Exhibitor Contract

HBA
HOME BUILDERS ASSOCIATION OF CENTRAL MISSOURI

COMPANY: _____

BILLING CONTACT: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ **Cell:** _____

SIGNEE EMAIL: _____

PRESENTING SPONSOR: FORTIFIED ROOFING & SIDING

I understand that my exhibit space commitment is a binding obligation upon my signature below and delivery of the non-refundable deposit described above.
I UNDERSTAND THAT THE ATTACHED RULES & REGULATIONS GOVERN THIS SHOW & AGREE TO ABIDE BY THEM & ACKNOWLEDGE RECEIPT OF A COPY OF SAID RULES & REGULATIONS BY SIGNING THIS CONTRACT. *
All Exhibitors are required to submit proof of insurance. Failure to abide by Home Show rules will result in a $250 fine.

Signature: _____ **Date:** _____

Title: _____

February 19 & 20, 2027

CAPITAL MALL
3600 Country Club Dr Jefferson City MO

		MEMBER		NON-MEMBER	
Location	**Booth Size**	**Total**	**Deposit**	**Total**	**Deposit**
Main area	8x10	**600**	250	**815**	250
	8x10 prime	**725**	250	**975**	250
	End cap	**1325**	250	**1600**	250
	Center court 8x16	**1475**	250	**Members only**	
	Center Court 20x20	**1775**	250	**Members only**	

# OF BOOTHS		BOOTH SIZE	LOCATION, ROW LETTER & NUMBER	Table size	Electric yes or no
CHOICE: 1.					
2.					
3.					

Accompanying this Contract is the **non-refundable deposit** in the amount of $250 **payable by November 15, 2026** to reserve the following booth or booths:
If deposit is NOT received by November 15, 2026 your booth will be available for sale and will not be reserved in your company's name. This will be strictly enforced.

Balance Due by January 15, 2027
Final Payments not received by January 15th, will result in a forfeit of your booth space.

Please provide Cell number above for text communications prior and during the show.

Booth price includes electric, a 4, 6 or 8 ft skirted table, 2 chairs and waste basket. additional tables and other rental items available at Page and Brown Convention Services 573-348-5176.

Mail Payment & Home Show Contract to HBA, 1420 Creek Trail Drive, Jefferson City, MO 65109
Contact: HBA office 573-635-6001 or rachel@hbacentralmo.com www.hbacentralmo.com

Exhibitor Contract

The Rules and
SHOW MANAGEMENT:

The Home Show (the "Show") is a presentation of the CENTRAL MISSOURI BUILDING INDUSTRIES ASSOCIATION d/b/a the HOME BUILDERS ASSOCIATION OF CENTRAL MISSOURI. The Home Show Committee shall have the right to make such rules and regulations, from time to time, as it shall deem advisable to ensure the success of the Show. Each participant ("Exhibitor"), together with its employees and representatives, shall be bound to follow such rules and regulations as a condition of the right to exhibit its products and/or services at the Show in the space reserved by the Exhibitor. The Show staff's application, interpretation and construction of said rules and regulations shall be final and conclusive.

CHARACTER OF EXHIBITS:

Applications are subject to approval by the HBA Home Show Committee. Each Exhibitor agrees to display only products or services that are sold by it in its regular course of business. Non-HBA member exhibitors are limited to professional general building contractors and the trades and businesses that support them. It is the purpose of the HBA Home Show Committee, and understood by the Exhibitor, that only pertinent products and services that pertain to the field of home building, modernizing, decorating, major furnishing & major recreation, landscaping or closely related to these fields of activity shall be displayed, demonstrated and explained. All HBA members in good standing may participate in our show. The Show Committee reserves the right to reject any exhibit, or part thereof, which is not in keeping with the character and spirit of the Show.

CONTINGENCIES:

The Home Show Committee reserves the right to cancel this contract in the event the Committee concludes it is in the best interest of the HBA, the Show and/or for reasons of safety. While the Committee can make the decision to cancel for any reason; generally cancellation will be used in situations where the facilities for the show are unfit due to damage, adverse weather conditions, public health concerns (there or not a governmental order is in place), or circumstances beyond the control of the HBA and the Home Show Committee. In such events, the HBA shall not generally refund any payments for the Show; it being expressly understood that such payments are applied to expenses relating to the Show upon receipt. The HBA and the Home Show Committee are expressly released of any and all claims for damages, actual, consequential or otherwise, sustained or incurred by Exhibitor by reason of such cancellation. In lieu of cancellation, the HBA and the Home Show Committee reserve the right, in their sole discretion, to conduct the Show in an alternative format by Zoom or other similar web event. In such event, Exhibitors remained bound to participate in the manner prescribed by the HBA and the Home Show Committee.

PAYMENT:

All booths must be paid in full by the date designated by the Home Show Committee. Full Payment is required for all booths once the advertising has begun even if Exhibitor chooses to pull out of show for any reason.

INSTALLATION AND REMOVAL OF EXHIBITS:

(a) All exhibits shall remain in place and shall NOT be dismantled, physically or electronically in the event of a web-based event format, until the official closing of the Show. There will be a $250 penalty fee for tear down prior to the end of the Show. Violators will be notified by letter, billed $250 within 10 days of the show, and will **forfeit the opportunity for booth space for the following year.**

(b) All exhibits, displayed products, and other material and property of the Exhibitor must be removed, or taken down immediately after the official closing of the Show within the times designated as "Exhibitor load-out" unless special permission from the Home Show Committee has been granted.

(c) Exhibitors may begin load-in NO EARLIER than time designated by Load- in/Load-out Committee. All booths and contents MUST be in place one hour prior to the start of the Show. All exhibits must remain up throughout the Show and MUST be removed or taken down at your designated Load-out time. **You are required to provide sufficient manpower and other resources necessary to Load-in and Load-out your booth within your assigned time.**

BOOTH RENTAL, ASSUMING A LIVE, IN-PERSON FORMAT INCLUDES:

One complimentary table (**if ordered in advance – 5 days prior to show - thru Page & Brown)** draped and skirted 4 ft., 6 ft, or 8 ft table (**There will be an extra charge to the exhibitor for switching out or adding tables from choice indicated on their contract)**, 8' back curtains, 3' side curtains, 7 x 44 ID sign, Waste basket, two chairs, listing in Show Program, website and print advertising.

ELECTRICAL SERVICES:

Electric service if required should be ordered through the HBA at least 5 days in advance.
Only 1 -5 amp maximum will be offered due to limited power availability. 20amp direct line service will not be available.
Orders placed for electric service during move in will be subject to availability.
If your display has lighting, LED or CFL bulbs, as opposed to incandescent bulbs, would be appreciated to reduce power draw.

It will be the responsibility of the Exhibitor to provide their own extension cords.

The HBA will not be responsible for supplying any electrical services if the event is not live and in-person.

USE OF SPACE:

- The space of the Exhibitor is to be used solely for the purposes set forth in the Contract.
- The Exhibitor shall not allow nails, screws or tacks to be driven into the building wall or pillars, and no tape is to be used on the walls.
- Loudspeakers, radios, TV sets, or the operation of any machinery or equipment of sufficient volume to be a nuisance to the neighboring Exhibitors is not permitted. Public address systems to attract the attention of people passing in front of exhibit spaces are not permitted.
- The dimensions for one regular booth are 8 ft. in depth and 10 ft. in width, 8 ft. high back drop, 3 ft. high side rails, draped and skirted 4 ft, 6 ft., or 8 ft. tables, 2 chairs and booth header sign. The dimensions for the endcap booths are 10 ft. in depth and 16 ft. in width. **No part of the display may extend beyond the front line of the exhibit space into the aisle or above the 8 ft. height of back wall.**
- No Exhibitor shall assign, sub-let or apportion the space or any part of the space allotted to it, nor exhibit any goods, apparatus, services, advertising, signs, etc., other than those manufactured or sold by the Exhibitor in the regular course of its business, without the written consent of the Home Show Committee. The Home Show Committee does allow authorized Exhibitors to share booth space. However, all vendors represented in the booth must be named on the Home Show booth application. Exhibitors shall be limited to a maximum of eight (8) booths in order to allow for further diversified growth of our Show. Printed advertising, souvenirs, etc., may be distributed by Exhibitors from their own space only. Any souvenir or advertising that is of an objectionable or undignified character will not be permitted. Souvenirs should not be of a noise-making variety. All such items are subject to the approval of the Home Show Committee. **Absolutely NO distribution of materials of any kind or solicitation shall be permitted by any entity that is not an authorized Exhibitor.**
- Exhibitors shall not sell food or beverages. Exhibitors dispensing food or beverages shall be responsible for ensuring the cleanliness of their space throughout the Show and shall ensure that any such food and beverage is distributed in accordance with applicable law, including any City ordinances. The HBA reserves the right to prohibit or further regulate the dispensing of food and beverages to protect the public health, including but not limited to prohibiting any dispensing of food or beverages or restricting the manner in which food and beverages may be dispenses, e.g. authorizing the dispensing only of separately, prepackaged beverages ad food, or requiring the taking of other sanitary measures.
- Exhibitors, when mandated by the HBA or the government to promote public health shall certify that each individual operating their booths have first certified the following to them in writing:
    - I took my temperature this morning and confirm that it was less than 100.4.
    - I confirm that I am not aware of my having had close contact with or cared for anyone diagnosed with COVID-19 within the last 14 days.
    - I confirm that, in the past 24 hours, I have not had any of the following symptoms or been exposed to anyone showing the following symptoms:
        - Temperature of 100.4 degrees or higher;
        - Cough;
        - Shortness of breath;
        - Difficulty breathing; or
        - Tiredness

SECURITY AND RESPONSIBILITY:

All doors to the Show will be secured when Capital Mall is closed to the public. Only authorized personnel of HBA will be allowed into the display area during such times.

Neither the Capital Mall, its staff nor the HBA, the Home Show Committee, or any of its authorized representatives (the "Released Parties") shall be responsible for an Exhibitor's booth or its contents. THE RELEASED PARTIES SHALL NOT BE LIABLE TO EXHIBITOR, ITS OFFICERS, DIRECTORS, MANAGERS, EMPLOYEES, AGENTS, GUESTS, OR OTHER PERSONS AT THE SHOW FOR OR ON BEHALF OF EXHIBITOR, FOR INJURY TO ANY SUCH PERSON, NOR FOR LOSS OF OR DAMAGE TO PROPERTY (INCLUDING PROPERTY OF EXHIBITOR) OCCURRING IN OR ABOUT THE FACILITIES FROM ANY CAUSE WHATSOEVER, UNLESS CAUSED BY THE GROSS NEGLIGENCE OF HBA. . Further, HBA shall not be liable to Exhibitor, including its employees or their officers, directors, employees, agents, guests, or other persons at the Show for, on behalf of , or at the invitation of Exhibitor, for any injuries to persons or damage to personal property caused by any public health issue, water, rain, snow, frost, fire, storm and accident, or by breakage, stoppage, or leakage of water, gas, heating and sewer pipes, or plumbing upon, about or adjacent to the facilities, unless caused by the gross negligence of HBA. Exhibitor expressly agrees to indemnify, release and hold harmless the Released Parties from any and all liability for any loss, injury or damage to persons or property that may be sustained by reason of the Exhibitor's Participation in the Show.

INSURANCE:

It is the responsibility of the Exhibitor to maintain such insurance as is appropriate for Exhibitor's participation in the Show, including, but not limited to, liability insurance. **Proof of Insurance must be faxed or mailed to the HBA office prior to the show.**

CARE OF EXHIBIT SPACE:

- Each Exhibitor must keep his own space cleaned and his exhibit in good order while the show is open to the public. Must remove own trash off site other than what will fit in trash can provided.

- The HBA reserves the right to impose additional cleaning requirements to promoting public health and to require adherence to all governmental requirements relating to the protection of public health.

- Any vendor using a display with rocks, bricks, pavers or blocks will need to have some plywood under it to support the weight. There is asphalt under the carpet and it will indent if the weight is not spread out.

- Sawing of any materials inside the building must be pre -approved.

- **responsibility of the vendor**. If there is a spill of water in a booth, it needs to be mopped up immediately. Water standing under the vinyl cover, but on top of hardwood may cause permanent damage.

- Small rock parts from roofing displays may pierce through the seams of the vinyl cover and permanently scratch the floor. Please watch carefully that this doesn't happen.

- Page and Brown Convention Services shall only be responsible for maintaining the aisles and public areas and dumping of the trash cans.

- Failure to abide by clean-up rules is subject to the same penalty as early tear-down of booths. **($250 penalty fee to be billed in writing 10 days of the show and forfeit booth space for the following year**).

- Vendors responsibility to remove all sold items after show. Nothing is to be left at the Capital Mall after the Show. All **sold items** must be picked up at the vendors location. (Not at the Capital Mall)

- Break down boxes before placing them in them in dumpster NO Foam!

- Venders late on booth removal need to move items to load out areas so clean up may begin.

MISCELLANEOUS EXHIBIT & SHOW REGULATIONS

No Alcoholic beverages of any kind will be served or permitted on the Capital Mall premises without previous permission from the HBA and Capital Mall.
The Capital Mall is a smoke-free facility. No smoking will be permitted anywhere on the premises.

RULES COMMITTEE:

Members from the Home Show Committee will also serve as a Rules Committee. The rules Committee will be responsible for controlling all activities of the Show. This will include ensuring that all Exhibitors are within their space allotment, Exhibitors are following the rules set by the Home Show Committee and the facility, making sure that no Exhibitor tears down early and for controlling the overall atmosphere of the Show.

AMENDMENTS:

The Home Show Committee has full power to interpret or amend these rules, with or without notice to Exhibitors. When possible, the Committee will attempt to notify Exhibitors, either verbally or in writing, of any rules changes. The Home Show Committee reserves the right to make rules which it deems in the best interest of the Show, and the Exhibitor agrees to accept and abide by such rules.