



**FOR OFFICE USE ONLY**

Booth #'s \_\_\_\_\_

CONTRACT RECEIVED \_\_\_\_\_

PAYMENT RECEIVED \_\_\_\_\_

**2020 HOME & OUTDOOR LIVING SHOW WITH ANSWERS TO ENERGY**  
**January 17-19, 2020**

PLEASE PRINT

**EXHIBITOR INFO**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Person in Charge of Event: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Booth Preference: **(NO GUARANTEE)**

#1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

**EXHIBIT SPACE**

**WHBA MEMBERS: BOOTHS**

- \$450 ONE BOOTH 10 x 10** \$ \_\_\_\_\_
- \$830 TWO BOOTHS 10 x 20** \$ \_\_\_\_\_
- \$1250 THREE BOOTHS 10 x 30** \$ \_\_\_\_\_
- \$1550 FOUR BOOTHS 10 x 40** \$ \_\_\_\_\_

**NON-MEMBERS PAY: \$680 PER BOOTH 10 x 10** \$ \_\_\_\_\_

**OUTDOOR Booth: Up to 20'LF=\$200** \$ \_\_\_\_\_

**TABLE(s): \_\_\_\_\_ 8' Tables with skirting x \$40** \$ \_\_\_\_\_

**CARPET(s): 10x10 foot carpet x \$85 # \_\_\_\_\_** \$ \_\_\_\_\_

**CHAIRS(s) # \_\_\_\_\_ No Cost**

**ELECTRIC-100V/20amp - one outlet available per booth**

**OVERHEAD DOOR required for set-up/takedown (closes on Wed at 6pm)**

**\*\*\*Please note forklift/carts will not be provided\*\*\***

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

**PAID IN FULL** \$ \_\_\_\_\_

Please reserve the following exhibit space as checked below for our use in the WHBA HOME SHOW. In making application, we agree to exhibit under and comply with all terms and conditions as stated on the attached Rules & Regulations and Policies; which terms and conditions is by reference a part of this contract. *Booths are assigned on a first come, first reserved basis and as necessary for the overall benefit of the show and all participants. WHBA reserves the right to move exhibitors.*

Please make check payable to Winnegamie Home Builders Association - 4041 State Rd 91, Suite A-Oshkosh, WI 54904  
 Phone 920-235-2962 fax 920-235-1461 or email jodi@whba.net

**PAYMENT: A full payment of the total amount must accompany this contract to bind your booth reservation.**

Certificate of insurance can be mailed, faxed, or emailed-jodi@whba.net.

Check enclosed, make all checks payable to: WHBA - 4041 State Road 91, Suite A - Oshkosh, WI 54904

Credit Card payment -  MasterCard  VISA

Name on Card: \_\_\_\_\_ Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ V-Code: \_\_\_\_\_ Billing Address with zip code: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature of person authorizing reservation agrees to comply with provisions of this contract and the enclosed Rules & Regulations of Show.

\_\_\_\_\_ (Signature) (Date)

**INSURANCE REQUIREMENTS:** Proof of liability insurance must be submitted for an amount of not less than \$500,000.00. Your insurance carrier provides the proof by furnishing a certificate of insurance. This certificate should be forwarded to: **WHBA - 4041 State Road 91, Suite A - Oshkosh, WI 54904 Fax: 920.235.1461**

**ELECTRICAL SERVICE:** WHBA will supply one (1) grounded outlet for each electrical circuit requested. Multiple plugs & extension cords are the responsibility of the exhibitor. **220-volt outlets and other Exhibitor special electrical requirements to be billed at cost.**

Following information to be used for booth placement and in-Home Show printed materials regarding your display:

**PRODUCTS:** \_\_\_\_\_ **SHOW SPECIALS:** \_\_\_\_\_

**PUBLIC DEMOS/WORKSHOPS:** Check or contact the Home Show committee if you would be willing to present an informational workshop or demo. The Home Show Committee schedules and approves non-advertorial workshops and demonstrations based upon public interest and popular topics. Email [jodi@whba.net](mailto:jodi@whba.net)

**CANCELLATION** No refunds will be granted to exhibitors on cancellation of contract. WHBA reserves the right to cancel the WHBA show in the event it is not fully booked. If show is canceled all money will be refunded. We also reserve the right to reject any application based upon space availability, the nature of the product or service to be exhibited, and the number of other exhibitors with similar products or services and other factors related to the best interest of the show.

**••PLEASE MAKE ALL PERSONS STAFFING YOUR BOOTH AWARE OF ALL HOME SHOW RULES & REGULATIONS\*\***

**••FIRMS AND/OR ORGANIZATIONS NOT ASSIGNED SPACE IN THE SHOW WILL NOT BE PERMITTED TO SOLICIT BUSINESS WITHIN THE EXHIBIT OR CONVENTION AREA. THIS WILL BE STRICTLY ENFORCED.**

**\*TO BE ELIGIBLE FOR MEMBER PRICING, MEMBER DUES MUST BE CURRENT, AND ANY OUTSTANDING BILLS MUST BE PAID IN FULL.**

**If you are not a member of WHBA and would like to take advantage of the savings, please call, or email the WHBA Office 920-235-2962 or [jodi@whba.net](mailto:jodi@whba.net)**

**\*\*\*WHBA WILL NOT HOLD ANY BOOTH(S)  
WITHOUT PAYMENT & CONTRACT!!!!**

# PLEASE KEEP THE FOLLOWING FOR YOUR RECORDS

••PLEASE MAKE ALL PERSONS STAFFING YOUR BOOTH AWARE OF ALL HOME SHOW RULES & REGULATIONS\*\*

2020 HOME & OUTDOOR LIVING SHOW WITH ANSWERS TO ENERGY

## 2020 Rules & Regulations

Sunnyview Expo Center  
500 E County Road Y - Oshkosh, WI 54901

### Show Dates & Times:

**Fri., Jan 17 - 3pm to 8pm**

**Sat., Jan 18 - 10am to 5pm**

**Sun., Jan 19 - 10am to 3pm**

### Booth Set-Up Schedule:

Tues., Jan 14 – 2:00 pm to 5pm **Only by appointment**  
Wed., Jan 15 – 8:00 am to 6pm **(Overhead doors closes at 6pm)**  
Thur., Jan 16 – 8:00 am to 5pm

**NO DUCT TAPE ALLOWED** on Sunnyview Expo floor, walls, or posts. Use blue or green painter's tape to eliminate tape residue.

**Exhibitors - Please contact WHBA regarding any special set-up or takedown needs or timing.**

**Booth Take-Down:** Sun., January 19 – 3pm to 6pm or by request **(NOT BEFORE 3PM)**  
Mon., January 20 – 8am to Noon – Thank you for cleaning up your space! (there will be a \$250 charge for booths not broken down by Noon!)

**Exhibitors must remove all their displays and equipment by noon, Monday, January 20. Anything remaining will be removed at the owner's expense.** Exhibitors should make prior arrangements for special set-up and takedown requirements. Sunnyview Expo Center is a great facility - space occupied by the exhibitor must be returned in the same condition it was received at the beginning of show. This includes removal of tape residue or other material used to secure items to the floor and/or walls. Trash should be put in trashcans and not left. You will be charged for unnecessary clean up of booth space at a cost of what the Home Show Committee determines fair.

**Booth Set-Up:** No hooks, tacks, nails, or screws are to be driven into any walls or woodwork. Exhibitors may not post signs, advertisements, or posters anywhere except in the confines of their booth.

Tables, staging and chairs may not be taped, nailed, stapled, tacked, or glued to affix draping, signs or for any other reason due to rental of these items. *Damages will be billed accordingly.*

No motor vehicles are to be driven into the exhibition area unless the Home Show Chairperson or representative gives permission. All displays, and display materials must be brought through specified entrances. Water closets/restrooms are not to be used for dumping refuse. Any landscaping must have plastic down first!

**Booth Space:** This contract provides for use of an exhibit space as indicated on attached contract together with security service and general clean-up. **Each booth includes two 3-ft side and one 8-ft backdrop curtain.** All dimensions and locations are shown on the official floor plan. These approximate dimensions 10 x 10 are accurate to the best of our knowledge. The Home Show Committee reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

In the event of a fire, strike, or other circumstances beyond the control of the Home Show Committee causes the show to be canceled, the exhibitor shall pay for rental of the exhibitor's space up to the time of cancellation. The exhibitor hereby waives any claim for damages or compensation should this contract be canceled. Additional furnishings, draperies, accessories, signs, etc. are the sole responsibility of the exhibitor. NO person, firm or organization not assigned space in the show will be permitted to solicit business, display, or demonstrate any products, processes, or

services, solicit orders, distribute business cards or advertising materials within the show or convention area. This also pertains to persons staffing the booth during show hours. Any violations must be immediately reported to show officials.

No exhibitor shall sublet, assign, or share any part of the space allocated to the exhibitor without the written consent of the Home Show Committee. Solicitations or demonstrations by exhibitors must be confined within the bounds of the exhibitor's own booth. After the opening of the show, each exhibitor must clean the exhibitor's own booth before opening hours each day and is responsible for removal of all rubbish from the booth. Only exception - if you paid to have the Boy Scout Troop vacuum your booth. Rubbish and trash may not be left in the aisle.

Exhibits shall be constructed and arranged so that they do not obstruct the general view, nor hide the exhibits of others. Exhibitors desiring the use other than standard booth equipment, signs or other material conflicting in any way with the above regulations must obtain permission from the Home Show Committee.

Any part of the exhibit, which does not lend itself to an attractive appearance, such as unfinished sides or end panels, must be draped at the exhibitor's expense. The Home Show Committee reserves the right to have such finishing done and the exhibitor agrees to reimburse the show for changes incurred.

*All installations shall be scheduled to be completed **no later than 5pm on Thursday, January 16**. Dismantling shall be complete by **Noon on Monday, January 20**. No exhibit shall be erected after the exhibition opens nor may a display be dismantled before the official closing time. It is the responsibility of the exhibitor to see that all the exhibitor's materials are removed from the exhibit hall by the specified deadline.*

**Construction, installation, and use of exhibits and facilities:** All exhibits shall be to serve the interest of the Home Show and its attendees and shall be operated in a way that will not detract from other exhibits, the exhibition, or the show. The Home Show Committee reserves the right to request the immediate withdrawal of any exhibit which the Home Show Committee believes to be injurious to the show.

**Electrical:** WHBA will supply one (1) grounded outlet. **Multiple plugs & extension cords are the responsibility of the exhibitor. 220-volt outlets and other Exhibitor special electrical requirements to be billed at cost.**

Any malfunction of electrical, sound, air handling or plumbing devices and/or any physical damage to facility must be reported to the Home Show Committee. No electrical hookups to power boxes may be made except by authorization of the Home Show Committee. Anyone hooking into or tampering with power boxes will be held liable for all damages resulting from their actions. All electrical boxes are to remain accessible at all times. Displays shall not be set on top of nor in front of panels. All electrical devices must be UL approved and must comply with all state and municipal electrical codes. All electrical problems must be reported immediately. The Home Show Committee and the owners of the building are not liable for damages resulting from power related problems beyond their control.

**Exhibits:** Exhibitor's staff should arrive to booth 15 minutes prior to Show Day Openings. **Booths MUST BE staffed at all times during Show hours.** Promotional give-a-ways and/or drawings are permitted and encouraged. Any over-the-counter sales that involve the exchange of currency for goods received during the exhibition must be approved by the Home Show Committee prior to the opening of the show. Bumper stickers or pressure sensitive stickers are not to be passed out, given away or affixed to any surface.

**Exhibitor Parking: REMIND EMPLOYEES: Exhibitors will park in outer gravel exhibitor parking area or they will be charged entry fee. Parking in outer gravel exhibitor area allows easy access to show for exhibitors and for show attendees – your potential customers!**

**Food & Beverage:** Concessions are contracted out. Food or beverages of any kind are not to be sold or given away in exhibitor booths without written permission of the Home Show Committee.

**Noise Level – Please limit noise to allow for easy conversation with potential customers.** No Power Tools or Microphones allowed. The Home Show Committee reserves the right to remove any exhibit or portion of exhibit if in their opinion that exhibit interferes with nearby exhibitors by way of lighting, noise, odor, etc.

**Liability:** Insurance and liability are the full and sole responsibility of the exhibitor. All exhibitors must file certificates of insurance showing evidence of single limit liability coverage of not less than \$500,000.00, which shall be submitted with the contract. Exhibitors will use diligence to promote safety and protection of patrons and their exhibits and property on the premises.

**Safety:** Spills on the floor must be reported to the Home Show Committee immediately, especially in aisles and over electrical boxes.

No flammable fluids may be kept in the building without written permission of the Home Show Committee.

Exhibitors must comply with all Oshkosh Fire Department regulations.

No exits, fire extinguishers, doorways, window, paths, egress, or ventilation ducts may be blocked at any time.

All electrical connections are to be handled per local electrical code. Adding, changing, or tampering with electrical equipment of the building is prohibited.

The security staff of the building handles all building lighting, heat, and sound controls.

Boxes, cups, bricks, or other devices cannot be used to prop open doors or door locks. Doorstops will be available to facilitate loading and unloading.

**Emergencies:** The rules and regulations have been drawn with the single objective of a successful Home Show for the exhibitor and public. In emergencies and wherever the foregoing rules do not cover, the Home Show Committee reserves the right to make such rulings as may appear to be to the best interest of the entire exposition and the exhibitor agrees to abide by such rulings.

*This list is not all-inclusive, but rather is a guideline for safety and efficient operation.*

*The Home Show Committee reserves the right to refuse to admit and/or reject any objectionable or undesirable person or persons from the exhibit building.*

#### **SPONSORSHIP**

Please contact WHBA member Bill Schultz, Branding and Marketing Specialist, Cumulus Broadcasting Appleton Oshkosh [920-230-0801](tel:920-230-0801) Cell: [920-419-0425](tel:920-419-0425)

**CANCELLATION** No refunds will be granted to exhibitors on cancellation of contract. WHBA reserves the right to cancel the WHBA show in the event it is not fully booked. If show is canceled all money will be refunded. We also reserve the right to reject any application based upon space availability, the nature of the product or service to be exhibited, and the number of other exhibitors with similar products or services and other factors related to the best interest of the show.

**••PLEASE MAKE ALL PERSONS STAFFING YOUR BOOTH AWARE OF ALL HOME SHOW RULES & REGULATIONS\*\***

**\*\* NOTE: SUNNYVIEW EXPO DOES NOT ALLOW DUCT TAPE ON FLOOR**

**\*\*\*WHBA WILL NOT HOLD ANY BOOTH(S) WITHOUT PAYMENT & CONTRACT!!!!**

**• FIRMS AND/OR ORGANIZATIONS NOT ASSIGNED SPACE IN THE SHOW WILL NOT BE PERMITTED TO SOLICIT BUSINESS WITHIN THE EXHIBIT OR CONVENTION AREA. THIS WILL BE STRICTLY ENFORCED.**

**Exhibitor Party will be Friday Jan 17<sup>th</sup> 8pm-9pm  
and a WHBA Membership Mixer**