

# Western Area Builders Association 2020 HOME AND GARDEN SHOW CONTRACT

April 3<sup>rd</sup> - 4<sup>th</sup>, 2020 (Fri: 2-7 pm, Sat: 9-6 pm- *Event times may change*)

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

Representative in charge of booth: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address: \_\_\_\_\_ (future correspondence will be through email)

Booth number(s) requested: **1st choice** \_\_\_\_\_ **2nd choice** \_\_\_\_\_ **3rd choice** \_\_\_\_\_

Note\* Booths are assigned on a first come first serve basis with priority given to last year's vendors (see rules for other booth assignment considerations)

Electricity is available within 50 ft. of booth (exhibitor must provide any extension cords needed).

Specify other special needs? \_\_\_\_\_

Brief description of products to be displayed (height of display, curtain wanted, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Please reserve: \_\_\_\_\_ 10' x 10' booth(s) \_\_\_\_\_ table(s) \_\_\_\_\_ chair(s)  
(Exhibitor must provide linen/table skirt(s).)

I/We agree to pay the Western Area Builders Association \$ \_\_\_\_\_ (total cost of booths – see rate schedule)

I/We further agree to abide by the Rules of the Show. (See attached)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Exhibitors representative)

North Dakota Sales and Use Tax Permit Number (if applicable): \_\_\_\_\_

CHECK ENCLOSED \*NO Processing Fee  PAY BY CREDIT CARD \*Processing Fee

**Credit Card:** We impose a surcharge of **3%** on the transaction amount for Visa, Mastercard and Discover credit card products, **3.5%** for American Express which is not greater than our cost of acceptance. **We apologize for the inconvenience.**

<b>2019 Home Show Booth Prices</b>					
4/13/2019 – 10/31/2019	<b>1 booth</b>	<b>2 booths</b>	<b>3 booths</b>	<b>4 booths</b>	<b>5 booths / 6<sup>th</sup> Free</b>
Members	\$300	\$600	\$900	\$1200	\$1500
Non-Member	\$450	\$900	\$1350	\$1800	N/A
11/1/2019 – 3/20/2020	<b>1 booth</b>	<b>2 booths</b>	<b>3 booths</b>	<b>4 booths</b>	<b>5 booths / 6<sup>th</sup> Free</b>
Members	\$350	\$700	\$1050	\$1400	\$1750
Non-Member	\$500	\$1000	\$1500	\$2000	N/A
After 3/20/2020	<b>1 booth</b>	<b>2 booths</b>	<b>3 booths</b>	<b>4 booths</b>	<b>5 booths / 6<sup>th</sup> Free</b>
Members	\$400	\$800	\$1200	\$1600	\$2000
Non-Members	\$575	\$1150	\$1725	\$2300	N/A

**Submit Payments to:** Western Area Builders Association  
PO Box 1825  
Williston, ND 58802-1825

**Email to:** [eo@willistonbuilders.com](mailto:eo@willistonbuilders.com)

# Western Area Builders Association

## 2020 Home & Garden Show Rules

April 3-4, 2020

**Purpose:** To present an informational and educational show to the public and to provide the best marketing opportunity to our exhibitors.

**Hours:** The show will be open to the general public: *Event hours may change*

**Friday, April 3th,** 2:00 pm - 7:00 pm **Social** - 7:00 pm - 9:30 pm

**Saturday, April 4th,** 9:00 am - 6:00 pm

**Move-In & Out:** No exhibitor will be allowed to set-up their display unless their booth space is paid in full.

The setup hours for exhibitors are 9:00 am to 6:00 pm on Thursday, April 2<sup>nd</sup> and Friday, April 3<sup>rd</sup> 8:00 am to 1:00 pm and must be ready for the public no later than 1:00 pm. Show officials will not permit any move-in after opening of the show. Exhibits must remain totally intact until the show closes at 6:00 pm on Saturday. Teardown begins Saturday April 4<sup>th</sup> at 6:00 pm, after doors close, to 9:00 pm and again on Sunday April 5<sup>th</sup> -Times TBD Exhibits must be completely removed no later than 12:00 pm, Sunday, April 5<sup>th</sup>.

**Booth Application and Assignment:** Booth space will be assigned with due consideration to an exhibitor's choice preferences based upon date of receipt of contract and required payment and availability. **Returning exhibitors** will have priority of reserving the same booth as previous years providing, they submit their contract by Friday, January 17, 2020. The Western Area Builders Association reserves the right to change or assign booth space at any time for any reason.

**Booth Construction:** The normal height restriction for all exhibits or portions thereof is eight (8) feet in the rear, three (3) feet on the sides. Please note on application contract if exhibit is taller than normal booth sizes. Custom-built displays are desirable and more effective because of their eye appeal. All custom displays should be built four inches narrower than actual booth specifications in order to insure proper fit. Standard booths are 10' x 10'. If it is not possible to have a custom-built booth, exhibitors may utilize the standard booth equipment which is furnished by the show. This equipment consists of drapes suspended on covered supports, eight feet at the back and thirty-four inches on the sides. Tables and chairs will be provided upon request. Exhibitors will not apply paint, lacquer, adhesive, or any other coating to the building floors, columns, etc., or to the standard booth equipment. All exposed edges of carpeting or other floor covering must be taped down. Exhibitor's booth must be able to pass fire marshal's inspections, and for this reason nonflammable materials are recommended. Exhibits shall be constructed and arranged so they do not obstruct the general view or hide the exhibits of others. Floor coverings and display items shall be confined to the exhibit space leaving the aisles open for public safety and traffic.

**Character of Exhibits:** Preferred products and services displayed are those pertinent to the building industry for home and garden use or closely related to this field. Exhibits should be attractive and demonstrative so the purpose of providing the maximum in educational and informational opportunities to the public can be met. Exhibitors are always requested to cooperate with the show officials by manning and maintaining their exhibits throughout the exhibition. Each exhibitor agrees to have a representative(s) in attendance at their booth during the hours of the show.

**Selling:** All sales of products and/or services will be allowed. No canvassing, solicitation of business, or conferences in the interest of business, products except by exhibitors will be permitted in the exposition. Canvassing must be confined to exhibitor's rented space, and all sales activities and services must take place within that space.

**Distribution:** Printing, advertising, souvenirs, etc., may be distributed by exhibitors from their own leased space only. Any souvenirs or advertising literature that is of an objectionable or undignified character will not be permitted. Souvenirs will not be of a noise-making variety.

**Subletting:** An exhibitor shall not assign, sublet or apportion the whole or any part of the space allotted to him, and may not exhibit therein any other space goods, apparatus, services, etc., other than those manufactured or sold by the exhibitor in the regular course of business.

**Sound Control:** Sound effects, loud speakers, and other attention getting devices and audio-visual equipment will not be permitted except in locations where, in the opinion of show officials, such sounds and activity do not interfere with activities of neighboring exhibitors.

**Helium:** NO helium balloons or similar items will be allowed in the show due to fire code and the high cost of removal from ceiling.

**Liability:** Neither the Western Area Builders Association, the employees thereof, the Raymond Family Community Center, nor any member of the show committee, or their representatives, will be responsible for any injury, loss or damage that may occur to the exhibitor, or to the exhibitor's employees or property, from any cause whatsoever prior, during, or subsequent to the period covered by the show exhibit contract; and the exhibitor on signing contract expressly releases the foregoing named association, individuals, representatives, committee, and officials from any or all claims for such loss, damage, or injury. The exhibit area will be secured during non-show hours. This security in no way assumes any responsibility for the care and safekeeping of exhibits. It is a provision of this contract that all exhibitors have public and property liability insurance to protect themselves, the Western Area Builders Association and its representatives, the Raymond Family Community Center and its representatives, against all possible claims arising out of negligent acts of his or her employees and booth visitors during the operation of his or her equipment in this exhibit or the exhibit of this show. Exhibitors will be required to replace, repair, or otherwise assume the expense of any defacement for the injury of premises caused by his or her exhibit or representatives.

**Deposits and Refunds:** All booth fees will be retained by the Association in the event the exhibitor fails to fulfill the contract. Requests for cancellations and refunds for booth space must be received no later than February 15th, 2020 (Cancellation Date). Contracts cannot be cancelled or refunded after the Cancellation Date for any reason. If the application for space is declined by the show management, all monies deposited for such space will be returned to the applicant. If the exhibitor fails to occupy the space contracted for or fails to comply with the terms of this agreement, the show management shall have the right to use such space in any manner without releasing the exhibitor from paying the sum agreed upon in this contract.

**Verbal Agreements:** Absolutely no verbal agreements will be recognized by the Home Show Committee. Wherever these rules do not cover, the Home Show management reserves the right to make such rulings as may appear to be in the best interest of the Home Show and the exhibitor agrees to abide by such rulings.

**Parking:** Parking is limited at the facility! Exhibitors MUST vacate the parking lot by 12:00 pm on Friday, April 3<sup>rd</sup>. All exhibitors must park at the north end of 9<sup>th</sup> Ave or Davidson Dr. to allow parking for the general public.

**Propane:** No propane tanks are allowed inside the Raymond Family Community Center what-so-ever.

**Please sign below to indicate acceptance of the show rules.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Print Name

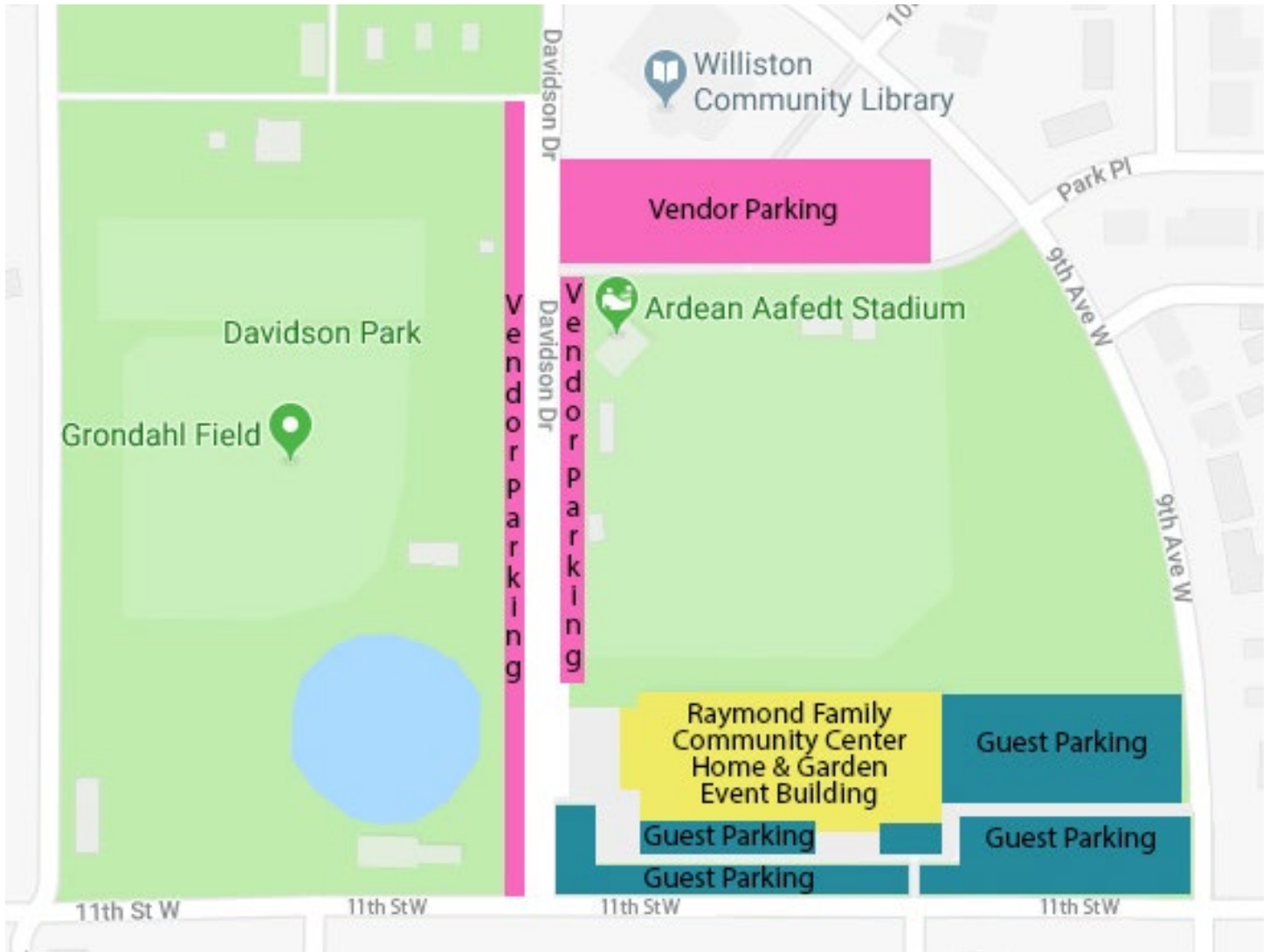
\_\_\_\_\_  
Date

**Return this page with application.**

# 2020 Home and Garden Show Map

		101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116		
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		59 45	60 46	61 47	62 48	63 49	64 50	65 51	66 52	67 53	68 54	69 55	70 56	71 57	72 58				
		31 17	32 18	33 19	34 20	35 21	36 22	37 23	38 24	39 25	40 26	41 27	42 28	43 29	44 30				
		<b>ENTRANCE</b>																	
		<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">117 Williston Herald Booth</div> <div style="border: 1px solid black; padding: 2px;">118 WABA Booth</div> <div style="border: 1px solid black; padding: 2px;">119 WABA Booth</div> <div style="border: 1px solid black; padding: 2px;">120 WABA Premier Sponsor</div> <div style="border: 1px solid black; padding: 2px;">121 WABA Premier Sponsor</div> <div style="border: 1px solid black; padding: 2px;">122</div> <div style="border: 1px solid black; padding: 2px;">123</div> </div>																	

# 2020 Home and Garden Show Map



*Western Area Builders Association's Home and Garden Show Parking Guide.  
Please be considerate of the show attendees and park along Davidson Drive.*

--The Western Area Builders Association thanks you for your continuous support and impact you make to help grow our community!

Event suggestions are always encouraged! We want to continue to grow and improve the show together.

Additional questions or concerns, please contact:

**Amber Elizondo**

Executive Officer/Director

P: 701.572.5744 M: 701.580.4082

eo@willistonbuilders.com