



NON-HBA MEMBER BOOTH RESERVATION FORM

February 14-16, 2020
SeaGate Convention Centre

EXHIBITOR DETAILS *As printed in Show Guide*

Company _____
Contact _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Website _____

BOOTH RESERVATIONS & POLICIES

Exhibitors that participated in 2019 have **right of first refusal**—the deadline to retain your same booth is **JULY 31**. After this date, booths are assigned on a first-come, first-serve basis determined by the date the **forms and deposit** are received.
Please see the enclosed floor plan for booth numbers as the numbers have changed this year.

RATES

NON-MEMBER PRICING

10x10 Regular Booth	\$910	Qty. _____	
10x10 Corner Booth	\$1010	Qty. _____	
Special Priced Booths	ASK	Qty. _____	Section _____
Total # of Booths: _____		TOTAL \$ _____	

50% Deposit Due with Reservation
Final Balance Due January 20, 2020

****JOIN THE HBA & SAVE \$285 OR MORE PER BOOTH! SEE ENCLOSED APPLICATION FOR INFORMATION!****

CHOOSE YOUR TOP 3 BOOTH PREFERENCES: 1. _____ 2. _____ 3. _____

Primary Contact Person for show info communication

Contact _____
Phone _____ Email _____

RESERVATION REQUIREMENTS: The following information must be included to reserve booth space: 1.) Booth Reservation Form; 2.) Signed Copy of the Exhibitor's Agreement; 3) Minimum 50% Deposit.

Exhibitors will not be permitted to setup for the show unless they are paid in full by January 20, 2020.

PAYMENT: ☐ Check (payable to HBA of Greater Toledo) ☐ Credit Card **AUTHORIZED AMOUNT:** \$ _____
Card # _____ Exp. _____ V-Code _____
Cardholder Address _____ City _____ St _____ Zip _____
Name on Card _____ Signature _____

Does the HBA have permission to run final payment by January 20, 2020? (yes/no) _____

Questions: Please contact Kendra at (419) 473-2507 or email kbuchanan@toledohba.com

Return Form to: HBA of Greater Toledo, Inc., 1911 Indian Wood Circle, Suite A, Maumee, OH 43537 or Fax 419-473-3015

2020 HOUSE & HOME SHOW—EXHIBITOR AGREEMENT

This agreement between the Home Builders Association of Greater Toledo (HBA) and the exhibitor is subject to the following conditions:

Booth Space—All exhibit space is in 10' x 10' units and includes; **side and rear draping, 1– 8 foot table, table drape and carpet.** Additional items can be ordered from Artcraft Display at exhibitor's expense.

Electric/Utilities—Electricity, wireless internet, water, drain and natural gas hook-ups (gas hook-ups are in limited areas only) are available through the Seagate Centre at exhibitor's expense. Contact the SeaGate Centre at (419) 255-3300.

Exhibit Hours—The HBA shall determine and publicize the exhibit hours the show will be open to the public during each day of the show. Exhibitors will be admitted to the SeaGate Centre one hour prior to daily show opening times. An attendant must be in charge of each display during show hours. Failure to man your booth space may result in removal from the show. Tardiness and/or closing your booth early are prohibited. All exhibits must be in place prior to the show opening. Exhibits cannot be dismantled until after closing on Sunday, February 16, 2020 at 5:00pm and must be out of the building by 5:00pm, Monday, February 17, 2020.

Displays—Construction, including signs, higher than eight (8) feet must be approved by the HBA. Materials used in your booth must be flameproof. Floors cannot be painted; nothing may be nailed or fluxed to the floor. Exhibitors shall not affix to the walls of the SeaGate Centre, advertisements, signs etc. or use scotch tape, masking tape or any other adhesive material on painted surfaces. The exhibitor agrees to reimburse the HBA and/or SeaGate Centre for any loss or damage occurring to the premises or equipment.

Aisles—The aisles and passageways remain under the control of the HBA and no signs, decorations, banners advertising material or exhibits will be permitted in those areas without approval.

Indemnification—Insurance desired by the Exhibitor must be placed at his/her own expense. The HBA will not be responsible nor will they guarantee the Exhibitor against a loss of any kind. Exhibitor will hold the HBA harmless against any claims, demands or actions of any nature by any party in connection with the Show.

Subletting Space—Exhibitors shall not assign or sublet any part of the space contracted without the written consent of the HBA.

Distractions/Noise—All exhibits and their personnel must remain within the confines of their own space. Soliciting at the entry way or in the aisles is prohibited. Exhibits which include the operation of musical equipment, radios, sound motion picture equipment, public address systems or any noise making machines, must be operated so the noise resulting from them does not annoy or disturb adjacent exhibitors and their patrons, and must be approved by the HBA. No helium tanks or balloons are allowed.

Smoking—Smoking is not allowed anywhere inside the SeaGate Centre.

Restrictions—The HBA reserves the right to remove exhibits, without refund, that have been falsely entered, that are deemed by the HBA unsuitable or objectionable or that have not met agreed upon payment dates. This restriction applies to, but not limited to noise, PA systems, persons, animals, things, conduct, printed material or anything of any character that might be objectionable to the HBA. The HBA reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any exhibitor or his representatives without giving cause. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of rental unearned at the time of ejection. If an exhibit or exhibitor is ejected for violation of these rules or for any other stated reasons, no return shall be made.

Notification of Show Details—Exhibitors will be notified by mail, in advance, of the move-in schedule, show hours, move-out schedule and other show details.

Failure to Occupy Space—Any Exhibitor failing to occupy space contracted is not relieved of the obligation of paying the full rental of such space. If not occupied by the time set for completion of installation of displays, such space may be possessed by the HBA for such purposes as they may see fit, in which case the Exhibitor shall pay the full rental for such space. The HBA reserves the right to re-let such space, after giving notice to the original exhibitor, who in such case shall be liable for the amount and to the extent of the loss incurred by re-letting.

Show Cancellation—In the event of an emergency, if it becomes necessary to postpone or cancel the show in its entirety, all money paid in by the Exhibitor for space will be refunded and the Exhibitor shall and does hereby waive any claim for damages.

Changes to Floor Plan—The HBA reserves the right to alter locations of exhibitors, or of booths as shown on the official floor plan, if deemed advisable and in the best interest of the Show.

Amendments—Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decisions of the HBA. These rules and regulations may be amended at any time by the HBA, provided that such amendments shall not operate to substantially diminish rights not reserved to the Exhibitor under the contract and shall not operate to substantial increase the liability of the Exhibitor. All amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations. Exhibitors also agree to abide with all rules and regulations of Seagate Centre.

Cancellation of Contract—If this agreement is cancelled by the exhibitor for any reason, or by the HBA because of exhibitor's default or violation of this agreement, monies paid to the HBA by the exhibitor shall be retained as follows: **If cancellation occurs 90 days or more before the start of the show, the HBA shall retain 25% of the total rental cost of the booth(s) and return the balance to the exhibitor. If cancellation occurs within 60 days of the show, the entire rental paid to date by exhibitor shall be retained by the HBA.** The retained rental shall be liquidated damages for the direct and indirect costs incurred by the HBA for organizing, setting up and providing space for exhibitor, and losses and additional expenses caused by exhibitor's withdrawal including reletting the space. **All cancellations must be in writing.**

Payment—The balance of booth fees must be paid in full by **January 20, 2020.** Checks to pay for exhibit space may be made payable to HBA of Greater Toledo and mailed to the HBA at 1911 Indian Wood Circle; Maumee, Ohio 43537.

COMPLETE AGREEMENT

This agreement contains all terms and conditions agreed on by the parties hereto, and no other agreement, oral or otherwise, regarding the subject matter of this contract, shall be deemed to exist or to bind any of the parties.

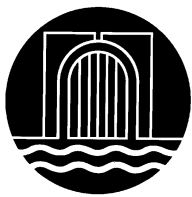
Exhibitor's Signature

Date

Print Name

HBA Signature

Date



**SeaGate
Convention Centre**
401 Jefferson Avenue - Toledo, OH 43604
phone: 419-255-3300 fax: 419-255-7731
www.toledo-seagate.com

FOR OFFICE USE ONLY

RECEIVED BY	DATE & TIME
AUTHORIZATION NUMBER	CONTRACT NUMBER

120 VOLT ELECTRICAL CONNECTIONS*

QTY	AMOUNT	PHASE		neutral required	ADVANCE > 7 days out	STANDARD < 7 days out
		single	three			
	500 watt	N/A	N/A	N/A	\$60.00	\$80.00
	1000 watt	N/A	N/A	N/A	\$65.00	\$85.00
	2000 watt	N/A	N/A	N/A	\$75.00	\$95.00
	3000 watt	N/A	N/A	N/A	\$85.00	\$105.00
	Additional Extension Cords				\$15.00	\$20.00
	Outlet Splitter (4 additional outlets)				\$10.00	\$15.00

*All Electrical Connections Come with 1 Extension Cord that has 1 Outlet

208 VOLT ELECTRICAL CONNECTIONS**

QTY	AMOUNT	PHASE		neutral required	ADVANCE > 7 days out	STANDARD < 7 days out
		single	three			
	20 amp				\$100.00	\$130.00
	30 amp				\$110.00	\$140.00
	40 amp				\$120.00	\$155.00
	50 amp				\$130.00	\$165.00
	60 amp				\$175.00	\$200.00

** 100, 200 & 400 amp services available. Please call for information & pricing.

**208/480 hardwire connections are included provided unit has cord attached

** Additional electrical service needs require a labor rate of **\$45.00 per hour.**

AUDIO / VISUAL EQUIPMENT

The SeaGate Convention Centre can offer a full line of audio/visual equipment & services. For additional information or to receive a quote please contact the Event Coordinator

OTHER UTILITIES

QTY	SERVICE	STANDARD
	Water/Drain (constant flow: 5/8" hose supply)	\$130.00 ea.
	Water/Drain (1 time fill/drain: 5/8" hose supply)	\$70.00 ea.

	Natural Gas (plumbing charges not included)	\$130.00 ea.
** Please call for location and availability on all services offered above.		

TELEPHONE SERVICE

QTY	SERVICE	ADVANCE > 7 days out	STANDARD < 7 days out
	Analog Telephone Line with Touch Tone Instrument	\$200.00	\$250.00
	Analog Telephone Line (exhibitor brings own instrument)	\$175.00	\$225.00

Long Distance Capability _____ YES _____ NO

INTERNET SERVICES ***

QTY	SERVICE	STANDARD
	Hardline Connection	\$200.00 for event
	Wireless Connection	\$50.00 per day

***Clients who wish to order an internet package for their event, please contact the Event Coordinator for pricing

SEAGATE CONVENTION CENTRE INVOICE & RECEIPT

ORDERS CAN NOT BE PROCESSED WITHOUT ENCLOSED PAYMENT - (mail to above address)

EVENT NAME _____ EVENT DATE _____

COMPANY _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

ORDERED BY _____ TITLE _____

TOTAL ORDER AMOUNT \$ _____ BOOTH NUMBER (required) _____

☐ Check Enclosed (check payable to SeaGate Convention Centre)

☐ Credit Card (fax form to 419-255-7731)

ACCOUNT NUMBER _____

SECURITY CODE _____

EXPIRATION DATE _____

TODAY'S DATE _____

(must be 7 days prior to show to qualify for "Advance Rate")

AUTHORIZED SIGNATURE _____

I agree to the terms on the back of this form

SPECIAL NOTES/INSTRUCTIONS

GENERAL UTILITY/EQUIPMENT TERMS AND CONDITIONS

1. PAYMENT FOR SERVICE MUST ACCOMPANY ALL ORDERS.
2. All equipment, regardless of the source of power, must comply with all federal, state and local safety codes and standards including ANSI, OSHA & FCC. Any equipment that does not comply will be disconnected.
3. Prices are based upon current wage rates and are subject to change without notice.
4. All material and equipment that is furnished by the SeaGate Convention Centre for this service order shall remain SeaGate Convention Centre property and shall be removed ONLY by the SeaGate Convention Centre at the close of the show.
5. Only SeaGate Convention Centre personnel may connect/disconnect or make adjustments to provided service(s).
6. Utilities will be turned on 1-hour prior to show opening time and off at show close time daily.
7. Credit will NOT be given for service installed and not used.
8. Claims will NOT be considered unless filed by the exhibitor prior to close of show.
9. The charge for service includes installation in the most convenient location and removal at the close of the show.

ELECTRIC SPECIFIC

1. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. Rates quoted for all connections, cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring.
3. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
4. Under no circumstances shall anyone other than "house electrician" make electrical connections.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician", however, all service connections and overload protection to such equipment must be made by "house electricians" only.
6. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, etc.
7. Unless otherwise directed, SeaGate Convention Centre electricians are authorized to cut floor coverings to permit utility installation.
8. All exhibitors' cords must be of the 3-wire ground type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. SeaGate Convention Centre is not responsible for level fluctuations / circuit failure due to temporary or local electric company conditions.
10. The SeaGate Convention Centre cannot guarantee service prior to show opening for "floor orders".

TELEPHONE/INTERNET SPECIFIC

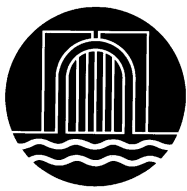
1. SeaGate Convention Centre is the exclusive provider of land line telecommunications for the SeaGate Convention Centre.
2. Incomplete telecommunication requirements may delay processing and labor charges will be added in the event of changes made after initial installation.
3. Exhibitor will be fully responsible for the protection and safekeeping of telephone equipment.
4. SeaGate Convention Centre is not responsible for loss of service or "line noise" due to temporary or local telephone company conditions.
5. Rates quoted for phone service cover only the bringing of service to the booth in the most convenient manner.
6. All inquiries for data line service & other special needs should be directed to the SeaGate Event Coordinator.
7. In addition to basic telephone charges, exhibitor will be charged for long distance calls at prevailing rates.
8. Shows with heavy forklift traffic may prevent phone lines from being installed until shortly before the show opens.
9. SMG IT staff is not responsible for technical support of client or vendor devices utilizing broadband or wireless internet connections.
10. If a user has problems accessing the Internet over these connections, staff will not assist in making changes to the user's network settings or perform any troubleshooting on the user's own computer.
11. Wireless Access Points are configured to isolate devices and prevent against certain types of bandwidth misuse including peer-to-peer file sharing and most torrent applications
12. SMG is not responsible for content accessed via broadband or wireless internet connections
13. SMG will try to ensure wireless access is available throughout the requested area. However, users may encounter occasional "dead spots" where wireless reception may be limited or too many users are attempting to access from a particular access point
14. Wireless access is by nature an insecure medium. As with most public wireless networks, any information being sent or received over SMG's wireless network could potentially be intercepted by another wireless user

FOOD AND BEVERAGE

1. The SeaGate Convention Centre's in-house caterer has the exclusive rights to all food and beverages inside the facility.
2. If a food product is germane to the show, the exhibitor is permitted to pass out 2 oz. (toothpick portion) samples from within the booth space or sell the product for off-site consumption with a minimum retail price of \$8.00
3. This policy also prohibits outside food & beverages such as McDonalds, Pizza Hut and packed lunches from being brought into the facility.
4. **All vendors wishing to use fryers or ovens for cooking and preparation purposes must abide by the following guidelines:**
 - Appropriate clearance for cooking during show hours must be obtained from show manager or promoter prior to consulting building personnel for power or cooking locations. Even if clearance has been granted by the show manager or promoter the building reserves the right to restrict cooking access.
 - All cooking apparatuses MUST be electric in nature; **NO gas cooking** will be allowed in regards to fryers or stoves.
 - All oil/"deep fryer" cooking locations will be located along the loading dock side of the SeaGate Convention Centre. If the vendor's booth is located in the middle of the convention, a secondary cooking location will be set up for them to use.
 - All cooking locations will be off carpeted surfaces.
 - All cooking is to be done on hard top tables, and at no time will plastic/vinyl top tables be acceptable.
 - All vendors cooking MUST have a K-type fire extinguisher next to their cooking station.
 - At NO time are vendors to use restroom sinks or garbage receptacles for grease/oil dumping. A grease/oil trap drum is located on the loading docks.
 - If, at any point, the SeaGate Event Coordinator has determined that the vendors cooking procedures are unsafe and in violation of the guidelines outlined above, the SeaGate Event Coordinator has the right and authority to disconnect the vendors power until provisions have been made by said vendor to accommodate the outlined above.

OTHER UTILITIES

1. Natural gas connections do NOT include plumbing labor charges, which are available at prevailing rates.
2. Water service supply is a standard 5/8" garden hose. Exhibitor is responsible for providing specific equipment adapters



SeaGate Convention Centre

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Exhibitor Information

Shipping and Receiving

The SeaGate Convention Centre recognizes the importance of an exhibitor's shipping and receiving schedule. However, our facility does not have dedicated storage space for exhibitor materials whether they are inbound or outbound. Because of this, strict guidelines have been established for freight being received or shipped out.

The SeaGate Convention Centre will receive exhibitor's shipments only **TWO** days prior to their event. All items arriving earlier **will be refused**. Deliveries arriving on the contracted move-in day(s) will be placed inside the main exhibit hall.

All shipments must be labeled with: Show Name, Company Name, Contact Number & Booth Number

**Inbound Freight will be accepted starting on:
Monday, February 10th, 2020**

If you require your shipment to be received earlier or would like to insure its timely delivery, we recommend calling the decorator or general contractor for the show. They will allow you to ship freight directly to them in advance; they will transport it to the SeaGate Convention Centre and unload it to your booth. Additionally for any extra tables, chairs, carpet, or drape needs contact the decorator to assist you in acquiring these products.

**The decorator for the show is Art Craft
Their number is 248-380-0843**

The exhibitor must coordinate to have the freight removed from the facility by the end of the scheduled move out of the event. If your shipper (including UPS & FedEx) has not picked up your freight by the end of the scheduled move-out, it will be forced to the decorator or general contractor and they will ship it by the most available means. The exhibitor will then be responsible for all drayage and/or shipping charges. **The SeaGate Convention Centre is not responsible for freight left unattended after the close of show.** The SeaGate Convention Centre does not provide air bills or bills of lading to vendors or exhibitors, they must bring their own.

**Outbound Freight must be removed by:
Monday, February 17th, 2020**

Vehicles

All gasoline powered vehicles (including lawn mowers, tractors, etc.) must arrive with less than 5 gallons of gas in the vehicle's tank, have the battery disconnected and duct tape placed over the vehicle's gas cap. Once the vehicle is inside, it cannot be moved (unless pushed) until the show closes each day. The show decorator might have some additional requirements in order to protect their carpet. Vehicles being left in the SeaGate Convention Centre must turn in their keys to SeaGate Convention Centre security.

Signs, Banners & Posters

Exhibitors/clients who wish to attach signs, banners or posters to the facility's walls, pillars, airwall or floor please use blue painters tape or poster putty, which can be found at any office supply store. **The use of duct tape, scotch tape, masking tape or any other self-adhesive is strictly prohibited.**

Helium Tanks

Any helium tanks that are brought into the SeaGate Convention Centre for use prior to or during an event, **MUST** be secured to an upright hand cart designed for the tank and its size. The cart **MUST** be equipped with straps that can secure the tank to the cart. Free standing tanks without the cart **WILL NOT** be permitted inside the SeaGate Convention Centre. Any questions can be directed to the SeaGate Event Coordinator.

Helium Balloons & Blimps

Helium balloons are permitted inside the facility; however, there is a minimum \$100 fee for recovery of balloons that have risen to the ceiling. If a **show exhibitor** has handed out balloon(s) to an attendee who later loses the balloon to the ceiling, **show management** is responsible for the fee. Small-motorized helium blimps are permitted in the building if the Show Manager has given his/her approval. If approved, the blimp must stay at least 10' from the ceiling. The same \$100 fee will be charged if retrieval from the ceiling is required.