

HBA of Greater Springfield, Missouri

Home Show Rules & Regulations

1. **CONTRACT OBLIGATIONS:** No exhibitor will be permitted to move in to the show floor until their booth space has been completely paid for.
2. **EXHIBIT SPACE:**
 - a. Applications of non-members are subject to approval by the Home Show Committee. **Any company that is a building or remodeling company must be a member of the HBA of Greater Springfield if they wish to have booth space in the Home Show.** In the event of non-acceptance, the deposit shall be returned to the applicant. Once the applicant has been accepted, the full cost of the exhibit space is due and payable in the manner described in the fee schedule.
 - b. For each 8x10 or 10x10 space, the HBA shall provide booth draperies and hardware (EXCEPT bulk spaces), one draped 6-foot table, two chairs and a garbage can. Electric services **must** be contracted for separately with the HBA. **BOOTH SIGNAGE WILL BE THE RESPONSIBILITY OF THE VENDOR.**
3. **HEIGHT RESTRICTIONS:** The height restriction for all exhibitors or portions thereof located in the newer portion of the building, INCLUDING SIGN, is **16 feet**. If your booth is over 16 feet, there will be an additional charge of \$300. The height restrictions for all exhibits or portions thereof located in the older portion of the building, INCLUDING SIGN, is **8 _ feet**. Due to fire regulations, there shall be no exceptions in the older portion of the building **unless previously approved by the City Fire Marshall. The sidewalls of adjoining booths may carry the background height out to within 2 feet of the front line. The front 2 feet of space must not have equipment or display material in it over 42 inches high. No part of the display may extend beyond the front line of the exhibit space into the aisle.** Exhibitor is responsible for following these rules. If booth display goes over the booth line or does not follow the height limitations, they will be required to IMMEDIATELY CORRECT THE PROBLEM. If the problem is not immediately corrected, booth is subject to removal, at Exhibitor's expense, by the Show committee. This is a NO TOLERANCE POLICY.
4. **BOOTH SPACE:** Business activity is restricted to the actual booth space only. No solicitation or other business activity may be conducted in the aisle.
5. **MOVE IN:** A fork lift is available to be used during move in and tear down. The fee to rent the fork lift is \$72 per hour and does not include a driver. If you need a driver, please contact the HBA office at least one week prior to the Home Show. The Expo Center does not provide any other equipment to help with move in or tear down. Please come prepared with any equipment you need to help move your product.
6. **SIGNS:**
 - a. All signage must look professional. Any exhibitor having signs which are, or look, amateurish and detract from the overall dignity and refinement of the Show will be asked to remove them from the booth.
 - b. **If signs extend above the back of the booth, the back of the sign must be black.** The only exception shall be in the situation where the sign is in the middle of a booth or group of booth spaces.
 - c. Signs hung from the ceiling or that extend more than 16' above the booth in the new portion of the building must be delivered to the Expo Center no later than 9AM Monday, January 28th. There will be a \$300 fee to hang these signs. If the signs are delivered after 9AM on January 28th, it will be up to the discretion of the Show committee if they are able to be hung. Signs cannot be hung from the ceiling in the old portion of the building. All signage in the old portion of the building must be hung from the pipe and drape of the booth or be freestanding. No signage may be attached to the walls of the facility. **Absolutely no exception shall be allowed in this sign regulation.**
7. **CHARACTER OF EXHIBITS:** Each exhibitor agrees to display only products or services that are sold by him in his regular course of business. It is the purpose of the Show Committee, and understood by the exhibitor, that only products and services that are pertinent to the field of home building, modernizing, decorating, furnishing, recreation, landscaping, or closely related to these fields of activity shall be displayed, demonstrated, and explained. Each exhibit must comply with and conform to the laws of the State of Missouri and ordinances and regulations of the City of Springfield. The Show Committee reserves the right to reject any exhibit, or part thereof, which is not in keeping with the character and spirit of this rule.
8. **LICENSES/PERMITS:** Exhibitors must have acquired all licenses required by the Ordinances of the City of Springfield for participation in a show of this character. **It is the exhibitor's responsibility to obtain a license.**

9. **SUB-LETTING SPACE:** No exhibitor shall assign, sub-let or apportion the space or any part of the space allotted to him, nor exhibit any goods, apparatus, services, advertising, signs, etc., other than those manufactured or sold by the exhibitor in the regular course of this business, without the written consent of the Show Committee. If it is necessary to use the equipment of another manufacturer, distributor, or dealer whose equipment shall be displayed separately, then no advertising of that equipment may be in evidence unless authorized by the Show Committee.
10. **UNOCCUPIED SPACE:** If the exhibitor fails to occupy space contracted for, or fails to comply in any respect with the terms of these rules and regulations, the Show Committee shall have the right to rent such space to any other applicant **without releasing** the original exhibitor from paying the sum agreed to in the application and contract for exhibit space.
11. **COMBUSTIBLE MATERIALS:** No combustible oils or gases may be used as part of the exhibit. All flammable material must be fireproof. There will be no open flames without prior written approval of the fire marshall.
12. **SELLING:** Retail selling of any products or materials whatsoever **WILL NOT BE PERMITTED**. Exhibitors may take prospective customers' names and addresses. EXHIBITORS MAY NOT ACCEPT CASH, CHECK, OR CREDIT CARD NUMBERS or sign contracts or purchase orders at the Show.
13. **SOUND CONTROL:** Loudspeakers, radios, TV sets, or the operation of any machinery or equipment of sufficient volume to be annoying 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.
14. **DISTRIBUTION OF LITERATURE AND SOUVENIRS:** 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 Show Committee.
15. **DRAWINGS FOR FREE PRIZES:** Exhibitors may offer drawings for door or promotional prizes in their individual booths. If you are running a contest in your exhibit, please make note of the following rules: 1) Each exhibitor must provide his own registration slips, 2) You must have rules posted in the area where the registration takes place, 3) Prizes offered **MUST** be given as stated in the contest offer. If the exhibitor wishes the winners to be announced during the Home Show, there is a fee of \$10.00 per announcement with a limit of three (3) announcements per day on Friday and Saturday and a limit of two (2) announcements on Sunday.
16. **HELIUM BALLOONS:** Exhibitors **cannot** utilize helium balloons as décor or a part of their booth (per Expo Center rules and regulations).
17. **EXHIBITORS LOUNGE:** An Exhibitors Lounge will be available for use by the Exhibitors. The Exhibitors Lounge will be located in the last two seminar rooms on the upper level of the older portion of the Expo center. Only snack items, coffee and water will be provided. Exhibitors may purchase meals from the concession area provided by the Expo Center or bring meals into the Exhibitors Lounge from other areas.
18. **FOOD AND DRINK:** The sale and service of all food and drink products is retained by the Expo Center concession stand. The **ONLY** food items that may be given away to the public by exhibitors are small candies, i.e. hard wrapped candies and/or mini-size candy bars (per Expo Center rules and regulations).
19. **CARE OF EXHIBIT SPACE:** Each exhibitor must keep his own space cleaned and his exhibit maintained in good order while the show is open to the public. Expo Center personnel shall be responsible for maintaining the aisles and public areas.
20. **EVENTUALITIES:** In case the exhibit hall should be destroyed by fire or the elements, or by any other cause, or in case other circumstances shall make it impossible for the Show Committee to permit the contracted space to be occupied by exhibitor, the application and contract for exhibit space shall terminate and the exhibitor shall waive any claim for damages or compensation.
21. **LIABILITY:** Neither the Home Builders Association of Greater Springfield, Missouri, the employees thereof, their agents or representatives; nor Springfield Expo Center, the employees thereof, their agents or representatives; nor any member of the Home Show Committee shall 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 application and contract for exhibit space; and the exhibitor on signing the contract expressly releases the foregoing named Association, Corporations, individuals, their agents and employees from any and all claims for such loss, damage, or injury.

22. **INSURANCE:** Each exhibitor is required to have Public Liability Insurance to protect against possible claims arising out of the operation of his exhibit.
23. **SECURITY:** The Expo Center contains a sophisticated electronic security system, which shall be activated each evening after the exhibit hall is vacated. Entry to the exhibit area prior to public hours shall be permitted only by display of Exhibitor's badge supplied to those individuals who are involved with the set-up and take down of exhibits.
24. **SET-UP OF EXHIBITS:** Hours for set-up of exhibits are Tuesday 8am – 8pm, Wednesday 8am – 8pm and Thursday 8am – 2pm. **All exhibits must be complete by 2 pm on Thursday.**
25. **SHOW TIMES:** The show will be open to the public 10am-8pm. on Friday and Saturday, and 10am-4pm on Sunday.
26. **REMOVAL OF EXHIBITS:** All exhibits must remain set up until 4pm on Sunday. Tear down will not begin until after 4pm (no exceptions). **If the vendor chooses to start dismantling their booth prior to 4pm on Sunday, they will be assessed a \$500 penalty. This penalty must be paid in full before a contract will be accepted for any future HBA of Greater Springfield Trade Shows.** Exhibits may be removed 4pm-8pm. on Sunday, and 8am-4pm on Monday. All exhibits must be out of the exhibit hall by 4pm on Monday following the show.
27. **BOOTH ASSIGNMENTS:** HBA of Springfield reserves the right to change or alter space assignments, floor plans, and show conditions without notice and at their sole discretion for the best interests of the Show.
28. **AMENDMENTS:** The Show Committee has full power to interpret or amend these rules. Whatever these rules do not cover, the Show Committee reserves the right to make rules to cover to be in the best interest of the Show, and the exhibitor agrees to accept and abide by such rulings.
29. **PENALTIES:** The penalty for violation of any rule CAN result in immediate booth closure and suspension of exhibitor's right to be in the next year's show.