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Northern Michigan HOME & OUTDOOR LI VING SHOW

March 12 & 13, 2027,

at North Central Michigan College, Petoskey

EXHIBITOR TERMS AND CONDITIONS

BOOTH SELECTION & RENTAL AGREEMENT

· ***INITIAL*****____**Booths are available only on a first come, first served basis. To reserve a booth, exhibitor must fully complete the registration form and provide a minimum of a 50% deposit

· Only one company may exhibit per booth space unless multiple booths are purchased.

· Booth rentals include the following:

· Curtained backdrop and half sides -- 8' high backdrop and 3' high sides. Under no condition can a display obstruct or project out into the aisle. **Display cannot exceed 9' high unless approved 1 month in advance of the show date.**

· One 110/15-amp electrical outlet per booth provided. Power requirements must be made in advance.

· Customized premium outdoor space for a vehicle or booth space is available by contacting the HBANM office

at 231-348-9770

· HBANM is responsible for final booth assignments but will take into consideration the Exhibitor's preference where possible.

- "Show management shall further have the right to prohibit, bar, prevent, and remove any exhibit or proposed exhibit, or any part or portion, thereof, which in the judgment of the Association is unsuitable or inappropriate for the exhibition or purposes of such exhibition; and such right shall extend, but shall not be limited to all equipment, materials, displays, installations, and other items or things constituting part of or used in connection with any such exhibit."

PREMIUM ATRIUM SPACE OPPORTUNITY: (1) space available

The Atrium entrance to the Home Show will be reserved for a premium of $1,600 which includes two booth spaces:

Total 10' x20'

----------**SHOW DATES-TIMES-LOCATION**----------

WHERE: North Central Michigan College, Petoskey, MI – Student Community Resource Center

1515 Howard St, Petoskey, MI 49770

EXHIBITOR SET UP: Wednesday, March 10 12:00 PM to 6:00 PM

Thursday, March 11 from 8:00 AM to 4:00 PM

NOTE: ALL BOOTHS MUST BE SET UP NO LATER THAN 4:00 PM ON THURSDAY.

SHOW TIMES

	Friday, March 12	9 am-10:30 FREE Breakfast for Vendors, Announcements & Booth Awards	
	Friday, March 12	11:00 AM to 5:00 PM	
	Saturday, March 13	9:00 AM to 4:00 PM	**NO EARLY TEARDOWNS ALLOWED!**
EXHIBIT TEAR DOWN:	Saturday March 13	4:30 PM to 9:00 PM	**Gym cleared – No Sunday Teardown allowed**

PAYMENT TERMS: Reserving a booth (s) exhibitor must provide the following:

NOTE: All deposits are non-refundable

o A fully completed exhibitor registration form

o ***INITIAL*____ A minimum 50% deposit, check or credit card**, payable to: HBA of Northern Michigan

o ***INITIAL*____ In the event the GRAND TOTAL of services contracted for is not paid at time of registration all balances due must be paid by either check or credit card on or before March 10,2027.**

o ***INITIAL*____** Failure to pay the GRAND TOTAL noted on the registration form and provide the required insurance certificate by March 10, 2027, will result in the assessment of **a $50 late payment fee,** and may result in a reassignment of previously reserved space.

EARLY BIRD DISCOUNTS – Members of HBANM receive a **$25.00 Early Bird Discount** off booth space if deposit is paid by 01/31/2027. Non-members of the HBANM get a **$15 discount off** booth space if deposit is paid by 01/31/2027.

INSURANCE REQUIREMENTS:

To protect the HBANM, its members, and all the Home Show exhibitors, volunteers, vendors, and attendees a General Liability policy of not less than $500,000 must be in effect from March 10,2027, through March 14,2027. Include Named Insured as: The Home Builders Association of Northern Michigan at 455 Bay Street, Suite E, Petoskey, MI 49770. Insurance certificates are to be sent to the HBANM office by postal service, by fax at 231-348-8155, or emailed to lynann@HBANM.com

***INITIAL*____** Failure to provide the required insurance and corresponding certificate will void this contract and all monies paid will be non-refundable. *** Exception: see rule 11 next page**

MISCELLANEOUS TERMS & CONDITIONS:

- The persons, displays, and promotional material the Exhibitor's display space shall be limited to the business of the Exhibitor. Only one company may exhibit per booth space. Exhibitor promotions must be in the Exhibitor's name and related to the Exhibitor's business. Sub-letting a space is NOT permitted without the approval of the HOME SHOW Chairperson or the Executive Officer of the HBANM.

- 2) ***INITIAL*____** Exhibitor agrees to staff the display space during all show times. Exhibitor is responsible for the delivery, set up, and removal of all displays and display materials and floor coverings. Anything not removed from the convention space by 9 pm on March 14, will be removed by HBANM at the Exhibitor's expense which will include a **$200 service fee.**

- 3) Throughout the show the Exhibitor will remove refuse promptly from their display area and deposit it in the designated refuse containers.

- 4) All Exhibits must be designed and operated with a level of decorum and good taste that is representative of the Home Builders Association of Northern Michigan, North Central Michigan College, and the community.

- 5) All laws pertaining to health, fire prevention, and public safety shall be strictly observed.

- 6) Nothing shall be nailed, stapled, duct taped, or otherwise affixed to the curtains, walls, floors, or any part of the exhibition building. Painter's tape is permitted. Exhibitor assumes full responsibility for all damage to surfaces provided by NCMC in addition to any damage caused by Exhibitor to neighbor displays. It is required that substantial displays that could scratch or damage the protective floor must have an additional 10x10 carpet or additional flooring.

- 7) All Exhibitors are required to park in designated EXHIBITOR parking areas, leaving areas closest to the convention center for Show patrons

- 8) Exhibitors are permitted to sell merchandise during show hours.

- 9) The Exhibitor releases the Home Builders Association of Northern Michigan and North Central Michigan College from all liability, including liability for acts of negligence. HBANM and NCMC are not responsible for lost or stolen items.

- 10) Should unforeseen events or other causes outside the control of HBANM make it impossible or impractical to permit the Home Show to continue, the Home Show Chairman will have the discretion to terminate or cancel the show without liability. Epidemic. If, as a result of government action due to an epidemic, the facility, or the space to be rented by the Exhibitor becomes unavailable to Show Management for the show, and Exhibitor has made all payments according to the contract schedule, Exhibitor shall be entitled to an 80% refund for all payments received and shall waive all claims for damages or compensation that arise because of, or are a consequence of, such change.

- 11) We will follow whatever the Covid 19 Guidelines are for North Central Michigan College at the time of the show.

- 12) The registration form and the corresponding terms and conditions constitute the entire agreement between the Exhibitor and HBANM.

INITIAL **___*All artwork, banners, or displays in booth space must meet technical specifications as provided by HBANM.**

PLEASE SIGN:

Agreed to by (signature) _____Company _____

DATE_____

Print Name _____ TITLE _____