



4041 State Road 91 – Suite A – Oshkosh, WI 54904
920.235.2962 phone 920.235.1461 fax
www.whba.net



To: WHBA Members
From: Scott Waterworth, Home Show Committee Chairman
Re: **2012 WHBA HOME SHOW CONTRACT (Spring!)**

Winnebago Home Builders Association invites you to participate in the **2012 WHBA HOME & OUTDOOR LIVING SHOW** to be held **March 9-11** at Sunnyview Expo Center in Oshkosh.

The three-day event is a growing, cost-effective opportunity to showcase your business and services to fellow WHBA members and the nearly three thousand area consumers who attend the event each year. An expanded variety of media – billboard, television, direct mail, newspaper and radio – is planned to promote the event throughout the surrounding area as well as online presence and community and media website calendars.

Area residents enjoy ample convenient parking and a wide variety of exhibits plus exciting new features each year – Friday Women’s Night, multiple kids’ projects for family fun, and even more is planned for 2012...an exciting new lineup of workshops as well as more fun to be announced. Be sure to alert WHBA staff if they can promote or announce any newly released products or services that you plan to display this year.

NEW FOR 2012 -- We are very excited to announce that WHBA will host the Oshkosh Chamber of Commerce BUSINESS AFTER HOURS at Sunnyview Expo Center on Thursday, March 8 from 5-7 p.m. This is your premier opportunity to promote your product and services to a great group of area business people and to network in a relaxed atmosphere. Call WHBA if your company would like to help host this Business After Hours – by helping to provide food and prizes!

Attached is your exhibitor’s contract – along with event rules and regulations – for your convenience. We hope you will take advantage of this outstanding opportunity to highlight your company, network with fellow Association members and give back to the community.

REGISTER NOW --

To reserve your spot in the **WHBA HOME & OUTDOOR LIVING SHOW**, return the enclosed contract – with payment – to the WHBA Office. Registrations may be personally delivered or mailed; or faxed with credit card information. Booth requests and selection will be accommodated on a first come, first reserved basis.

Please note, highlights reflected in the **2012 WHBA HOME & GARDEN SHOW** contract.

1) EARLY BIRD REDUCED PRICES! *There are greater savings available for 2012 Exhibitors with each additional booth purchased.*

2) PARTIAL PAYMENT ACCEPTED NOW! *Exhibitors may choose to submit partial payment with registration-- 50% to reserve their booth with the balance due prior to December 30, 2011.*

3) OPPORTUNITIES FOR ADDED EXPOSURE – *Email topic ideas for workshops / donate prizes to be announced throughout the show / attach or make notes on your contract of special Show Discounts that your company would like promoted with the 2012 Home Show – sign up today, these added opportunities are limited!*

Please note on the contract that **EARLY BIRD DISCOUNTS END AS OF DECEMBER 31**. Sign up today...Space is limited, and this popular event fills up quickly – ESPECIALLY CENTER COURT!

INSURANCE REQUIREMENTS: Proof of liability insurance must be submitted for an amount of not less than \$500,000.00. Your insurance carrier provides the proof by furnishing a certificate of insurance. This certificate should be forwarded to: **WHBA - 4041 State Road 91, Suite A - Oshkosh, WI 54904 Fax: 920.235.1461**

ELECTRICAL SERVICE: WHBA will supply one (1) grounded outlet for each electrical circuit requested. Multiple plugs & extension cords are the responsibility of the exhibitor. **220-volt outlets and other Exhibitor special electrical requirements to be billed at cost.**

BOOTH PLACEMENT: All booth preference requests may not be able to be honored. Booth assignments will be made on a first come, first reserved basis, when possible, with first consideration given to the overall benefit of the show. Because of the great number of companies exhibiting similar or related product lines, the Home Show Committee cannot guarantee that a company exhibiting similar products or a company's competitor will not be located in a nearby or adjoining booth.

Following information to be used for booth placement and in Home Show printed materials regarding your display:

PRODUCTS: _____ **SPECIAL SHOW DISCOUNTS:** _____

BRAND NAMES: _____

No invoicing will be done for tables and carpets. Rental fee must be paid before show starts.

PUBLIC DEMOS/WORKSHOPS: Contact the Home Show committee if you would be willing to present an informational workshop or demo. The Home Show Committee schedules and approves non-advertorial workshops and demonstrations based upon public interest and popular topics.

CANCELLATION No refunds will be granted to exhibitors on cancellation of contract. WHBA reserves the right to cancel the WHBA show in the event it is not fully booked. If show is canceled all money will be refunded. We also reserve the right to reject any application based upon space availability, the nature of the product or service to be exhibited, and the number of other exhibitors with similar products or services and other factors related to the best interest of the show.

****PLEASE MAKE ALL PERSONS STAFFING YOUR BOOTH AWARE OF ALL HOME SHOW RULES & REGULATIONS****

- **FIRMS OR ORGANIZATIONS NOT ASSIGNED SPACE IN THE SHOW WILL NOT BE PERMITTED TO SOLICIT BUSINESS WITHIN THE EXHIBIT OR CONVENTION AREA. THIS WILL BE STRICTLY ENFORCED.**

PAYMENT: A check for the full amount must accompany this contract to bind your space reservation. Certificate of insurance should be mailed, faxed or emailed by your insurance agent.

Check enclosed, make all checks payable to: **WHBA - 4041 State Road 91, Suite A - Oshkosh, WI 54904**

Credit Card payment - MasterCard VISA

Name on Card: _____ Card Number: _____

Exp. Date: _____ V-Code: _____ Billing Address with zip code: _____

Signature: _____

Signature of person authorizing reservation agrees to comply with provisions of this contract and the enclosed Rules & Regulations of Show.

_____ (Signature) (Date)

TO BE ELIGIBLE FOR MEMBER PRICING, MEMBER DUES MUST BE CURRENT AND ANY OUTSTANDING BILLS MUST BE PAID IN FULL.

WHBA HOME & OUTDOOR LIVING SHOW
2012 Rules & Regulations
Sunnyview Expo Center
498 County Road Y - Oshkosh, WI 54901

Show Dates & Times: Fri., March 9 - 3:00 p.m. to 8:00 p.m. Sat., March 10 - 10:00 a.m. to 4:00 p.m.
Sun., March 11 - 10:00 a.m. to 4:00 p.m.

Booth Set-Up Schedule: Exhibitor Check-in Deadline Thur. 9 AM – Completion Deadline Thur. NOON.

Tues., March 6 – 1:00 p.m. to 6:00 p.m.

Wed., March 7 – 8:00 a.m. to 6:00 p.m.

Thur., March 8 – 8:00 a.m. to 12:00noon.

NO DUCT TAPE ALLOWED on floor, walls or posts. Use blue or green painter's tape to eliminate tape residue.

Booth set-up times will be assigned based on size, location and complexity. Exhibitors should contact WHBA regarding any special set-up or takedown needs or timing.

Booth Take-Down: Sun., March 11 - 4:00 p.m. to 7:00 p.m. **(not before 4:00 p.m.)**
Mon., March 12 - 8:00 a.m. to 11:45 a.m.

Exhibitors must remove all of their displays and equipment by noon, Monday, March 12, 2012. Anything remaining will be removed at the owner's expense. Exhibitors should make prior arrangements for special set-up and takedown requirements. Sunnyview Expo Center is a great facility - space occupied by the exhibitor must be returned in the same condition it was received at the beginning of show. This includes removal of tape residue or other material used to secure items to the floor and/or walls. Trash should be put in trashcans and not left. You will be charged for unnecessary clean up of booth space at a cost of what the Home Show Committee determines fair!

Booth Set-Up: No hooks, tacks, nails or screws are to be driven into any walls or woodwork. Exhibitors may not post signs, advertisements or posters anywhere except in the confines of their booth.

Tables, staging and chairs may not be taped, nailed, stapled, tacked or glued to affix draping, signs or for any other reason due to rental of these items. *Damages will be billed accordingly.*

No motor vehicles are to be driven into the exhibition area unless the Home Show Chairperson or representative gives permission. All displays and display materials must be brought through specified entrances. Water closets/restrooms are not to be used for dumping refuse.

Booth Space: This contract provides for use of an exhibit space as indicated on attached contract together with security service and general clean-up. **Each booth includes two 3-ft side and one 8-ft backdrop curtain.** All dimensions and locations are shown on the official floor plan. These approximate dimensions are accurate to the best of our knowledge. The Home Show Committee reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

In the event that fire, strike, or other circumstances beyond the control of the Home Show Committee causes the show to be canceled, the exhibitor shall pay for rental of the exhibitor's space up to the time of cancellation. The exhibitor hereby waives any claim for damages or compensation should this contract be canceled. Additional furnishings, draperies, accessories, signs, etc. are the sole responsibility of the exhibitor. NO person, firm or organization not assigned space in the show will be permitted to solicit business, display or demonstrate any products, processes, or services, solicit orders, distribute business cards or advertising materials within the show or convention area. This also pertains to persons manning the booth during show hours. Any violations must be immediately reported to show officials.

No exhibitor shall sublet, assign or share any part of the space allocated to the exhibitor without the written consent of the Home Show Committee. Solicitations or demonstrations by exhibitors must be confined within the bounds of the exhibitor's own booth. After the opening of the show, each exhibitor must clean the exhibitor's own

Initial Acceptance Here _____

booth before opening hours each day and is responsible for removal of all rubbish from the booth. Only exception - if you paid to have the Boy Scout Troop vacuum your booth. Rubbish and trash may not be left in the aisle.

Exhibits shall be constructed and arranged so that they do not obstruct the general view, nor hide the exhibits of others. Exhibitors desiring the use other than standard booth equipment, signs or other material conflicting in any way with the above regulations must obtain permission from the Home Show Committee.

Any part of the exhibit, which does not lend itself to an attractive appearance, such as unfinished sides or end panels, must be draped at the exhibitor's expense. The Home Show Committee reserves the right to have such finishing done and the exhibitor agrees to reimburse the show for changes incurred.

All installations shall be scheduled to be completed no later than noon on Thursday, March 8. Dismantling shall be complete by 11:45 a.m. on Monday, March 12. No exhibit shall be erected after the exhibition opens nor may a display be dismantled before the official closing time. It is the responsibility of the exhibitor to see that all of the exhibitor's materials are removed from the exhibit hall by the specified deadline.

Construction, installation, and use of exhibits and facilities: All exhibits shall be to serve the interest of the Home Show and its attendees, and shall be operated in a way that will not detract from other exhibits, the exhibition, or the show as a whole. The Home Show Committee reserves the right to request the immediate withdrawal of any exhibit which the Home Show Committee believes to be injurious to the show.

Electrical: WHBA will supply one (1) grounded outlet for each electrical circuit requested. **Multiple plugs & extension cords are the responsibility of the exhibitor. 220-volt outlets and other Exhibitor special electrical requirements to be billed at cost.**

Any malfunction of electrical, sound, air handling or plumbing devices and/or any physical damage to facility must be reported to the Home Show Committee. No electrical hookups to power boxes may be made except by authorization of the Home Show Committee. Anyone hooking into or tampering with power boxes will be held liable for all damages resulting from their actions. All electrical boxes are to remain accessible at all times. Displays shall not be set on top of nor in front of panels. All electrical devices must be UL approved and must comply with all state and municipal electrical codes. All electrical problems must be reported immediately. The Home Show Committee and the owners of the building are not liable for damages resulting from power related problems beyond their control.

Exhibits: Exhibitor's staff should arrive to booth 15 minutes prior to Show Day Openings. **Booths MUST BE staffed at all times during Show hours.** Promotional give-a-ways and/or drawings are permitted and encouraged. Any over-the-counter sales that involve the exchange of currency for goods received during the exhibition must be approved by the Home Show Committee prior to the opening of the show. Bumper stickers or pressure sensitive stickers are not to be passed out, given away or affixed to any surface.

Exhibitor Parking: REMIND EMPLOYEES: Exhibitors shall park in designated exhibitor parking area (watch for signs) and enter at EXHIBITOR ENTRANCE or they will be charged entry fee. Parking in designated exhibitor area allows easy access to show for exhibitors and for show attendees – your potential customers!

Flexible Payment Option: At the time of original booth registration, a WHBA member exhibitor may take the option of paying 50% of the total booth fees, with the remaining 50% of the total booth fees to be paid by December 30, 2011. If the exhibitor fails to pay the remaining 50% of the total booth fees by December 30, 2011, the exhibitor forfeits the amount paid at registration.

Food & Beverage: Concessions are contracted to support local 4-H groups. Food or beverages of any kind are not to be sold or given away in exhibitor booths without written permission of the Home Show Committee.

Noise Level – **Please limit noise to allow for easy conversation with potential customers.** No Power Tools or Microphones allowed. The Home Show Committee reserves the right to remove any exhibit or portion of exhibit if in their opinion that exhibit interferes with nearby exhibitors by way of lighting, noise, odor, etc.

Initial Acceptance Here _____

Liability: Insurance and liability are the full and sole responsibility of the exhibitor. All exhibitors must file certificates of insurance showing evidence of single limit liability coverage of not less than \$500,000.00, which shall be submitted with the contract. Exhibitors will use diligence to promote safety and protection of patrons and their exhibits and property on the premises.

Safety: Spills on the floor must be reported to the Home Show Committee immediately, especially in aisles and over electrical boxes.

No flammable fluids may be kept in the building without written permission of the Home Show Committee. Exhibitors must comply with all Oshkosh Fire Department regulations.

No exits, doorways, window, paths, egress or ventilation ducts may be locked at any time.

All electrical connections are to be handled according to local electrical code. Adding, changing or tampering with electrical equipment of the building is prohibited.

The security staff of the building handles all building lighting and sound controls.

Boxes, cups, bricks, or other devices must not be used to prop open doors or door locks. Doorstops will be available to facilitate loading and unloading.

Emergencies: The rules and regulations have been drawn with the single objective of a successful Home Show for the exhibitor and public. In emergencies and wherever the foregoing rules do not cover, the Home Show Committee reserves the right to make such rulings as may appear to be to the best interest of the entire exposition and the exhibitor agrees to abide by such rulings.

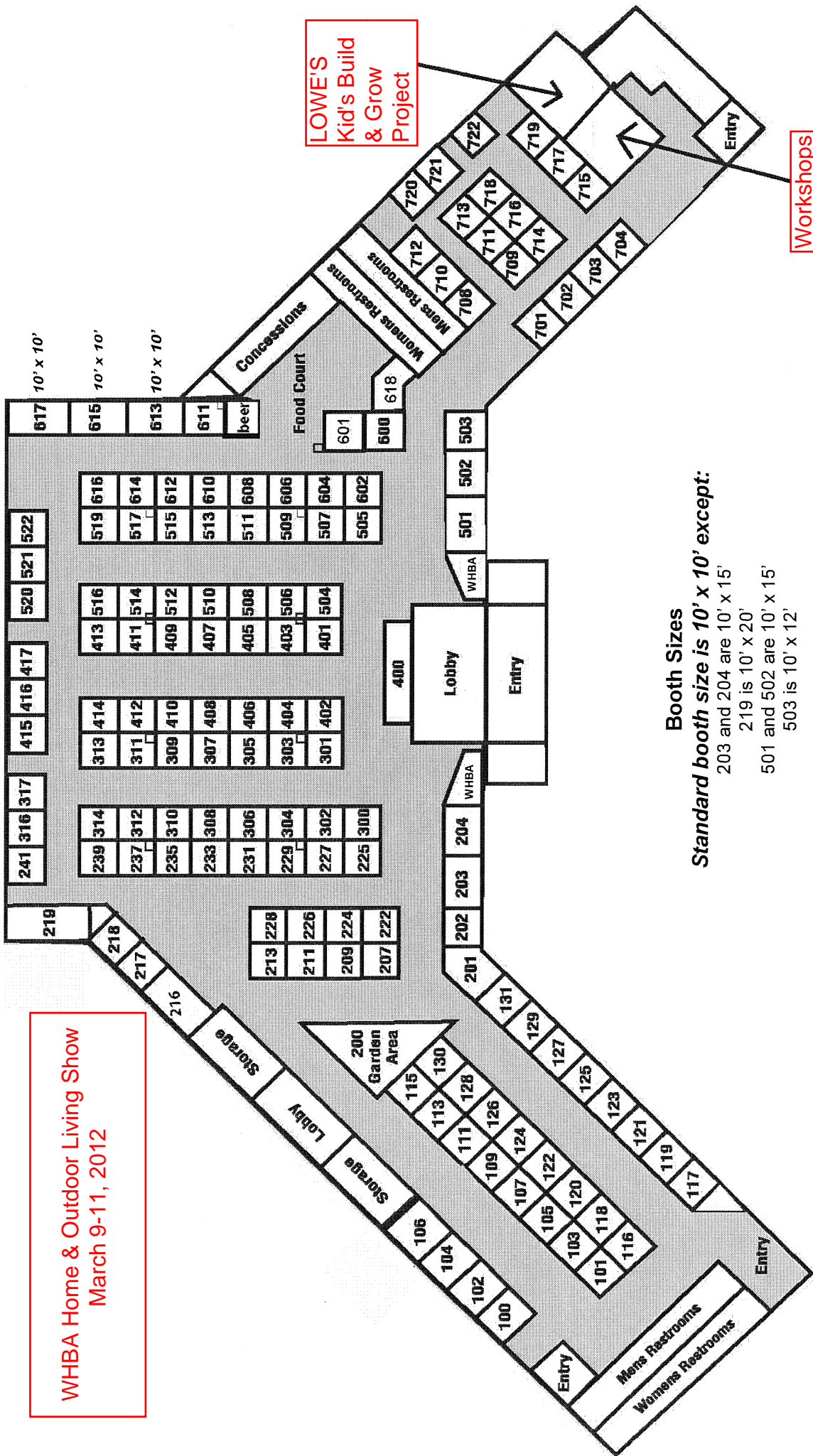
This list is not all-inclusive, but rather is a guideline for safety and efficient operation.

The Home Show Committee reserves the right to refuse to admit and/or reject any objectionable or undesirable person or persons from the exhibit building.

WHBA Home & Outdoor Living Show
March 9-11, 2012

LOWE'S
Kid's Build
& Grow
Project

Workshops



Booth Sizes
Standard booth size is 10' x 10' except:
 203 and 204 are 10' x 15'
 219 is 10' x 20'
 501 and 502 are 10' x 15'
 503 is 10' x 12'