



2019 Exhibitor Application & Agreement

Company Legal Name _____

Company Name (to appear on signage) _____

Contact _____

Address _____

City _____ State _____ Zip _____

Website _____

Facebook Page _____

Phone _____ Fax _____ Email _____

Show Contact (person working the booth) _____

Show Contact Email _____

Show Contact Phone _____

Please select 2 of the categories below that best describe your products or services.

(Your company will be included in each of the selected categories on our website and in our Home, Garden and Remodeling Show Magazine)

****You may select additional listings for \$5 each****

- | | | |
|---|---|--------------------------------|
| Accessibility/Medical | Fencing | HVAC/Duct Cleaning |
| Air/Water Products | Financial/Insurance | Insulation |
| Animal/Pest Control | Fireplaces/Wood Stoves | Iron/Custom Metal |
| Appliances | Flags/Flag Poles/Mailboxes | Kitchen (Indoor/Outdoor) |
| Awnings/Screens | Flooring/Cleaning | Lawn Care/ Equipment/ Services |
| Bath Accessories/Supplies | Foundation Repair/
Waterproofing | Lighting (Indoor/Outdoor) |
| Builders/Remodelers/
Contractors | Furniture/Accessories
(Indoor/Outdoor) | Painters/Paint Supplies |
| Building Supplies/Tools/
Equipment | Game Tables/Game Room
Supplies | Paving/Sealing/Cleaning |
| Cabinets/Countertops | Garages/Garage Doors | Plumbing/Fixtures |
| Cable/ Satellite/ Internet/ Phone
Services | Gardening/Landscaping/
Nurseries | Pools/Hot Tubs/Saunas |
| Cleaning Products/Services | Gazebos/Pergolas | Pressure Washing |
| Closets/Shelving | Glass/ Mirrors/ Shower Doors | Real Estate Services |
| Concrete/Bricks/Pavers | Granite/ Tile/ Marble | Roofing/ Shingles/ Cleaning |
| Decks/Patios/Sunrooms | Grills | Security Systems/Safes |
| Direct Sales/Demos | Gutters/Siding | Storage Buildings/Barns |
| Driveways/Garages | Health/Beauty/Food | Under Deck Roofing Systems |
| Educational/Informational | Home Décor/Accessories | Utilities/Energy Efficiency |
| Electrical/Generators | Home Theater/ Entertainment | Vacuum Systems/Cleaners |
| Elevators | | Windows/Doors |
| | | Other: _____ |

2019 Booth Pricing

****All active Building Industry Association Members will be eligible for a one-time \$200 discount****

IN-LINE/AISLE BOOTHS	Early Bird Rate (Before Nov. 30th)	Standard Rate (After Nov. 30 th)
10x10	\$900.00	\$950.00
10 x 15	\$1,315.00	\$1,365.00
CORNER BOOTHS		
10x10	\$1100.00	\$1,150.00

Bulk Booth Size:		
10 x 20 (island booth)	\$1,950.00	\$2,100.00
20 x 15	\$2,625.00	\$2,775.00
20 x 20	\$2,900.00	\$3,050.00
15 x 30	\$3,300.00	\$3,450.00
20 x 25	\$3,500.00	\$3,650.00
20 x 30	\$3,960.00	\$4,110.00
20 x 35	\$4,340.00	\$4,490.00
20 x 40	\$4,480.00	\$4,630.00
20 x 50	\$5,200.00	\$5,350.00
30 x 40	\$5,400.00	\$5,550.00
25 x 50	\$5,625.00	\$5,775.00
30 x 50	\$6,150.00	\$6,300.00
35 x 50	\$7,175.00	\$7,325.00
40 x 50	\$8,200.00	\$8,350.00

Floorplan coming soon.

Booth Cost	+ \$ _____	
Website link (add \$20)	+ \$ _____	(Your company website will link from listing on LouisvilleHomeShow.com)
Additional Product Listings (\$5 per listing)	+ \$ _____	(First 2 listing are included with your agreement and booth payment)
Bold Listing in Show Guide (add \$20)	+ \$ _____	(Company name will appear in Home Show Guide in bolded font)
BIA Member Discount	- \$ _____	(Must be a current and active BIA member. Limit 1 per company.)
Total Amount:	\$ _____	
Deposit Amount Enclosed:	\$ _____	(50% deposit for applications received BEFORE Dec. 28, 2018.)
Balance Due:	\$ _____	(All balances due in full by December 28, 2018)

- Applications submitted **BEFORE** December 28, 2018 must include a 50% non-refundable deposit of the full amount.
- Applications submitted **AFTER** December 28, 2018 must be accompanied by payment in full amount.

Payment Options

Check the button next to your preferred payment method.

Credit Card: Visa and MasterCard are accepted

- To pay by credit card you can register online at www.LouisvilleHomeShow.com

Or

- Fill out and return the attached Credit Card form.

Check: Please make checks payable to BIA Louisville.

- We accept checks by mail or stop in our BIA office at 1000 N. Hurstbourne Pkwy. Louisville, KY 40223
- If mailing check separately, you must include the check number and date below.**
- Check # _____
- Date check was mailed _____

Cash: We only accept cash if it is delivered in person to our BIA office during regular business hours.

- BIA office hours are from 8:30 am- 4:30 pm Monday-Friday
- Hours are subject to change so please call ahead.**

EXHIBITOR SIGNATURE: By signing below, you are acknowledging that you have read, understand and will comply with all rules and regulations.

Exhibitor Signature/Title: _____ Date: _____

Exhibitor's Legal Company Name: _____

I am electronically signing my application by checking this box and typing my name above.

Ally Adams - Show Director

Home, Garden and Remodeling Show
Building Industry Association of Greater Louisville
1000 N. Hurstbourne Pkwy. Louisville, KY 40223

Ally@BIALouisville.com

502-429-6000 office

502-429-0513 direct

502-429-6036 fax

-----THIS PORTION FOR BIA OFFICE USE ONLY -----

Booth #: _____

Check #/Amount \$: _____

BIA Member: _____

CRM: _____ WL: _____ Floorplan: _____

Accepted by: _____ Date: _____

Ally Adams, Show Director



HOME, GARDEN & REMODELING SHOW

PRESENTED BY **CHAMPION**

Credit Card Information

Date: _____

Name on card: _____

Company Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

CC Number: _____

(VISA or MasterCard only)

Expiration Date: _____

Card Code: _____ *(three digits on the back of card)*

Amount to Charge: _____

***Authorized Signature**

Date

I am electronically signing my application by checking this box and typing my name above.

Notes:

2019 Home, Garden & Remodeling Show – Rules & Regulations

- 1. Rules & Regulations:** Exhibitor agrees to abide by and adhere to all laws of the Commonwealth of Kentucky, Jefferson County and all pertinent ordinances thereof. Exhibitor also agrees to abide by all official Show Rules & Regulations set forth by Show Management and the Kentucky Exposition Center (Including but not limited to the State Fire Marshall Requirements and Policies). Said Rules & Regulations are hereby made a part of the exhibit space agreement.
- 2. Booths, Signs & Flags:** BOOTH: The 10' x 10' in-line booths have 8' high back drapes (if needed), and 48" high divider drapes between each exhibitor (if needed). Standard booths (does not include island bulk spaces) should not exceed 8' in height – including signage – without show director's approval. Exhibits may extend one half of depth of booth (5' from rear to front) at 8' height. Remaining front half of booth depths shall not exceed 48" in height. All "end cap" booths are required to submit a drawing that will be subject to approval for participation. Tables are required to be draped with a cloth material that is fire retardant – no plastic. All exposed parts of display partitions must be finished or covered at the exhibitor's expense so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Any additional equipment or drape is to be at the expense of the exhibitor. The space rented is to be returned to its original condition. SIGNS: ONLY bulk booths(islands) are permitted to hang overhead signage from the ceiling. Please refer to the Exhibitor Manual for drawings and additional information on booth set-up. All flags and signage in booths are subject to all booth rules and regulations and cannot be in the front of a booth blocking the line of sight or above the approved height. Flags and signage must not extend outside of the allotted booth space.
- 3. Electricity/Water/Other Services:** Orders must be in by February 1, 2019 in order to receive the Advanced Rate on services. Electrical outlets, carpenter work, shelving, forklift rental and decorative features are additional charges through the appropriate service contractor. Charges for special facilities or services shall be payable by the exhibitor directly to the service contractor. (Order Form - LouisvilleHomeShow.com) Exhibitors are prohibited to bring in their own fork trucks into the facility. If you should need a fork truck, contact Fern Expo Services. Fern 502-367-0254 KEC/Electrical 502-367-5321
- 4. Exhibit Space/ Floor Plan:** Exhibit space MUST be manned at all times. Exhibitors leaving their booth without representatives during show hours for more than 5 minutes will be fined \$500 for each occurrence, each day. The contracted space is to be used solely by the exhibitor whose name appears on the contract and no other portions can be sublet or assigned. No booth space may be assigned, sublet or shared with another firm, either partially or in its entirety, without the written consent of Show Management. No exhibitor shall exhibit in their space any other goods, apparatus, service, advertising signs, etc., other than those what items or displays that have been approved by Show Management on the signed contract. Violation of this rule shall be cause for eviction without refund. All promotional and sales activity must be confined to the approved booth space.
- 5. Space Guarantee:** This agreement does not reserve, nor guarantee to, the exhibitor any space, a specific area or space priority, right of first refusal or any other manner of participation in any future show. The floor plan is subject to change without notification to the exhibitor.
- 6. INDEMNIFICATION:** Exhibitor agrees to indemnify, defend and hold harmless the Building Industry Association of Greater Louisville, Inc. (BIA) and its agents, employees, officers, directors, representatives and affiliates, including the Show Director, against all loss, costs, damages, liabilities, actions, causes of action, demands, claims or injury of any nature whatsoever brought or asserted by any person and in any way connected with, arising out of or claimed to be arising out of, exhibitor's booth or any rental space used by exhibitor. This agreement to indemnify, defend and hold harmless extends to all claims of injury or damage related to your actions or the booth rented by exhibitor, whether direct or indirect, incidental or consequential, regardless of whether they are the result of the negligence of BIA. This agreement to indemnify, defend and hold harmless also includes, without limitation, (1) all claims, demands and actions arising out of or in any way related to any license, copyright, trademark or patent rights or laws, and (2) all claims, demands and actions related to any theft or claim of theft of any personal property.
- 7. Aisles:** Exhibitor's MUST REMAIN INSIDE ALLOTTED RENTAL SPACE. Failure to abide by this rule will result in a minimum fine of \$1,000. Any expenses and liability claims arising out of said space violation are the full responsibility of the exhibitor. Aisle space shall be under the exclusive control of the Building Industry Association of Greater Louisville.
- 8. Automobiles/Tents/Sand:** Helium balloons, automobiles, tents, and sand are NOT ALLOWED. Any vehicle that is a part of a display must be approved by Show Management.

- 9. Other Shows & Events:** It is not permissible to promote any other Show or Event at the Home, Garden & Remodeling Show unless otherwise approved by show management in writing.
- 10. Exhibitor Credentials and Parking Passes:** Each exhibitor will be provided with a limited number of Exhibitor Credentials to the Home, Garden & Remodeling Show at no charge. (Refer to the 2019 Exhibitor's Manual.) Parking Passes may be ordered and purchased by the exhibitor. Parking Passes are limited and once they are sold out additional passes must be purchased through the facility for their current list price.
- 11. Character & Eligibility of Exhibits:** 1) Loudspeakers and high volume sound equipment are prohibited. Audio video equipment must be restricted in volume so as not to disturb other exhibitors. Management reserves the right to enforce these restrictions at its own discretion, including the use of microphones. 2) Exhibitors may distribute literature and demonstrate products or services in booth confines. 3) Exhibitors conducting any type of drawing must first notify Show Management in advance of the Show. Giveaways involving a vehicle are prohibited unless approved by Management. 4) The Management reserves the right to decline or prohibit, any exhibit or part of exhibit, which is not in keeping with the character of the general exhibits; this also refers to conduct or attire of persons, printed matter, souvenirs, or anything that may be classed as undesirable. Any mechanical devices must be operated in such a way as not to interfere with the exhibits of others. 5) The BIA/Home Show Management reserves the right to determine the display eligibility of any company or product.
- 12. Facility Contract:** Neither the Building Industry Association of Greater Louisville, The Kentucky Exposition Center, nor the Show Management will be liable for the fulfillment of this agreement for rental or space if non-performance is due to strikes, acts of God, the authority of the law, or any cause beyond their control. Exhibitors hereby waive all claims for damage or compensation in the premises.
- 13. Materials Subject to License/Restriction and Sales Tax:** The exhibitor agrees to obtain, at its own expense, any licenses or permits from government bodies which may be required for the operation of its trade or business during the show and to pay all taxes that may be levied as a result of the operation of its trade or business in the space. Show management will distribute KY Sales Tax information with credential packets.
- 14. Security:** Although overnight security is provided for normal protection, the BIA, Kentucky Exposition Center and the security contractor does not assume responsibility for lost, stolen or damaged items. Valuables should not be left in the booths unguarded at any time. Exhibitors are encouraged to lock up or remove small valuables in the booth each night.
- 15. Insurance:** Exhibitors shall secure and maintain liability insurance, at its own expense, naming the BIA and the Kentucky Exposition Center as additional insured. Exhibitor will be required to furnish a certificate of insurance to Show Management prior to the first show date. The Insurance Certificate can be faxed to 502-429-6036 or emailed to Ally@bialouisville.com.
- 16. TERMS OF BOOTH PAYMENT:** A 50% deposit of the total amount due must be submitted with the completed application to be considered for space. Applications received after December 28, 2018, require full booth payment with application. Applications submitted after December 28, 2018, may not make the Show Guide Publication. After December 28, 2018 full payment is due with application. After December 28, 2018, all payment must be made by valid credit card (Visa/MC), certified check or cash. All deposits are non-refundable. Make checks payable to the Building Industry Association of Greater Louisville. All outstanding booth balances are due no later than December 28, 2018, or Show Management reserves the right to re-sell the booth space with no obligation to exhibitor. NSF Checks: In the event that the exhibitor's check is returned by a bank due to insufficient funds, a \$100 administration fee will be charged to the exhibitor.
- 17. Cancellations:** All deposits are non-refundable. Cancellations made after November 30th, 2018 will be required to make full booth payment.
- 18. Show Dates/Hours:** March 1-3, 2019. Friday and Saturday: 10 a.m. – 9 p.m.; Sunday: 10 a.m. – 5 p.m.
- 19. Exhibitor's Manual:** The 2019 Exhibitor's Manual, as established in writing for all exhibitors by Management, is part of this agreement. The Exhibitor's Manual can be found at www.louisvillehomeshow.com or call 502-429-6000 for a printed version to be mailed to you.
- 20. Amendments:** The BIA shall have full power to interpret and amend the rules from time to time. Wherever these rules do not cover a situation, the BIA may make rulings it considers to be in the best interest of the Show, and the exhibitor agrees to abide by the rulings.

21. Move-In and Setup:

- **All 10 x 10 and aisle booths**
 - Wednesday, February 27th 11:00 a.m. to 9:00 p.m.
 - **No vehicles will be allowed on the show floor on Thursday, February 28th.**
- **Bulk and island booths located in South Wing B**
 - Monday, February 25th (2:00 p.m. – 9:00 p.m.)
 - Tuesday, February 26th (8:00 a.m. – 9:00 p.m.)
 - *Limited vehicles* will be allowed in Wednesday, February 27th
 - Use Doors E-13 through E-19
 - **No vehicles will be allowed on the show floor on Thursday, February 28th.**
 - ****All vehicles entering the building require a Drive-In pass visibly displayed in front windshield. Passes must be secured with Show Management in advance****
- **Bulk and island booths located in South Wing C**
 - Monday, February 25th (5:00 p.m. – 9:00 p.m.)
 - Tuesday, February 26th (10:00 a.m. – 9:00 p.m.)
 - *Limited vehicles* will be allowed in Wednesday, February 27th
 - Use Doors E-16 through E-19
 - **No vehicles will be allowed on the show floor on Thursday, February 28th.**
 - ****All vehicles entering the building require a Drive-In pass visibly displayed in front windshield. Passes must be secured with Show Management in advance****

22. Move-Out and Breakdown:

- **All 10 x 10 and aisle booths**
 - Breakdown begins on Sunday, March 3rd at 5:01 p.m. to 10:00 p.m.
 - All 10 x 10 and aisle booths must be completely broken down and moved out no later than 10:00 p.m. on Sunday, March 3rd
 - **NO EARLY BREAKDOWN!** Booths that are caught breaking down early (during our public show hours) will be subject to a fine up to \$500.
- **Bulk and Island booths**
 - Move out on Sunday, March 3rd will be from 5:01 p.m. until 10:00 p.m.
 - Monday, March 4th Move Out time is from 8:00 a.m. to 5:00 p.m.
 - ALL exhibits must be moved out no later than 5:00 p.m. Monday, March 4th.
 - There will NOT BE any release slips issued – please take ALL valuable items out at the close of the Show.
 - **NO EARLY BREAKDOWN!** Booths that are caught breaking down early (during our public show hours) will be subject to a fine up to \$500.