



2017 Show Information:

**Friday, Saturday, and Sunday
February 24th, 25th, 26th, 2017
Bell County Expo Center**

Dear Home & Garden Show Exhibitor:

I hope this letter finds you well and ready to start planning for another great Home & Garden Show. We appreciated your participation in the 2016 show, as well as previous years, and hope the show went well for you. We set record attendance numbers last year and we are confident the 2017 Home & Garden Show will be just as successful! **The 2017 show will be open to the public as follows: Friday 6-9 p.m., Saturday 10 a.m.- 6 p.m., and Sunday 12—5 p.m.** Our committee is excited about the show and feel it will be another great year for vendors and attendees!

As always, this enclosed packet is your opportunity to reserve your booth space early for the 2017 Home & Garden Show. If you exhibited in the 2016 Home & Garden Show this is your opportunity to keep the same location you had this year for 2017 by responding by September 30th. If you wish to relocate or expand, please note that on your paperwork; assignments for expansion or relocation will be made after September 30th. Secure your booth by mailing a \$100 deposit. **Please note** that you have until November 15th to cancel and receive your deposit back. **Booth rental must be paid in full by December 31, 2016 for those who book on or before December 1, 2016.**

Enclosed, you will find a exhibit space request form, contract, show layout, booth price guide, rules sheet, and a credit-card verification form. If you were in the 2016 show, you will find your 2016 booth number(s) on the label of your envelope. ***Please fill out the booth response sheet and contract in its entirety.*** Return the booth response sheet and signed contract along with your deposit to P.O. Box 2002, Temple, TX 76503 or via email to kacie@tahb.org. **Please note that booth space is NOT considered booked until the deposit is paid.**

Sponsorships for the 2017 Home & Garden Show are also available. If you are interested in being a marketing partner for this year's show please don't hesitate to contact us. Two levels will still be available—Show Partner and Banner Sponsor. Show Partner Sponsorships are sold on a first come first serve basis and are limited to the first 7 companies that contact us. However, Banner Sponsorships are unlimited. We anticipate the cost of these marketing opportunities to remain the same at \$2000 for Show Partners and \$250 for Banner Sponsors. We work very hard to get maximum exposure for all of our Sponsors through our marketing campaign with multiple media outlets and social networking venues before, during, and after the show.

If you have any questions regarding show information, please contact our Show Coordinator, Kacie Beevers, at 254-773-0445 or kacie@tahb.org. We are looking forward to another great show in 2017 and we hope you will be a part of that success!

Sincerely,

Brad Wyrick
Executive Director
Temple Area Builders Association



EXHIBIT SPACE REQUEST FORM 2017 HOME & GARDEN SHOW

2016 SHOW – EXHIBIT BOOTH (S): _____

Check if okay for 2017

FOR CHANGES ONLY: REQUESTED EXHIBIT BOOTHS FOR 2017 SHOW

BOOTH #'S AND/OR SIZE REQUESTED: _____

Company Name: _____

Company Representative: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email Address: _____

Please return to Temple Area Builders Association, PO Box 2002, Temple, TX 76503 or kacie@tahb.org with deposit of \$100 by September 30, 2016 or risk losing 2016 location.

PLEASE NOTE: You have until November 15th to cancel booth rental and receive your deposit back.

All booths are due payable in full by December 31, 2016 if booked on or before December 1, 2016.



CONTRACT FOR EXHIBIT SPACE

This is an Agreement between the Temple Area Builders Association (TABA) and _____ for the exclusive use of exhibit space as designated on the attached floorplan layout guide during the Home & Garden show on February 24th, 25th, 26th 2017 at the Bell County Expo Center in Belton, Texas (“Event”). Exhibitor acknowledges that it/he/she has received, read and agrees to abide by the rules and regulations as stipulated on the Exhibitors Rules and Regulations sheet. Failure to abide by the terms on the Exhibitors Rules and Regulations sheet may result in cancellation of Exhibitor’s booth reservation or dismissal from the Event without refund.

In consideration of TABA sponsoring the Event and reserving said exhibit space(s) for Exhibitor’s use during said Event, Exhibitor agrees to pay in full the amount of \$ _____ for the use of _____ exhibit booth(s) during the Event. If the amount listed above has not been paid in full prior to February 20, 2017, Exhibitor understands that it/he/she may not be allowed to exhibit in the Event. **No refunds on cancellations will be granted after November 15, 2016.**

Exhibitor hereby understands and agrees that each exhibit booth leased herewith consists of a designated space separated from other booths by divider drapes attached to metal tubing. Booths will have 8 ft. tall backdrops and 3 ft. tall sidedrops. TABA agrees to provide one display identification sign per exhibitor, irregardless of the number of booths leased by Exhibitor. All of Exhibitor’s promotion material, equipment, props, etc. must be contained in the booth(s) leased by Exhibitor. No overflow will be allowed in the common areas (walk ways) at the Event.

As lawful consideration of participating in the Event, Exhibitor, its officers, directors, members, agents, employees, and all persons, natural or corporate, in privity with them or any of them, RELEASES, ACQUITS and FOREVER DISCHARGES, TABA, its officers, directors, members, agents, employees, and all persons, natural or corporate, in privity with them or any of them, from any and all claims, demands or causes of action of any kind whatsoever, fixed or contingent, liquidated or unliquidated, at common law, statutory or otherwise, which Exhibitor has or might have, known or unknown, directly or indirectly attributable to his/her/its participation in the Event. Exhibitor agrees, to the fullest extent permitted by law, to INDEMNIFY AND HOLD HARMLESS TABA, its officers, directors, members and employees from and against all claims or judgments which may result from Exhibitor’s participation in the Event.

Dated this the _____ day of _____, _____.

EXHIBITOR:

Authorized Agent and Title: _____

Exhibiting Company: _____

Address: _____

City/State: _____ **Zip:** _____

Phone: _____ **Booth #(s):** _____

TEMPLE AREA BUILDERS ASSOCIATION:

Kacie Beevers, TABA Home & Garden Show Coordinator

Please return one signed copy with your booth deposit to:

Temple Area Builders Association, P.O. Box 2002, Temple, TX 76503, kacie@tahb.org or call 254.773.0445 with any questions.

Booth Price Guide

Domed Arena (10' x 10' Exhibit Booths)

	TABA MEMBER PRICES:	NON MEMBER PRICE:
One Booth	\$520	\$620
Two Booths	\$845	\$945
Three Booths	\$1,100	\$1270
Four Booths	\$1,425	\$1595
Five Booths	\$1,750	\$1920
Six Booths	\$2,075	\$2245
Seven Booths	\$2,300	\$2570
Eight Booths	\$2,525	\$2895

Domed Arena Center Booths 103 and 105 (10x30) and 104 and 106 (15x20)

TABA MEMBER PRICE—\$1400

NON MEMBER PRICE—\$1800

Assembly Hall (10' x 10' Exhibit Booths)

	TABA MEMBER PRICES:	NON MEMBER PRICE:
One Booth	\$475	\$575
Two Booths	\$800	\$900
Three Booths	\$1125	\$1225
Four Booths	\$1450	\$1550
Five Booths	\$1775	\$1875
Six Booths	\$2100	\$2200
Seven Booths	\$2425	\$2525
Eight Booths	\$2750	\$2850

**Add \$75 for all corner booths in Domed Floor and Assembly Hall. Surcharge does not apply to domed floor center booths (103-106)*

Exposition Building (10' x 10' Exhibit Booths)

	TABA MEMBER PRICES:	NON MEMBER PRICE:
One Booth	\$450	\$550
Two Booths	\$775	\$875
Three Booths	\$1100	\$1200
Four Booths	\$1425	\$1525

Exposition Building (25' x 40' Exhibit Booths)

	TABA MEMBER PRICES:	NON MEMBER PRICE:
One Booth	\$1435	\$1535
Two Booths	\$2460	\$2560
Three Booths	\$3485	\$3585

HOME & GARDEN SHOW 2017

EXHIBITOR RULES AND REGULATIONS

Please make copies of this document and distribute to all personnel who will be working at the show.

1. Exhibitors using loudspeakers, recording equipment, television sets, audio systems or live entertainment must keep amplification at a conversational level. Failure to do so will result in the immediate discontinuation of all amplification.
2. Exhibitors who require electricity must bring a heavy duty, grounded, 100-foot extension cord, and exhibitors will be responsible for installing **and taping cord securely to the floor** in a manner that does not interfere with designated walkways.
3. Exhibitors must have a representative in their booth during all show hours on Friday, Saturday and Sunday.
4. Nothing shall be nailed, stapled, or otherwise attached to the curtains, walls, floors or other parts of the show building that may damage property. **Exhibitors shall be financially responsible for damages.**
5. Exhibitors shall distribute printed matter or other articles only within the limits of their booth space. Aisle space must be left clear for show attendees. **No exhibit materials or workers shall be in the aisle. No marketing materials allowed to be distributed outside of designated booth space.**
6. Exhibitors are responsible for keeping their booth space area clean during all show hours. **Please do not bring food into your booth.** You are allowed to bring food up to the private concession area.
7. An exhibitor's booth materials and signage must not interfere with adjacent exhibits in any way. **Any constructed side walls must be finished on both sides. Additional curtains require a \$50.00 charge. Booth displays shall NOT exceed 10ft in height without written committee approval. Please contact TABA for this.**
8. For prizes to be announced, they must have a monetary value of \$100.00 or more and cannot be a discount on or a percentage off of an item or service. Winners may be announced during both days. **ALL WINNERS MUST BE ANNOUNCED AT THE SHOW BY 4:00pm SUNDAY!**
9. **For security reasons, all exhibitors must enter and leave show through designated exhibitor entrances. Exhibitor entrances will be open 1 hour prior to the show on Friday, Saturday and Sunday.** Every exhibitor must show their exhibitor wristband to gain entry. If exhibitors or their workers are not **wearing** an exhibitor wristband, they will be required to pay the \$5.00 entry into the show. **Wristbands DO NOT need to be worn during move-in.**
10. **Exhibitors must not send family members, friends or customers to the exhibitor entrances.** Only official exhibitor personnel **wearing** a wristband will be allowed entrance through these areas.
11. **All exhibitors must park in the side parking lots, no exceptions! Companies desiring to park advertising vehicles or trailers in the front parking lot may do so for a fee and must contact TABA at 254-773-0445 to make arrangements for this prior to the show. Limited space available. Unauthorized advertising vehicles or trailers will be towed from the front parking lot at the Expo Center at the expense of the owner.**
12. The Private Concession Area will be for exhibitor personnel only located upstairs in the Special Events Room. Only those show exhibitors **wearing** a wristband will be admitted. Do not bring family members or clients to this area.
13. Those exhibitors bringing in gas powered equipment or vehicles must strictly adhere to the Bell County Fire Code. Please ask for copy of regulations if you will be having any gas powered equipment or vehicles in your booth location.
14. For security purposes, all booth workers must be out of the Expo Buildings by **7:00pm Saturday.**
15. **NO** helium balloons are allowed in any of the Expo Center buildings.
16. Please be courteous and professional to other exhibitors, Expo workers, and show personnel.
17. **All booth payments / balances must be paid in full before moving into your booth. No exceptions!**

The Temple Area Builders Association shall not be responsible or legally liable for personal injury of exhibitor, exhibitor personnel or agents or loss or damage to any equipment or merchandise. Exhibitor shall, to the fullest extent permitted by law, indemnify and hold harmless the Temple Area Builders Association, its officers, directors, members and employees from and against all claims, or judgments which result from use of exhibitor space. Security will be provided for a reasonable amount of time as determined by the show committee. Liability insurance is carried by the Temple Area Builders Association for the protection of spectators while attending the show.



**CREDIT CARD VERIFICATION FORM
2017 HOME & GARDEN SHOW**

CREDIT CARD (*VISA, MC, AMEX, DISCOVER*)

CARD TYPE: _____
NAME ON CARD: _____
CARD NUMBER: _____
EXPIRATION DATE: _____ **CVV#:** _____
BILLING ZIP CODE: _____
SIGNATURE: _____

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