



# APPLICATION & CONTRACT

March 13, 14 & 15, 2020

Show Hours: **Friday 12:00 P.M. - 7:00 P.M.**  
**Saturday 10:00 A.M. - 7:00 P.M.**  
**Sunday 10:00 A.M. - 4:00 P.M.**

In consideration of the promise of the Home Show to rent exhibit space in the Home Show, the undersigned agrees to rent exhibit space at the Show under the following terms and conditions, and at the following rates.

Attached is a deposit check (at least 50% of the space request). The balance will be billed after definite assignment of space. All indoor booth spaces are 10'x10' at **\$425** for NCWVHBA Members and **\$575** for Non-Members. All outdoor spaces are 20'x20' and priced the same.

**Early Bird discount rate if PAID IN FULL by December 31, 2019 - NCWVHBA Members \$375 / Non-Members \$525.**

**NOTE:**  
 No definite assignments of space will be made without the required deposit of 50% of total space rental. Payment in full must be received by **February 1, 2020**. No exhibitor will be permitted to erect a display until contract is paid in full. Space rental applications should be received no later than **February 15, 2020**. An early application will insure the assignment of booth space.

**CANCELLATION OF CONTRACT**  
 Space contracts may be canceled prior to **February 1, 2020**, with 50% of space rental to be retained by the Committee.

The undersigned agrees to rent one or more spaces, as indicated below (use number found on the space layout provided herein). The Committee will make reasonable efforts to provide the space selected; however, if space is not available, the Committee may, in its discretion, assign the undersigned a similar space or another location.

	Space No. (s)	Total Rental \$425-\$575/Booth	Amount Enclosed	Net Payable
First Choice				
Second Choice				

Do you need electricity (110/120 volt) ? \_\_\_\_\_ Yes \_\_\_\_\_ No

The undersigned has read and understands the rules and regulations that are enclosed herewith and are also an integral part of this agreement.

This contract is executed this \_\_\_\_\_ day of \_\_\_\_\_  
 Executed by (PLEASE SIGN IN INK) \_\_\_\_\_  
 Name of person signing \_\_\_\_\_  
 Position of person signing \_\_\_\_\_  
 Firm or business \_\_\_\_\_  
 Address \_\_\_\_\_  
 City and State \_\_\_\_\_  
 Phone/Area Code \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Person who will be responsible for correspondence with the Committee \_\_\_\_\_

Please execute and return two copies with payment or purchase order. A copy, after acceptance, will be returned for your files.  
 NORTH CENTRAL WEST VIRGINIA HOME BUILDERS ASSOC.

ATTN: CHRIS ILARDI  
 4 RIDDLE COURT  
 MORGANTOWN, WV 26505  
 PHONE: 304-599-0880  
 FAX: 304-599-0847  
 E-MAIL: [chris@alleghenydevelopment.com](mailto:chris@alleghenydevelopment.com)

# 2019 HOME SHOW RULES AND REGULATIONS

All exhibits and exhibitors are subject to the following regulations. The word "Management" used herein refers to the Show Management, or its successors, acting through their officers, directors, committees, agents or employees on the management of the Show.

## 1. Installation and Dismantling of Exhibits

Installation of exhibits will begin on March 11, 2020 for "vehicle assisted set up" and times will be sent with executed contract based on booth assignment. No vehicles will be allowed in after 7:00 p.m. on March 12, 2020. All booths must be set up by 11:00 a.m. March 13, 2020. Adjustments in displays may be made at appropriate times for the duration of the Show with the Management's approval. **Dismantling cannot begin until the show has concluded at 4:00, March 15, 2020. Anyone violating this provision will not be allowed in future shows.** All exhibits must be removed from the premises by 7:00 p.m. March 15, 2020 or by **12:00 p.m. (noon)** on March 16, 2020.

2. The exhibitor assumes all responsibility for compliance with local, state and federal ordinances, laws and regulations covering fire, safety, and health, and all rules and regulations of the *Ruby Community Center at Mylan Park*. No Distribution of balloons or adhesive stickers. No pets are permitted in Mylan Park.

All exhibit equipment and materials must be reasonably located within the booth spaces provided.

## 3. Moving Pictures, Sound Devices, and Lighting

Activities relating to the above items conform to the Management's Good Neighbor policy; and therefore, should not be objectionable to neighboring exhibitors i.e. sounds should be at a conversational level.

## 4. Exhibitor's Personnel and Others

Distribution of advertising matter and souvenirs must be confined to exhibitor's booth (trade publications excepted). Undignified methods of attracting attention will not be permitted.

5. The Management will not be liable for loss or damage to the property of the exhibitor or his representatives or employees from theft, fire, accident, or other cause. The Management will not be liable for injury to exhibitors, their employees, or third persons, or for damage to property in their custody, owned or controlled by them, or for property owned or controlled by third persons, which claims for damages, injuries, etc., may be incident to or arise from, or be in any way connected with their use of occupation of display space, and the exhibitor shall indemnify, save, and hold the Management harmless against any such claim, or damage, and shall pay and indemnify the Management for any costs or expense, inclusive of counsel fees, arising from any such claim.

Exhibitor is liable for any damages caused to building floors, walls, or to standard booth equipment, or to other exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive or any other coating to building walls, floors, or booth equipment. The driving of nails, tacks, screws, or use of any method of attaching material to walls, floors, or standard booth equipment is prohibited.

All goods, wares, and merchandise of any kind placed in the exposition is understood to be at owner's risk and by acceptance of this contract, the exhibitor releases the committee and the management of said premises from any liability for damages, injury, or loss, to any person or goods, from any cause whatsoever.

## 6. Power

It is mutually understood and agreed the Management shall use proper and reasonable care to have all power services installed in time for the opening of the show. Proper and reasonable care shall also be taken to prevent the interruption of power services during the exhibition. However, the Management shall not be held responsible for late installation or interruption of any services that may occur.

## 7. Electrical

Exhibitors using 110 or 120 volt may make their own connection inside the booth providing the total voltage does not exceed the amount requested in the electrical order. All electrical work in the Ruby Community Center, including connections and wiring to cover all electrical current and power for the Show, will be under the direction of the Management. The electrical connections do not include special wiring from switchboard to exhibitors equipment, nor wiring inside the booth.

Exhibitors will provide their own electrical cords (three wire cord, 14 gauge) from the receptacles provided. These connections will be made by 11:00 a.m., March 13, 2020.

## 8. Payment for Space

No definite assignment of space will be made without the required deposit of 50% of total space rental. Payment must be received in full by February 1, 2020. **No exhibitor will be permitted to erect a display until contract is paid in full.**

## 9. Cancellation of Contract

Space contract may be canceled by the exhibitor prior to February 1, 2020, with 50% to be retained by the Show sponsors. No refunds will be paid after this date.

## 10. Unoccupied Space

The Management reserves the right, should any rented exhibitor's space remain unoccupied on the opening day or should any space be forfeited due to failure to make proper payment, to rent said space to any other exhibitor, or use said space in any other manner; but this clause shall not be construed as affecting the obligation of the exhibitor to pay the full amount specified in this invoice for space rental should the Management not resell the space.

## 11. Food Service

The serving of foods and/or beverages, except water coolers, in exhibit booths is forbidden without the written consent of the Show Management.

## 12. General Information

All material and equipment furnished by NCWVHBA and the Ruby Community Center is to remain their property and will be removed by their personnel after the close of the Show.

13. All indoor booths are 10' x 10' and will not be extended in width or length under any circumstances. All frame work will remain connected. All outdoor booths are 20'x20'.