

EXHIBITOR CONTRACT

2020 HOME GARDEN EXPO

- (1) I (we) hereby make application for a booth(s) for Friday, February 21st (5:00 p.m. – 8:00 p.m.), Saturday, February 22nd (9:00 a.m. - 6:00 p.m.) and Sunday, February 23rd 10:00 a.m. - 5:00 p.m.) for the 2020 Home, Garden Expo to be held at Lake Michigan College Mendel Center, 1100 Yore Ave., Benton Harbor, MI.
- (2) PROCEDURES TO BE USED FOR BOOTH(S) SELECTION

I am agreeing to exhibit in the 2020 Home Garden Expo on February 21st, 22nd, 23rd, 2020.

 - b. 50% deposit is required with application and the remaining balance for your 2020 booth space is due December 1, 2019.
 - c. There will be NO refunds of deposits or payments in full for booth(s) except in extreme cases of hardship and must be approved by the Home Garden Expo Committee. If you withdraw from the Show within 45 days of the Show's setup date, you will be responsible for any outstanding balance on your account for the booth space that you had under contract. Any checks returned for any reason shall automatically void your application and your booth(s) will be made available to other qualifying individuals or firms. A paid receipt will be issued after all checks have cleared the bank.
- (3) Exhibitors of the 2020 Show and Members of the Home Builders Association of Southwestern Michigan will be given first choice of booth space up to July 1, 2019. New Exhibitors may make application starting July 2, 2019.
- (4) Booth(s) are NON-TRANSFERABLE. Any booth(s) subject to an unauthorized transfer will be immediately removed by the Home Garden Expo Committee. Two businesses can not share the same booth space unless both businesses have a common owner.
- (5) Upon granting of the privilege to have a booth(s), you shall not, in any way, violate the laws of the State of Michigan, Rules and Regulations of the Lake Michigan College Mendel Center or Rules and Regulations governing the Home Garden Expo. The Home Garden Expo Committee reserves the right to adopt and promulgate additional rules and regulations as shall be reasonably necessary for the convenience and safety of all exhibitors and any and all such rules or regulations shall be as much hereof as though fully incorporated in the rules and regulations and the exhibitor agrees to conform and abide by them. Any Exhibitor breaching or violating this contract, the rules and regulations, or the law shall, upon oral notification by the Home Garden Expo Committee, forthwith comply with this contract, the rules and regulations or the law. The Home Garden Expo Committee reserves the right upon refusal of the Exhibitor to comply herewith, to cancel Exhibitor's privilege to have a booth(s) and to remove at Exhibitor's expense, its exhibit and to retain all monies previously paid to it for the privilege as liquidated damages for Exhibitor's breach. All goods, wares and merchandise of any kind placed in the Home Garden Expo is understood to be at the owner's risk and by acceptance of their contract the Exhibitor releases the Sponsors of the Home Garden Expo, their Board of Directors, Members, and the Exhibitor Coordinator from any liability for damage, injury or loss, to any person, or goods from any cause whatsoever.
- (6) Exhibitor(s) does hereby agree to be responsible for any and all damage done by him/her or his/her employees on the premises and/or in the parking areas of Lake Michigan College Mendel Center. Upon notification by the Home Garden Expo Committee of any damage, Exhibitor(s) agrees to pay forthwith, the costs of repair. An Insurance certificate listing the Home Garden Expo as additional insured must be provided by all Exhibitors in the Home Garden Expo
- (7) The Home Garden Expo Committee expects you to make every reasonable effort to staff your booth during the show hours. **THERE WILL BE NO EARLY TEAR DOWNS.** The Mendel Center reserves the right to remove any booth materials remaining past 12 P.M. on Monday, February 24th at the owner's expense.
- (8) **CASH SALES:** An Exhibitor desiring cash sales may do so without any further restrictions or payment of additional fees.

(9) ELECTRICAL: Each booth will be provided one (1) 110 volt duplex outlet at no extra charge. Please make plans to bring an extension cord. 80 volt electric is available in some locations at a cost of \$20.00 per day/outlet. Contact the Exhibitor Coordinator to determine which booths have 80 volt electric.

(10) Our booth(s) will display the following products: _____

(11) **BOOTH DESCRIPTIONS/COSTS:**

_____ Inside Booth Space: Booths are available in the following sizes for the indicated price:
___ 10'x 10' = \$525.00 ___ 8'x 8' = \$475.00 ___ 12'x 5' = \$375.00 (hallway) ___ 6'x5' = \$190.00 (hallway)

If you purchase booths 3 & 4, 11 & 12 or 78 & 79 you can also purchase the adjoining corner between the booths for \$200.00.

For multiple contiguous booth purchases *outside* of the Grand Upton Hall, a 10% discount will apply to every booth purchased after the first 2 booths are purchased at regular price. Exhibit booths will have an 8' high back drape and 3' high side curtains included in the booth price. All booths shall be limited to a side height of 4' for a distance of 4' from the edge of the aisle, except for end booths, where the normal sides become the back of the booth, the height can remain at 12' to the aisle. Hallway booths do not have side curtains and back drapes are by request only and not guaranteed.

_____ Outside Space. Outside space is available in the parking lot at \$85 for 20' of frontage 7' deep. Additional frontage can be added in 5 foot increments for \$10 per 5'. Total frontage desired: _____

feet.
(12) All tables used in your indoor exhibit area are required to be covered and draped to the floor or ground on the front and sides. **ALL DISPLAYS MUST NOT EXCEED THE DIMENSIONS OF THE BOOTH(S)! ALL BANNERS/SIGNS MUST BE CONTAINED WITHIN YOUR BOOTH(S) SPACE.**

PLEASE PRINT CLEARLY:

Legal Name of Exhibitor: _____

Name of Exhibitor: _____
(This name will appear in all ads and listings)

Contact Person: _____

Email Address: _____

Website URL: _____

Address: _____ **City:** _____ **ST:** _____ **ZIP:** _____

Telephone: Bus: () _____ **Fax:** () _____ **Home:** () _____

Booth #(s): _____ 2nd selection if available: _____

Exhibitor hereby acknowledges that they have read this Exhibitor Contract consisting of two (2) pages and agrees to its terms and conditions. Date _____ By: _____

Contract Accepted by the Exhibitor Coordinator for the Home & Garden Show Committee: date: _____

Enclosed Is: \$ _____ **Check/Money Order #** _____ CREDIT CARD: __ VISA __ MC __ DISC __ AMEX

Exp. Date: _____ **Acct #:** _____ **Code:** _____

NOTE: Charge will appear on statement as "SWMHBA"

I hereby authorize the balance of \$ _____ to be automatically charged to the above credit card on December 1, 2019.

Authorized Signature: _____ **Title:** _____

Mail Contract & Payment to: Home Garden Expo, 1300 E Empire Ave., Benton Harbor Mi 49022

THIS FORM MUST BE RETURNED TO THE ABOVE ADDRESS WITH THE MAILING ENVELOPE POSTMARKED NO LATER THAN July 1, 2019 TO BE VALID.
(Retain a copy for your files)