DELAWARE HOME & GARDEN SHOW
LOADING HOURS:
IN Fri., Sept. 9th 10a-4p
Sat. Sept 10th 7:30-9:00a
MUST BE SET 9:30a
OUT Sun., Sept 11th 4p-6p
SHOW HOURS
Sat. Sept. 10th , 2016 10a- 5p
Sun. Sept 11th, 2016 11a-4p
Bob Carpenter Center
631 S College Ave
Newark, DE

Cost		Amount	Total
$825	**BASIC BOOTH all 10' wide by 8' deep** *includes pipe and drape, & I.D. Sign*		
$875	**UPGRADED BOOTH** *Includes 6' table and 2 chairs*		
$725	**HBADE MEMBER BASIC BOOTH**		
$775	**HBADE MEMBER UPGRADED BOOTH** *Includes 6' table and 2 chairs*		
$100 ea	**Guaranteed Corner/Premium or 10x10 Space**		
-$100 -$25	**MULTI BOOTH DISCOUNT** **Per **each additional** Booth or Table Space*		
$300	**6' TABLETOP SPACE** **Includes on top and beneath table and 2 chairs*		
$150	**NON PROFIT/CRAFT TABLETOP** ***Approval required*		
Check If You would Like to Add :			
$125	**ELECTRIC** *for Booth or Tabletop*		
$35	**PREMIUM ONLINE LISTING**		

GRAND TOTAL

Short Description:

REGISTER EARLY AND SAVE

8'x10' Booth

$825	*registrations received after*	7/01/2016
$925	*registrations received after*	8/15/2016

3'x8' Table

$350	*registrations received after*	8/15/2016

Select a Category:

- ☐ Outdoors
- ☐ Interiors
- ☐ Exteriors
- ☐ Artistry
- ☐ Living- *Food, Recreation & Pets*
- ☐ Community

PAYMENT TERMS

A 20% non-refundable deposit required with application in order to reserve space.

If payment terms are not met by below dates, space assignments cannot be guaranteed.

50% of Total 8/01/2016

Balance Due 9/01/2016

TOP 3 SPACE REQUESTS:

Checks Payable to:

Home Builders Association of Delaware
1600 N Little Creek Road Dover, DE 19901

Please charge my credit card:

Visa MasterCard AMEX Discover

Card #_____

Security Code _____ Exp. Date _____

Zip Code_____

Name on Card_____

Authorized Signature

_____

☐ **AUTOMATICALLY CHARGE** the credit card above for:
20% of total balance upon receipt
50% of total balance on **8/01/2016**
Remaining balance **9/01/2016**

☐ Charge my credit card **one time** in the amount of $_____ and bill for remaining balance

Cancellations/Refund Policy:
Cancellations received in writing, 60 days prior to scheduled event will receive a credit toward another show- within 1 calendar year of original booked show, less a 20% cancellation fee. **Refunds will not be issued within 60 days of the show.**

Information below is the used for Delaware Home & Garden Show correspondence as well as info on your I.D. Sign. Please fill out accordingly.

Company Name_____

Contact Name_____

Contact Email_____

Phone_____Fax_____

Address_____

City, State, Zip_____

This agreement constitutes your contract with the Home Builders Association of Delaware for exhibit space at the Delaware Home Show. Space is assigned on a first-come, first-served basis, following the receipt of this completed exhibitor agreement and deposit or full payment. I/We have read the Exhibitor Rules and Regulations on the reverse side and this Exhibit Agreement fully and understand and agree to abide by all terms and conditions printed on the reverse side of this form.

Signature _____

Date _____

Items & Payment

- **Electric** is denoted in "Electric" column (cost $125)
- **Additional table and chairs** denoted under "Standard Upgrade" (cost $50)
- **Booths 10' wide by 8' deep** unless noted otherwise noted
- **Tabletops are 8'x30"** skirted with 2 chairs
- **WiFi is a $35 charge**. You must be present Friday the 19th to set up. Email hollie.gordon@hbade.org if interested.
- If you are not hearing from us, you do not have a balance due
- If you DO have a balance due- no loading in until its paid in full
- Any additions during show will incur and additional $50 charge

Venue

- Show Floor is **NOT** carpeted.
- No Open Flames
- Mylar Balloons ok if weighed down. No Helium Tanks. No Latex
- No Food allowed except for wrapped candies

Load In & Out

- **No Exhibitor Passes.** Staff will sign you in & assist you in finding your space
- All exhibitors are required to use the Loading Dock Entrance & park in designated exhibitor lots. These will be denoted with signage
- **Unload completely, move vehicle, and THEN move all items to your space**
- Load in is on a First Come, First served basis
- We will have a Fork Lift available- but it has to be operated by the Bob Carpenter Center Staff.
- There are no dollies or pallet jacks provided, please plan accordingly.
- Any paver or horticultural display requires a 2 mil. Tarp or Plastic under the entire display
- Outside bay door closest to elevator is **13'10" high x 8'10" wide**
- Inside bay door coming into arena is **9'4" high x 10' wide**

Delaware Home & Garden Show Exhibitor Rules & Guidelines

Display Regulations:

1. Exhibitors shall have at least one attendant at their booth at all times while the Delaware Home & Garden Show (DHGS) is open to the public.
2. Exhibitors MUST enter thru loading areas to gain access to any exhibit hall. Exhibitors without badges must pay the admission fee if entering thru ticketing.
3. Loud sound displays or flashing light displays are not permitted.
4. Rear booth partition drapes are 8' high. Aerial displays must be safely anchored within the exhibit booth. The DHGS does not permit any part of, or item within the exhibitor's booth to exceed 12' in height, without prior written approval from the DHS. Displays over 8' in height must be masked where the display is visible over a neighboring exhibitor's booth. Displays must be confined to actual rented space, with no elements extending into the aisle.
5. Displays cannot block neighboring booths. Display elements over 3' high must be set back 3' from the aisle. Raw plywood, cardboard, or other structural material must be painted or appropriately covered if visible from another booth.
6. Exhibitors shall use care not to deface floors, walls, or columns of the facility, including the booth equipment provided and/or rented for the DHGS. DO NOT hang items from the drapery or drapery frames or from walls. Exhibitors will be liable for such damage resulting from acts of these types.
7. Exhibitors shall use care not to disrupt the flow of traffic in front of booths.
8. Exhibitors wishing to use costumed characters in their booth must receive written permission from the DHGS Show Manager.
9. Exhibitors shall not sell food or beverages. Exhibitors wishing to dispense food or beverages must receive special permission from the DHGS and MUST receive a Board of Health temporary permit in advance. The use or dispensing of any alcoholic beverages from any booth is prohibited.
10. Exhibitors are responsible for the cleaning and maintenance of their booth and must keep the booth fully assembled and in presentable condition at all times during the Show.
11. All displays shall conform to the venue and city jurisdiction inspection requirements. Display materials shall be nonflammable or flame retardant.
12. Propane or Helium tanks or other highly flammable or potentially explosive materials are prohibited inside the venue.
13. Exhibitors shall not assign or sublet any part of their assigned space; nor may two or more unrelated companies share a single space or combine their reservations.
14. Mylar Balloons are permitted, no latex allowed in facility.
15. Exhibit staff are prohibited from smoking within 100' from any DHGS entrance used by Show Attendees. Exhibitors may only smoke at the designated area at the loading dock.

B. Unethical Practices:

1. No soliciting for business by any Exhibitor is permitted at the booth of other Exhibitors, or in the aisles. Exhibitors must remain within their contracted booth space.
2. Samples, catalogues, pamphlets, publications, and any other promotional material may be distributed by an Exhibitor only from within his/her booth.
3. Unethical or inappropriate conduct, or infractions of these Guidelines and Regulations by an Exhibitor, may result in dismissal from the Exhibit Hall and DHGS. In such an event, it is specifically understood by the Exhibitor that no refund will be made, and that no demand for redress will be honored from the Exhibitor, the Exhibitor's representative, or any agent for the Exhibitor.

C. Security:

1. Exhibitors are urged to remove valuable property from the premises during non-exhibit hours of the DHGS. The DHGS is not responsible for lost or stolen property.
2. Exhibitors shall wear DHGS badges when in the Exhibit Hall; and be prepared to show identification when removing items from the exhibit areas.
3. Exhibitors shall use the designated exhibitor parking lot during exhibit hours. The Exhibitor Entrance is through the rear door by the loading dock during load in and during all show hours.

D. Liability:

1. Exhibitors are liable for any damage to the Exhibit Hall floors, walls, or columns; to standard booth equipment rented or provided; and to the property of other Exhibitors that they may damage.
2. Exhibitors are responsible for their own insurance to cover all contingencies including, but not limited to, fire, theft, property damage, public and private liabilities, and worker's compensation.
3. The DHGS will not be responsible and does not guarantee against loss, damage, or injury that may occur to the Exhibitor; the Exhibitor's employees, representatives or agents; or any property related thereto; from any cause whatsoever prior, during, or subsequent to the DHGS. The Exhibitor expressly releases the DHGS, and agrees to indemnify the same against all claims for such loss, damage, or injury. If any action by the Exhibitor before, during, or after the DHGS causes legal action against the DHGS, the Exhibitor will be solely responsible for any and all resulting legal costs.

E. Set Up/Tear Down:

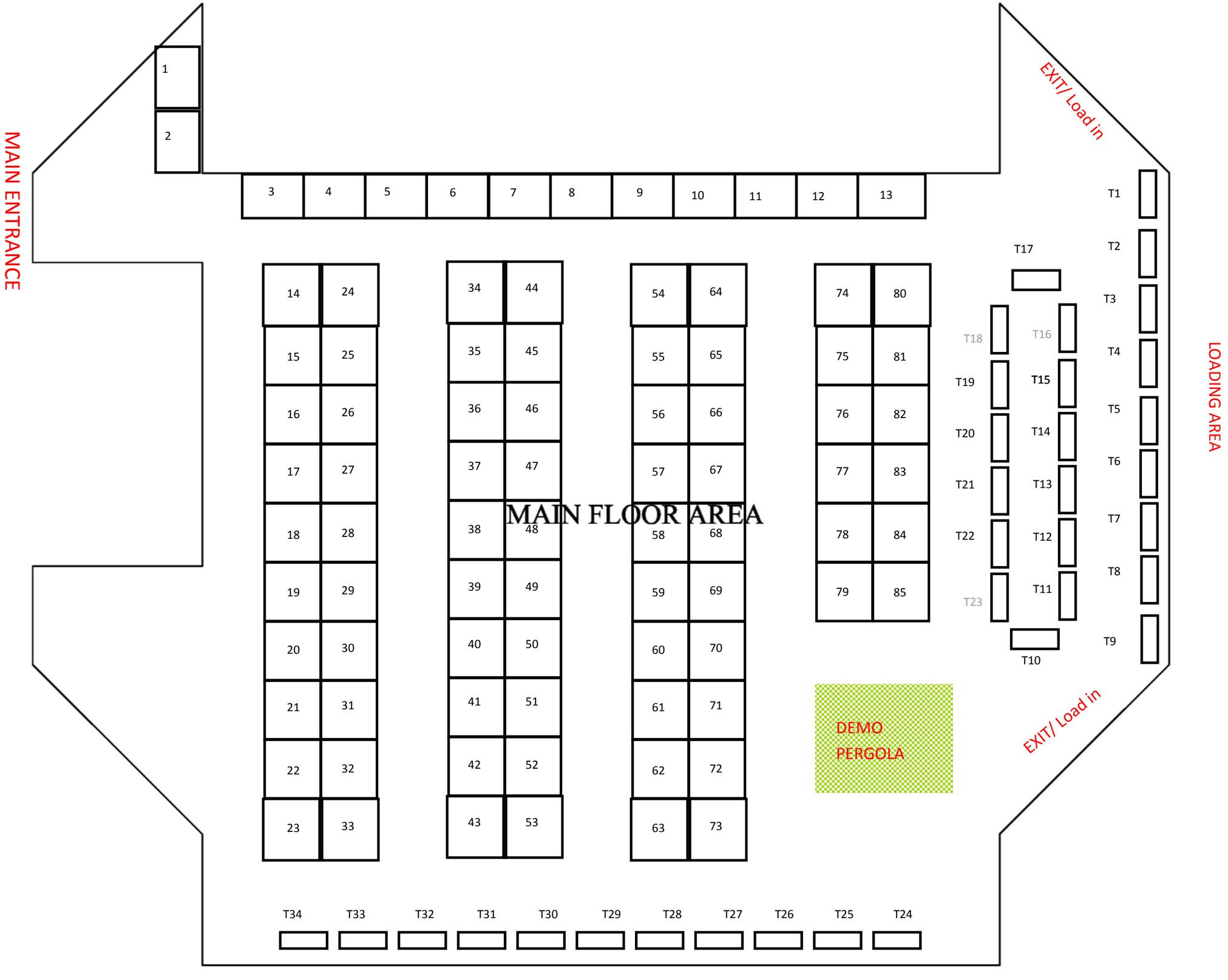
1. Exhibit times are Saturday from 10:00 a.m. to 5:00 p.m. and Sunday from 11:00 a.m. to 4:00 p.m.
2. Installation and Booth Set up will be on Friday, September 9th from 10:00am-4:00 pm. If an Exhibitor fails to occupy space assigned for the DHGS by 9:00 a.m. on the day of the show, or fails to comply in any other respect with the terms set forth for the DHGS, the DHGS reserves the right to use such space in any manner whatsoever, without releasing the Exhibitor from the financial obligation agreed upon when the Exhibitor's reservation was accepted, from infraction of these Guidelines and Regulations, or from any other financial obligations incurred through the Exhibitor's anticipated occupancy in the DHGS.
3. Dismantle and Tear Down begin at 4:00 p.m. on the final day of the show and must be complete prior to 6:00 p.m. Exhibitors shall keep their displays and products fully assembled until the end of the show. Do Not Pack Up Early! Exhibitors who pack up early will be ineligible to participate in future DHGS events.
4. If an Exhibitor fails to remove any item from the Exhibit Hall or venue property by 6:00 p.m. on the final day of the show, the DHGS in its sole discretion will remove the item. The DHGS are not responsible for any loss or damage that may occur to any item during this process. It is the Exhibitors responsibility to reimburse the DHGS a removal fee of $100 plus any cost associated with the removal and/or storage of the item, prior to the DHGS releasing the item to the Exhibitor.

F. Cancellation:

1. Cancellations received in writing 60 days prior to each event will be refunded, minus a 20% cancellation fee. Refunds will not be issued within 60 days of the show.
2. The DGHS reserves the right to prohibit an exhibitor from renting a space at any show if the exhibitors account has been delinquent in the past.

G. Other:

1. All matters and questions not covered by these regulations are subject to the decision of the DHGS Event Director. The Director may amend these rules and regulations at any time and all amendments that may be made shall be equally binding upon publication on all parties affected by them as the original regulations.
2. The DHGS reserves the right to use your likeness in any video, newsprint or other media to promote the Expo.
3. The DHGS reserves the right to modify the floor plan at any time and alter locations of exhibitors or booths or show activities, without notice, to present a more successful show if deemed in the best interest of the show.


MAIN ENTRANCE
EXIT/ Load in
LOADING AREA
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MAIN FLOOR AREA
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