

Dearborn County Home and Garden Show
March 16th, 17th and 18th

Lawrenceburg Convention Center

Thursday set-up: Noon – 9:00pm

Friday set-up: 8:00am – 4:00pm

Friday Show Hours: 5:00pm – 9:00 pm

Saturday Show Hours: 10:00 am - 7:00 pm

Sunday Show Hours: Noon - 5:00 pm (Tear down 5pm-8pm)

Monday: Tear down MUST be completed by Noon

Application and Guidelines

Please Print

Company: _____ Product or Service: _____

Contact person: _____ Phone: _____ Fax: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

To qualify for member rates, you must be an active member at the time your exhibit space is reserved.

Booth Member Price	Booth Non-Member Price
10x10 Booth \$535	10x10 Booth \$660
10x20 Booth \$950	10x20 Booth \$1200
Retail booth \$200 (main hall) Includes electricity, WiFi	Retail booth \$250 (main hall) Includes electricity, WiFi
<i>Number of Booths</i> _____	<i>Number of Booths</i> _____
ALL PRINT READY LOGO'S OR NAME LISTING MUST BE RECEIVED BY 2/15/18 NO EXCEPTIONS	

Limited Space Available

All applications must be received by February 15th, 2018

Please make checks payable to: DCHBA, PO Box 3821, Lawrenceburg, IN 47025

No refunds will be issued after 2-15-18.

Contact Info: Jamie Mather at 812-320-6099 or jmather@dearborncountyhba.org

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Exhibitor Guideline

1. Exhibitor will provide a Certificate of Public Liability Insurance upon request.
2. Exhibitor may not extend booth space beyond 10'x 10' allotted space, or increments thereof.
3. No adhesive decals or similar items may be distributed or used.
4. No Propane tanks will be used in the inside area booths.
5. All booths must be kept clean and items confined to the booth space.
6. Booth must be finished on all sides of visibility to neighboring exhibitor and the general public.
7. Booth Setup will begin on Thursday, March 16, 2018 at noon – 9:00pm. All booths must be setup by 4pm Friday.
8. Booth teardown will begin on Sunday March 18, 2018 at 5:01pm. Teardown must be completed by noon on Monday, March 19, 2018.
9. **No refunds will be issued after February 15th 2018.**
10. Exhibitors will be responsible for the removal of all tape, residue marks and debris from exhibitor booth space.
11. All emergency exits, hallways and aisles are to be kept clear and not obstructed. Fire lanes must be maintained at all times.
12. The DCHBA reserves the right to restrict exhibits, which because of noise, method of operation, materials or for any reason that the exhibit becomes objectionable.
13. The DCHBA shall not be held responsible for any loss or damage that may result from robbery, theft, fire, floods, accidents or other destructive causes.
14. The DCHBA will not be liable for the fulfillment of this agreement as to the delivery of space if non-delivery is due to fire, act of God, public enemy, war of insurrections, strikes, the authority of the law, postponement or cancellation of the show or any other cause beyond the control of the DCHBA. In the event of not being able to deliver space for any of the foregoing reasons, reimbursement to the exhibitor for any amount paid, less any and all reasonable expenses incurred for advertising, salaries, operating expenses, etc. will be made.
15. All Booth spaces must be occupied at all times during the show (see DCHBA Home and Garden Show Committee Member). All personnel must wear their name tags.
16. If you require electric please bring an extension cord or power strip.
17. **Exhibitors are allowed to bring in product for the sole purpose of retail sales.**
18. Under no circumstances will any contracted exhibitor be permitted to significantly diminish their exhibit until the show is completed.
19. **Selling of food must be approved by DCHBA.**

Show Success

The Dearborn County Home Builder's Association wants you to be successful at the 2016 Home and Garden Show. Below are some helpful suggestions for a successful show and exhibit.

- ✦ Use well trained, exciting "meet the people" sales people who are knowledgeable to represent your product and/or service
- ✦ Produce a dynamic, beautiful exhibit. Create a booth that invites the customer to stop. The customer's first impression of you and your company is usually their last. Attract attention, but don't over decorate or fill your booth with clutter.
- ✦ Consider sponsoring a drawing for your product or service.
- ✦ Offer incentives to buy at the show, example would be discounts for attending and making a commitment at the show.
- ✦ Use a floor covering to define your space and add dimension and color.
- ✦ If having a raffle, drawing or any prize giveaways they must be done at the show. All information of winner must be given to DCHBA at the conclusion of the show.

Exhibitor Agreement

I agree to the Exhibitor's guidelines listed above and understand that non-compliance may result in forfeiture of future participation. I agree to indemnify and hold harmless the DCHBA from any and all claims, action, causes of action expenses, demands and cost of defense arising from the Home and Garden Show.

Signature

Date