



53rd Annual NH STATE HOME SHOW March 6, 7, 8, 2020

Location: Doubletree by Hilton
700 Elm Street, Manchester, NH
Tel: (603) 226-6538 Fax: (603) 228-1877
www.nhstatehomeshow.net
Email: swayman@nhhba.com

Company _____
Display Name _____
Contact _____
Address _____
City _____ State _____ Zip _____
Phone _____
Cell _____
Fax _____
Email _____
Web _____

Name of person(s) SETTING UP and DISMANTLING booth:

_____ Cell _____
_____ Cell _____

PRODUCT / SERVICES TO BE DISPLAYED

Were you in last year's show? Yes No

How did you hear about the show? _____

Would you like to be in the same booth(s)? Yes No

List Booth(s)# _____

New location requested: 1st choice _____

2nd choice _____ 3rd choice _____

Do not locate next to: _____

EXHIBITOR AGREEMENT

Office Use Only
Booth(s) Assigned

- YES, I am a member of the NH Home Builders Association.
 NO, I am not a member.
 I would like information on becoming a member to receive member discount. www.nhhba.com

WiFi included with booth cost.

ELECTRICAL is a separate fee. Orders need to be placed directly with the Hotel. To download order form go to www.nhstatehomeshow.net.

View floor maps for booth availability, size and cost
www.nhstatehomeshow.net or call (603) 226-6538



NH Home Builders Association
119 Airport Road, Concord, NH 03301
swayman@nhhba.com

\$250 DEPOSIT REQUIRED WITH SIGNED AGREEMENT

- Check enclosed (payable to NHHBA) \$ _____
 NHHBA is authorized to process credit card \$ _____

- Visa MasterCard Amex Discover

Card# _____

Exp. _____ CVC _____

Card Billing
Address _____

City _____ State _____ Zip _____

Card Holder's
Name _____

Signature _____ Date _____

By signing this agreement, the Exhibiting Company agrees to the Terms and Conditions on page 2 and all other rules the NH Home Builders Association / NH State Home Show may reasonably require. **Sign and date Terms and Conditions and return a copy with this agreement. Please retain a copy for your files.**

TERMS AND CONDITIONS

In consideration of the total sum timely paid by exhibitor to NH Home Builders Association (NHHBA) as shown on Exhibitor Agreement, but subject to the terms hereof, exhibitor shall be allowed to display its products or services at the NH State Home Show to be conducted March 8-10, 2019 at the Radisson Hotel Downtown Manchester, NH. Exhibitor acknowledges and agrees that although NHHBA will use its reasonable efforts to comply with exhibitor's preference, NHHBA retains the right to assign booths at its sole discretion in the best interests of the NH State Home Show.

INSTALLATION OF EXHIBITS: The installation of standard exhibits may begin on Thursday, March 5th at 7:00 AM – 7:00 PM, and Friday, March 6th at 7:00 AM and be completely assembled and ready by 12 noon.

LAGER EXHIBITORS MAY REQUEST A SPECIAL MOVE IN TIME. This is by appointment only. Contact Show Management at (603) 226-6538 to schedule time. Exhibitors arriving at a non-scheduled set up time will have to wait until exhibitors scheduled for set up are complete.

Due to weight restrictions, **FORKLIFTS ARE NOT PERMITTED IN THE BUILDING.** Pallet jacks and scissor lifts will be allowed in accordance with weight limits (including weight of materials transported on lift). **Use of hotel lifts and ladders are not permitted.**

RESTRICTIONS / CEILING HEIGHTS / WEIGHT LIMITS:

Expo Center: Weight Restriction: 125 lbs. per sq. ft.
14' ceiling with 10' clearance (concrete floor)

Armory: Weight Restriction: 50 lbs. per sq. ft.
14' – 20' ceiling with 10' clearance (hardwood floor)
Carpeting is not allowed. Foam interlocking squares are permitted.
Any items to be hung in the Armory room, including audio visual/lighting, must comply with weight limits and be approved in advance by hotel.

Ballroom: No Weight Restriction. (carpet floor)
No landscaping or water exhibitors are permitted.

EXHIBIT SPACE: Each exhibitor agrees to set up exhibit with the perimeters of assigned space only. Sides of exhibit limited to 3 ft. for open site distance to next exhibit, and back height restricted to 8 ft. Any exceptions to this must be submitted in writing with design drawings and explanation to show manager for permission, no later than January 1, 2020. Any exhibitors in violation will be asked to remove their display. Exhibitors with end caps shall be courteous of neighbors. In order to keep consistency and present a professional show to the public, these guidelines will be strictly enforced by NHHBA.

DECORATIONS: The hotel does not permit the affixing with nails, staples, duct tape or any other materials, of anything to the walls, floors, light fixtures, or ceiling of any room. Poster and flip chart paper may be affixed with poster putty only. The hotel does **NOT permit the use of confetti, smoke/fog machines or helium balloons**

RENTAL SPACE OCCUPATION & CARE: It is the responsibility of the exhibitor to ensure that their exhibit area is appropriately staffed at all times when the show is open to the public. In the event that the booth is found to be unattended for an extended period during show hours, the exhibitor will be deemed in breach of this agreement, the contents of their space placed in storage, and the space relet. If such breach occurs, the exhibitor will forfeit all rental payments and hereby grants the owner a security interest in all its property and the owner may seize such property of exhibitor and hold it until any unpaid rental and other charges are fully settled together with accrued storage charges, moving costs, attorney fees, collection fees, court costs and any other fees.

All exhibits must be ready for display 1 hour prior to show opening each day. Exhibits must remain intact on closing day. No exhibits can be broken down before 4:00 pm on Sunday, March 8, 2020 without written permission of NHHBA. Exhibitor is required at all times to cooperate with

NHHBA by maintaining its exhibit throughout the exhibition in perfect condition. In the event that exhibitor should breakdown its exhibit prior to 4:00 pm on Sunday, without written permission, exhibitor shall not be allowed to participate in the following year's home show.

SOUND CONTROL: Microphones, loud speakers, or public address systems used to attract the attention of people passing in front of your booth will NOT be permitted. Radios, computers, TV sets, or the operation of any machinery or equipment which is of sufficient volume as to be annoying to neighboring exhibitors will not be permitted.

DISTRIBUTION OF LITERATURE & SOUVENIRS may be distributed by exhibitor from its own space only. Any souvenir or advertising that is of an objectionable or undignified character will not be permitted. Souvenirs should not be of the noise making variety. All such advertising and souvenirs are subject to the approval of NHHBA.

SUBLETTING OF BOOTH(S): Exhibitor shall not assign/sublet space, or any part thereof, without the written and duly signed consent of NHHBA.

REMOVAL OF EXHIBITS: All vendors must be completely broken down with exhibits removed from the hotel by 10:00 pm, Sunday, March 8, 2020. If vendor items are left in the Armory, Ballroom or Expo Center, group will be charged an additional \$2,600 per space where items were left behind until Monday, March 9, 2020. Exhibits shall not be removed from the building at any time after installation until final closing of the show, unless permission in writing is obtained from NHHBA.

CANCELLATION AND TERMINATION: If agreement is canceled by exhibitor for any reason, or by owner (known as NH Home Builders Association) because of exhibitor's default, violation of this agreement or otherwise, monies paid to owner (NHHBA) by exhibitor shall be dispersed as follows: If cancellation occurs prior to November 1, 2020 exhibitor shall be entitled to a refund of monies paid to date, minus \$250.00 administration fee. If cancellation occurs after November 1, 2020 owner shall NOT be entitled to full rental fees. The retained rental shall be partial damages for the direct and indirect costs incurred by owner for organizing, setting up and providing space for exhibitor, and for losses and additional expenses caused by exhibitor's withdrawal or removal, including the subletting of space. All cancellations must be in writing. There will be a \$50.00 charge for any check returned by bank.

LIABILITY: Exhibitor specifically releases NHHBA, its members, employees, and agents from any and all liabilities for damages to property or injury to person(s) arising out of or which is alleged to arise out of exhibitor's participation in the NH State Home Show, and further specifically agrees to indemnify, defend and keep harmless NHHBA, its members, employees, and agents to comply with the terms of this exhibitor's agreement.

CERTIFICATE OF LIABILITY INSURANCE: Exhibitor shall secure and maintain during the NH State Home Show, commercial liability insurance against claims for personal injury, death or property damage occurring upon, in, or about the premises of the NH State Home Show. Said insurance to have a limit of not less than five hundred thousand (\$500,000) each occurrence in respect to injury, death, or property damage, and to the limit of not less than one million dollars (\$1,000,000) aggregate. Said insurance shall also provide coverage with respect to exhibitor's obligation hereunder relative to indemnification. Certificate of liability insurance must be filed with NHHBA no later than February 1, 2020

EVENUALTIES: In case the exhibition shall be destroyed by fire, or the elements, or by any other cause, or in case any other circumstances, i.e. "Act of God", shall make it impossible for the NHHBA to permit the contracted space to be occupied by the exhibitor, then said rental agreement between exhibitor and NHHBA shall terminate and exhibitor waives any and all claim for damages or compensation of the amount paid for space rental.

ACKNOWLEDGEMENT: I have read and agree to the Terms and Conditions of the Exhibitor Agreement. Return copy with Agreement.

Company _____
Signature _____ Date _____