

# HBA of Greater Springfield Remodeling Show Rules & Regulations

1. **EXHIBIT SPACE:**
  - a. Applications of non-members are subject to approval by the Remodeling Show Committee. Non-member applicants shall be screened on a timely basis and shall be notified of their acceptance or rejection. In the event of non-acceptance, the deposit shall be returned to the applicant. Once the applicant has been accepted and notification made, 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 8-foot table, two chairs and a waste basket. If the exhibitor requires a table other than an 8-foot table, they must contact the HBA office no later than October 1, 2006 to place their order, or they may bring their own table. Exhibitors requiring additional tables or chairs may be billed. **BOOTH SIGNAGE WILL BE THE RESPONSIBILITY OF THE VENDOR.** If you have specific requirements, please contact the HBA office.
2. **HEIGHT RESTRICTIONS:** 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.**
3. **SIGNS:**
  - a. A professional sign shop must do all signs. 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. Signs hung above the exhibit space are restricted to a maximum size of 24 inches by 6 feet. Signs cannot be hung from the ceiling. All signage must be hung from the pipe and drape of the booth or be free-standing. No signage may be attached to the walls of the facility. If signage can be seen above the booth, it must be printed only on one side. **Absolutely no exception shall be allowed in this sign regulation.**
4. **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 remodeling, 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.
5. **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. **A city license must be available in each booth during the show. It is the exhibitor's responsibility to obtain a license.**
6. **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.
7. **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.
8. **TIMELY PAYMENT OF BOOTH RENTAL FEES:** If the exhibitor fails to pay for their booth by October 1, 2006, their booth space is subject to forfeiture.
9. **COMBUSTIBLE MATERIALS:** No combustible oils or gases may be used as part of the exhibit. All flammable material must be fireproof.
10. **SELLING:** Retail selling will be allowed on a limited basis. Items offered for sale must be related to the remodeling, building and/or décor business and must be items routinely sold by the exhibitor. The Remodeling Show committee reserves the right to determine what items are and are not appropriate to be sold at the Remodeling Show.
11. **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.

12. **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.
13. **DRAWINGS FOR FREE PRIZES:** Exhibitors may offer drawings for door or promotional prizes in their individual booths. Each exhibitor must provide his own registration slips.
14. **HELIUM BALLOONS:** Exhibitors utilizing helium balloons as décor or a part of the show will be charged a fee of \$100 per helium tank brought onto facility grounds for clean-up charges. This fee is due and payable to the E\*Plex (per E\*Plex rules and regulations).
15. **FOOD AND DRINK:** The sale and service of all food and drink products is retained by the E\*Plex concession stand. The **ONLY** food item that may be given away to the public by exhibitors is small hard candy (per E\*Plex rules and regulations).
16. **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. E\*Plex personnel shall be responsible for maintaining the aisles and public areas.
17. **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.
18. **LIABILITY:** Neither the Home Builders Association of Greater Springfield, Missouri, the employees thereof, their agents or representatives; nor Ozark Empire Fair/E\*Plex, the employees thereof, their agents or representatives; nor any member of the Remodeling 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.
19. **PUBLIC LIABILITY INSURANCE:** Each exhibitor is required to have Public Liability Insurance to protect against possible claims arising out of the operation of his exhibit.
20. **WORKMEN'S COMPENSATION INSURANCE:** Any exhibitor that supplies labor with their product must submit a certificate of insurance for workmen's compensation to the HBA office at least four (4) weeks prior to the opening of the Remodeling Show.
21. **SECURITY:** The E\*Plex 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.
22. **SET-UP OF EXHIBITS:** Set-up hours are: Tuesday 10:00 a.m. – 5:00 p.m., Wednesday 9:00 a.m. – 7:00 p.m. and Thursday 9:00 a.m. – 4:00 p.m. **All exhibits must be complete by 4 p.m. on Thursday.** If your business runs over these hours, you will be billed \$800 (per E\*Plex rules and regulations).
23. **SHOW TIMES:** The show will be open to the public from 1 – 7 p.m. on Friday, from 9 a.m. – 6 p.m. on Saturday, and from 11 a.m. – 5 p.m. on Sunday.
24. **REMOVAL OF EXHIBITS:** All exhibits must remain set up until 5 p.m. on Sunday. Tear down will not begin until after 5 p.m. Sunday. **If the vendor chooses to start dismantling their booth prior to 5 p.m. 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 between 5 and 8 p.m. on Sunday, and from 8 a.m. to 4 p.m. on Monday. All exhibits must be out of the exhibit hall by 4 p.m. on Monday following the show. If your exhibit is not removed by 4 p.m., you will be charged \$800 per day that your exhibit remains at the E\*Plex (per E\*Plex rules and regulations).
25. **BOOTH ASSIGNMENTS:** HBA of Greater 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.
26. **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.
27. **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.