



January 7<sup>th</sup> & 8<sup>th</sup>, 2012  
 Paroquet Springs Conference Centre,  
 Shepherdsville, KY  
***Exhibit Space Application and Agreement***

Company (Please print or type) \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Web Site \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

Please list the **PRODUCT and/or SERVICE** Only the product(s) or service(s) listed will be allowed in your exhibit.  
**Exhibit Space assignments will not be made until a deposit and a signed copy of the completed application are approved.**

Product/Service: \_\_\_\_\_

**TERMS OF BOOTH PAYMENT - A 50% deposit of the total booth cost must be submitted with completed application to be considered for space. All deposits are non-refundable.**

Booth Rental \$ \_\_\_\_\_

Add Table & Chairs (\$25) \$ \_\_\_\_\_

50% Booth Deposit (required): \$ \_\_\_\_\_

Balance Due (Nov. 1<sup>st</sup>, 2011): \$ \_\_\_\_\_

**Please indicate payment method:**

Check # \_\_\_\_\_ Please charge \$ \_\_\_\_\_ to my: \_\_\_\_\_ Mastercard \_\_\_\_\_ VISA

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name as it appears on card: \_\_\_\_\_

**SIGN** this agreement ONLY if you have read both front and back sides. By signing below, you agree to all terms, rules and regulations stated on both the front and back sides of this AGREEMENT. Please return application in full with booth deposit.

Exhibitor's Legal Company Name: \_\_\_\_\_

**\*\* REQUIRED \*\*\*\*** Signature/Title: \_\_\_\_\_ Date: \_\_\_\_\_

----- **HBAL OFFICE USE ONLY** -----

Home Builders Association of Louisville  
 1000 N. Hurstbourne Parkway  
 Louisville, KY 40223  
 502-429-6000  
 502-429-6036 fax

Booth #: \_\_\_\_\_ Date: \_\_\_\_\_

Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Accepted by: \_\_\_\_\_, Show Management Date: \_\_\_\_\_  
*Gail Schell, Show Director*

## ***2012 Home Product Expo Rules & Regulations***

- 1. Rules & Regulations:** Exhibitor agrees to abide by and adhere to all laws of the Commonwealth of Kentucky, Bullitt County and all pertinent ordinances thereof. Exhibitor also agrees to abide by all official Show Rules & Regulations set forth by Show Management and the Paroquet Springs Conference Centre (Fire Marshall Rules). Said Rules & Regulations are hereby made a part of the exhibit space agreement.
- 2. Arrangement of Display and Signs:** All booth spaces are 8' x 8' and exhibitors are required to arrange their displays so as not to obstruct the general view or conceal other exhibits. Solid walls between booth spaces is not permitted. All signs must remain in the rented booth space and not face a neighboring exhibitor. All signs must be made by a professional sign shop.
- 3. Exhibit Space/ Floor Plan:** Exhibit space MUST be manned at all times. The contracted space is to be used solely by the exhibitor whose name appears on the contract and no other portions can be sublet or assigned. ***No booth space may be assigned, sublet or shared with another firm, either partially or in its entirety,*** without the written consent of Show Management. Violation of this rule shall be cause for eviction without refund.
- 4. Care of Building and Displays:** Exhibitors will be responsible for any damage done to the building by them, their agents or employees. Wall, woodwork and building floor must not be defaced or altered in any manner whatsoever. Exhibitors are required to pull up all materials used for set-up of the booth – i.e. double-sided carpet tape, etc.
- 5. Move-In/Out:** Move-in: Friday, January 6, 2012 from 9 a.m. to 6 p.m. Move-out: Sunday, January 8, 2012 – ALL EXHIBITS MUST BE REMOVED BY 8 p.m. ON SUNDAY EVENING (JANUARY 8<sup>th</sup>).
- 6. INDEMNIFICATION:** Exhibitor agrees to indemnify, defend and hold harmless the Home Builders Association of Louisville, Inc. (HBAL) and its agents, employees, officers, directors, representatives and affiliates, including the Show Director, against all loss, costs, damages, liabilities, actions, causes of action, demands, claims or injury of any nature whatsoever brought or asserted by any person and in any way connected with, arising out of or claimed to be arising out of, exhibitor's booth or any rental space used by exhibitor. This agreement to indemnify, defend and hold harmless extends to all claims of injury or damage related to your actions or the booth rented by exhibitor, whether direct or indirect, incidental or consequential, regardless of whether they are the result of the negligence of HBAL. This agreement to indemnify, defend and hold harmless also includes, without limitation, (1) all claims, demands and actions arising out of or in any way related to any license, copyright, trademark or patent rights or laws, and (2) all claims, demands and actions related to any theft or claim of theft of any personal property.
- 7. Aisles:** Exhibitor's MUST REMAIN INSIDE ALLOTTED RENTAL SPACE. Aisle space shall be under the exclusive control of the Home Builders Association of Louisville.
- 8. Character & Eligibility of Exhibits:** 1) Loudspeakers and high volume sound equipment are prohibited. Audio video equipment must be restricted in volume so as not to disturb other exhibitors. Management reserves the right to enforce these restrictions at its own discretion, including the use of microphones. 2) Exhibitors may distribute literature and demonstrate products or services in booth confines. 3) Exhibitors conducting any type of drawing must first obtain written or verbal permission from Show Management in advance of the Show. Giveaways involving a vehicle are prohibited unless approved by Management. All such activity shall be reported to the Better Business Bureau by the exhibitor. 4) The Management reserves the right to decline or prohibit, any exhibit or part of exhibit, which is not in keeping with the character of the general exhibits; this also refers to conduct or attire of persons, printed matter, souvenirs, or anything that may be classified as undesirable. Any mechanical devices must be operated in such a way as not to interfere with the exhibits of others. 5) The HBAL/Home Show Management reserves the right to determine the display eligibility of any company or product.
- 9. Facility Contract:** Neither the Home Builders Association of Louisville, The Paroquet Spring Conference Centre, nor the Show Management will be liable for the fulfillment of this agreement for rental or space if non-performance is due to strikes, acts of God, the authority of the law, or any cause beyond their control. Exhibitors hereby waive all claims for damage or compensation in the premises.
- 10. Materials Subject to License/Restriction and Sales Tax:** The exhibitor agrees to obtain, at its own expense, any licenses or permits from government bodies which may be required for the operation of its trade or business during the show and to pay all taxes that may be levied as a result of the operation of its trade or business in the space.
- 11. Security:** The building will be locked overnight and limited overnight security is provided for normal protection. The HBAL, Paroquet Springs Conference Centre and the security contractor does not assume responsibility for lost, stolen or damaged items. ***Valuables should not be left in the booths unguarded at any time.*** Exhibitors are encouraged to lock up or remove small valuables in the booth each night.
- 12. Insurance:** Exhibitors must provide their own workers' compensation and property insurance and ALSO general liability insurance in the minimum amount of \$500,000.00, and shall ***fax proof of insurance to the HBAL at 502-429-6036. Certificate of Insurance must include HBAL as additional insured during the dates of the show.***
- 13. TERMS OF BOOTH PAYMENT:** A 50% deposit of the total booth cost must be submitted with completed application to be considered for space. After November 1, 2011 full payment is due with application. ***All deposits are non-refundable.*** Make checks payable to the Home Builders Association of Louisville. All outstanding booth balances are due no later than November 1, 2011 or Show Management reserves the right to re-sell the booth space with no obligation to previous exhibitor. **NSF Checks:** In the event that the exhibitor's check is returned by a bank due to insufficient funds, a \$100 administration fee will be charged to the exhibitor.
- 14. Cancellations:** ***All deposits are non-refundable.*** Cancellations made after November 1, 2011 will be required to make full booth payment.
- 15. Show Dates/Hours:** January 7 & 8, 2012. Saturday: 9 a.m. – 7 p.m.; Sunday: 11 a.m. – 4 p.m.
- 16. Exhibitor's Manual:** The Exhibitor's Manual, as established in writing for all exhibitors by Management, is part of this agreement. The Exhibitor's Manual can be found at [www.homeproductexpo.com](http://www.homeproductexpo.com) or call 502-429-6000.
- 17. Amendments:** The HBAL shall have full power to interpret and amend the Rules from time to time. Wherever these rules do not cover a situation, the HBAL may make rulings it considers to be in the best interest of the Show, and the exhibitor agrees to abide by the rulings.