it will be displayed. Please include all product descriptions, samples, giveaways, drawings, etc. Products not listed will not be allowed.

I have read and understand all of the terms and conditions listed in this 2015 Home & Garden Show Registration application. I hereby acknowledge and accept all agreements, terms and conditions.

Exhibitor's Signature \_\_\_\_\_  
 Today's Date \_\_\_\_\_

## Important Contacts

CWHBA Management  
 509-454-4006

Telephone Service:  
 CenturyLink  
 877-744-4416

Electrical Service:  
 Backstage Electrical  
 509-930-0380

Forklift Service:  
 CWHBA  
 509-454-4006

Trade Show Rental Agency:  
 Bear Trade Show Services  
 509-949-3929

Show Dates  
 Friday, February 27, 2015 • 12 – 7 p.m.  
 Saturday, February 28, 2015 • 10 a.m. – 7 p.m.  
 Sunday, March 1, 2015 • 10 a.m. – 5 p.m.

Move-in times  
 Thursday, February 26, 2015 • 7 a.m. – 9 p.m.  
 Friday, February 27, 2015 • 9 – 11:30 a.m.

Move-out Times  
 Sunday, March 1, 2015 5:30 – 8 p.m.  
 Monday, March 2, 2015 • 7: a.m. – 12 p.m.