

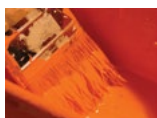
# *Exhibitor's Guide*



**Feb. 17-19 · HAPO Center · Pasco**

PRESENTED BY:





# General Information

**Location:** HAPO Center • 6600 Burden Blvd, Pasco, WA

**Show Dates & Times:** Friday, Feb 17..... 10am - 7pm  
Saturday, Feb 18..... 10am - 7pm  
Sunday, Feb 19..... 10am - 4pm

**Set Up:** Thursday, Feb 16..... 8am - 8pm

**Take Down:** Sunday, Feb 19..... 4pm - 9pm

## North Hall Pricing\*:

Landscaped Exhibit Space	
10' x 10'.....Unlimited Linear Exhibit Space.....	\$700
10' x 10'.....Unlimited Corner Exhibit Space.....	\$800

## South Hall Pricing\*:

10' x 10'.....Linear Exhibit Space.....	\$700
10' x 10'.....Unlimited Linear Exhibit Space.....	\$700
10' x 10'.....Linear Corner Exhibit Space.....	\$800
10' x 10'.....Unlimited Corner Exhibit Space.....	\$800

## Vehicle and Outside Exhibit Pricing:

Contact the HBA for pricing information and layout of limited exhibit space in the entry and front of the HAPO Center.

## Discounts:

\$100 per exhibit space for all current HBA of Tri-Cities members.

\*Prices include draped panels (3' side/8' rear), one 120 volt receptacle per Exhibitor and three Exhibitor passes, which are not transferable.

Please complete Agreement form and mail to:

Home Builders Association of Tri-Cities  
10001 W. Clearwater Ave  
Kennewick, WA 99336

Or email to: [heather@hbatc.com](mailto:heather@hbatc.com) or [sarah@hbatc.com](mailto:sarah@hbatc.com)

Or fax to: (509) 735-8470



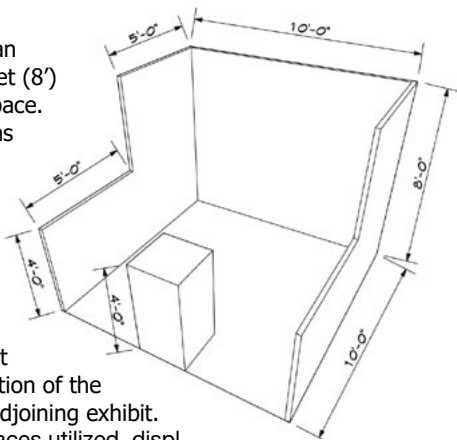
# Exhibit Guidelines

Regardless of booth space type, size or location, all signs must be one-sided and face inward except in adjoining booth spaces that span between two aisles in the middle of a row. This rule does apply to pop-up tents which are only allowed in Unlimited spaces and require approval from Management prior to set up.

## Linear Exhibit

A Linear Exhibit has only one side exposed to an aisle. The maximum finished height of eight feet (8') is allowed only in the rear half of the exhibit space. Signage is allowed up to twelve feet (12'). Signs bordering another exhibit space must be one-sided and face inward. A four foot (4') height restriction is imposed on all materials in the remaining space forward to the aisle. Three-foot curtained side rails are provided for each exhibit space. When three or more adjacent Linear Exhibits are utilized by the same exhibitor as a single exhibit space, the four foot (4') height limitation is applied only to that portion of the exhibit space which is within 5 feet (5') of an adjoining exhibit.

Regardless of the number of Linear Exhibit spaces utilized, display materials must be arranged in such a manner so as not to obstruct sight line of neighboring exhibitors. Pop-up tents are NOT allowed in Linear spaces.



## Unlimited Exhibit

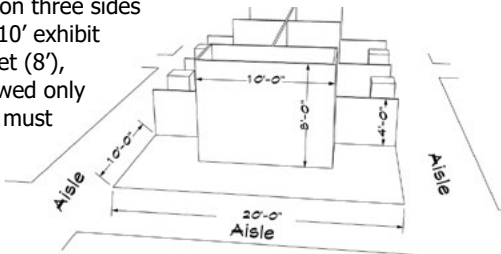
An Unlimited Exhibit is NOT subject to height restrictions, however, all publicly visible sides/backs must be finished and all signs bordering another exhibit space must be one-sided and face inward. Unlimited Exhibits can only be found in South Hall rows A, D, E, F, G, H, I, P, Q or R and includes all spaces in the North Hall. Pop-up tents are allowed, but require approval from Management prior to set up.

## Corner Exhibit

A Corner Exhibit is a Linear or Unlimited Exhibit except that it is exposed to aisles on two sides. All other guidelines for Linear or Unlimited Exhibits apply.

## End-Cap Exhibit

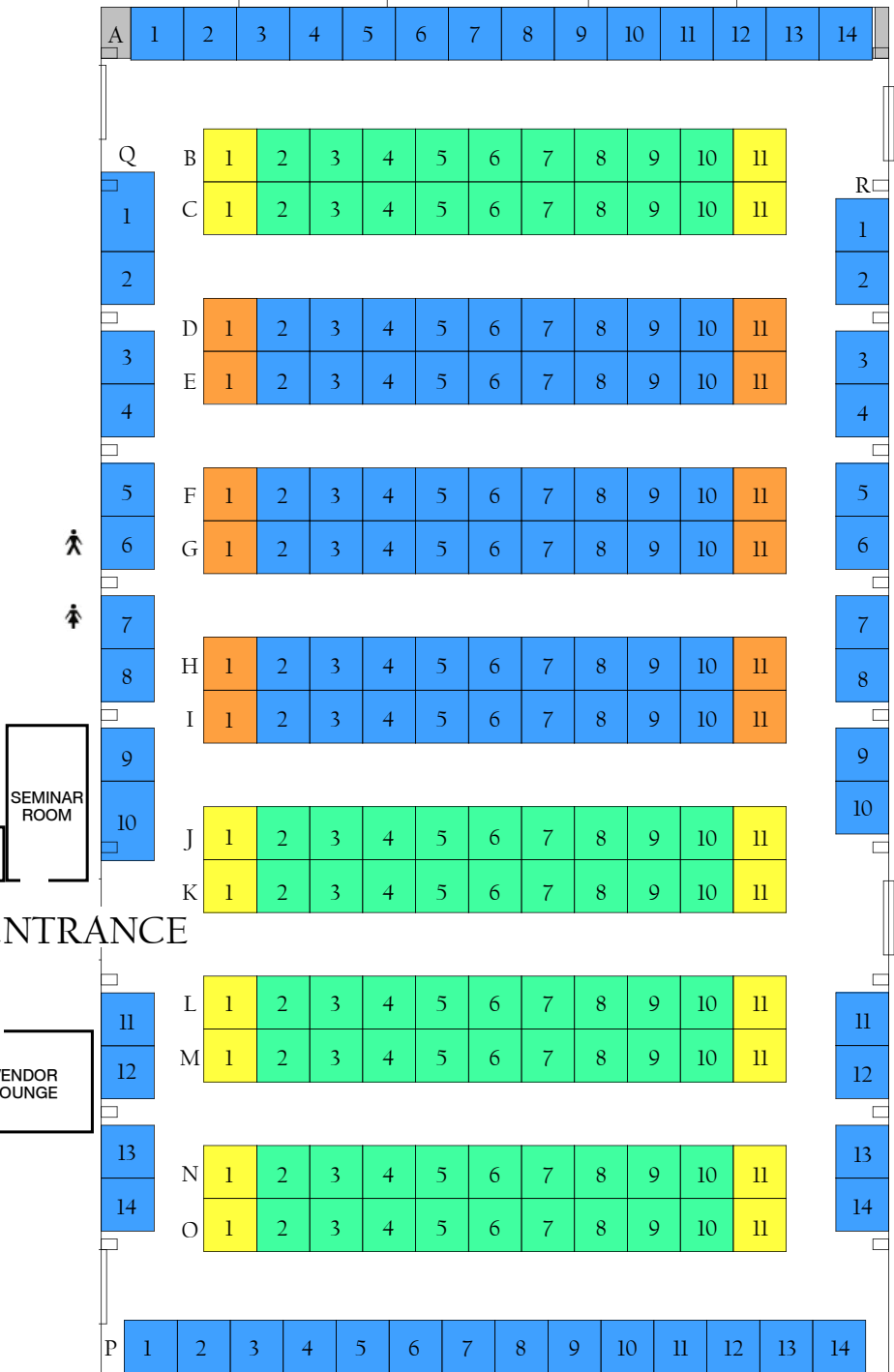
An End-Cap Exhibit is exposed to aisles on three sides and composed of two, four, or six 10' x 10' exhibit spaces. The back wall height of eight feet (8'), with signage to twelve feet (12'), is allowed only in the rear half of the exhibit space and must be at least five feet (5') from each of the two side aisles with a four foot (4') height restriction imposed on all materials in the remaining space within five (5') of the aisle.



Only Gaffers tape should be used to affix any item to the floor. Damage to the floor may result in charges to the vendor from the HAPO Center.



# South Hall



\* Spaces Q1 & Q10 are approximately 10' X 15' and \$1,400 each

# Terms & Conditions

**EXHIBIT HOURS** - Home Builders Association of Tri-Cities (Management) shall determine and publicize the exhibit hours the Regional Home & Garden Show (Show) will be open to the public each day. Exhibitor agrees to have at least one representative at exhibit during all Show hours: Friday - 10am to 7pm • Saturday - 10am to 7pm • Sunday - 10am to 4pm. One representative must check in with the HBA staff at the Exhibitor Entrance by 10am each morning or Compliance Deposit will be forfeited.

**SET UP** - Set up begins at 8am on Thursday, February 16, 2023 unless other arrangements have been made with Management. Exhibitor shall forfeit his right to the space, all prepaid space costs and upon demand, pay any balance owing Management if he fails to occupy or use his space or to have his exhibit completed and in place by 9pm on Thursday, February 19, 2023.

**DELIVERY** - All shipments must be PREPAID by Exhibitor and pre-approved by the HAPO Center. To make arrangements, call the HAPO Center at (509) 543-2999.

**SPACE** - The contracted space is to be used solely by the Exhibitor whose name appears on the Agreement on this page and no portion can be sublet (i.e., no "sharing" of single exhibit spaces). Except for recognized brand names for which the Exhibitor is a distributor, no other business or company name is allowed to appear in exhibit unless a separate Agreement (accompanied by applicable payment) has been executed with Management for each company. Management has the right to limit the number of exhibit spaces per Exhibitor. Available space will be assigned on the basis of priority to qualified applicants with products/services not already substantially represented in the Show. PLEASE NOTE: Management reserves the right to deny participation by any applicant who offers goods or services which Management deems inconsistent with the theme of the show. Decisions not to allow participation by an applicant are final. Mere receipt of Agreement by the Management does not constitute nor guarantee acceptance of the applicant for participation in the Show.

**REASSIGNMENTS** - Management shall have the right to move an Exhibitor to another location in order to conform to all city, county, state and federal laws and regulations and the requirements and guidelines of Management or as deemed necessary by Management.

**INSTALLATIONS** - Any special carpentry, wiring, electrical or other work, steam, water or drainage connections shall be installed at Exhibitor's expense, and in accordance with Management's direction.

**ELECTRICITY** - Each vendor in the North Hall and South Hall will receive one 120 volt (500 watts/5amps) receptacle at no extra charge. **All electrical needs over and above this amount must be ordered and prepaid through the HAPO Center (Phone: 509.543.2999).**

**EXHIBITOR PASSES** - Three Exhibitor passes are included in exhibit price. Additional Exhibitor passes may be purchased from Management. Exhibitor passes are for the exclusive use of personnel working in exhibits and are not transferable. Exhibitors must use the Exhibitor Entrance and will not be allowed to use any other entrance from Friday until 4pm on Sunday.

**MERCHANDISE REMOVAL / TAKE DOWN** - No exhibit, part of an exhibit or merchandise may be removed from Exhibitor's leased space before 4pm on Sunday. Early take down will result in loss of the Compliance Deposit and a one year suspension from the show. All exhibit materials and products must be removed by 9pm on Sunday unless other arrangements have been made with Management. Management is hereby authorized to remove any and all goods, wares, merchandise and property that remain in these areas after 9pm on Sunday. Removal of such by management will be at the expense of Exhibitor.

**LIABILITY** - Exhibitor is entirely responsible for the space occupied by him/her and shall not injure, mar or deface the premises. Exhibitor shall not drive, nor permit to be driven, any pins, nails, hooks, tacks, or screws in any part of the HAPO Center. Furthermore, Exhibitor shall not affix to the walls or windows of the HAPO Center any advertisements, signs, etc., or use adhesive type material on painted surfaces. Automobiles, trucks and similar conveyances shall have a drip pan and/or protective material under them to safeguard the floor. Exhibitor agrees to reimburse Management and/or the HAPO Center for any loss or damage occurring to the premises or equipment.

**AISLES** - The aisles, passageways, overhead spaces and parking lots remain under the control of Management, and no signs, decorations, banners, advertising matter or exhibits, will be permitted in those areas except by permission of Management. All exhibits and personnel must remain within the confines of their own spaces and no Exhibitor will be permitted to erect signs or display products obstructing the view, occasion injury or disadvantageously affect the display of other Exhibitors, unless exhibit is located in rows A, D, E, F, G, H, I, P, Q or R of the South Hall or all space in the North Hall. See page 3 of this guide for further details.

**ALCOHOLIC BEVERAGES** - Alcoholic beverages are forbidden in the HAPO Center from set up through take down. A violation shall be grounds for removing Exhibitor and his exhibit from Show without refund.

**GENERAL RESTRICTIONS** - Exhibitors conducting sales presentations must do so in a manner which assures that Exhibitor personnel and attendees are not encroaching on the aisle or neighboring exhibits. Sound equipment (voice amplification devices, speakers, music, etc.) must not be directed into aisles or neighboring exhibits and must be turned off if deemed objectionable by Management. No solicitation or activity can take place outside your physical booth space. Animals (except service dogs) are not allowed in facility during Show hours. Management reserves the right to restrict or remove exhibits without refund, that have been falsely entered or deemed unsuitable or objectionable by Management. This restriction applies to, but is not limited to, noise, sound systems, persons, animals, things, conduct, printed matter, odors, food or anything of a character that might be objectionable to Management.

**HEIGHT RESTRICTIONS** - The height of booths, display equipment, and signs shall be restricted to the heights indicated in this guide unless written approval of an exception is granted by Management in advance. All Exhibitors have the right to occupy the full cubic content of the contracted exhibit space specified in this guide. All are required to maintain a finished appearance within their booths to a height of eight feet (8'). No wires or studs may be visible. Sides and backs of walls must be finished if visible to public. Booth height is not to exceed eight feet (8') and sign height cannot exceed twelve feet (12') unless exhibit is located in an unlimited row.

**RUNNING OF ENGINES** - Oil, propane, diesel or gasoline engines cannot be operated inside the HAPO Center.

**FORKLIFTS** - Forklifts are provided as a service to the Exhibitor. The acceptance of this service is with the understanding that Management is not responsible for any damage to the material being transported or for any injury that may arise to Exhibitors or their employees. Exhibitors agree to protect and keep harmless Management from any and all claims for damages, suits, etc., which may arise from injury, loss or damage, sustained upon the space occupied by them on account of machinery or property under their control or on account of negligence of Exhibitors, their agents or employees.

**CANCELLATION OF CONTRACT** - If this Agreement is cancelled by Exhibitor for any reason, or by Management because of Exhibitor's default or violation of this Agreement, monies paid to Management by Exhibitor shall be retained as follows: If cancellation occurs on or before January 25, 2023, Management shall retain 100% of the deposit. If cancellation occurs after January 25, 2023, the entire amount paid by Exhibitor shall be retained by Management. The retained monies shall be liquidated for the direct and indirect costs incurred by Management for organizing, setting up and providing space for Exhibitor, and losses and additional expenses caused by Exhibitor's withdrawal including resale of the space. **CANCELLATIONS MUST BE IN WRITING.**

**RIGHTS OF MANAGEMENT IN EVENT SHOW IS NOT HELD** - Management shall not be liable for any damages or expenses incurred by Exhibitors in the event the Show is delayed, interrupted or not held as scheduled.

**SECURITY FOR SPACE PAYMENTS** - Failure of Exhibitor to make payments as specified shall entitle Management to take possession of all merchandise, materials and the exhibit displayed by Exhibitor and to retain the same as security for such unpaid amount. Management shall have the right to dispose of same without notice to the Exhibitor in such a manner as it deems appropriate whether by sale or otherwise. Any sale proceeds shall be retained by Management in payment of expenses incurred in disposing of such property and in payment of unpaid amounts.

**INDEMNIFICATION** - Exhibitor shall indemnify and hold harmless Management and the HAPO Center from and against any and all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the activities of the Exhibitor, or the officers, contractors, licensees, agents, employees, guests, invitees or visitors of Exhibitor.

**INSURANCE** - Exhibitors desiring insurance upon their exhibits must place same at their own expense. Management will not be responsible for the safety of exhibits against fire, robbery, accident, or any other destructive cause, or for any injury that may arise to the Exhibitors or their employees while in HAPO Center.

**ATTORNEY'S FEES** - If a civil action arises between the parties out of this Agreement or to enforce any of its provisions, the losing party shall pay attorney's fees of the prevailing party as the applicable court may adjudge reasonable and if an appeal is taken from any judgment, the losing party shall pay the amount the Appellate Court shall adjudge reasonable as the prevailing party's attorney's fees on appeal.

**ALL EXHIBITS MUST COMPLY WITH CITY, COUNTY, STATE AND FEDERAL ORDINANCES, REGULATIONS AND FIRE MARSHAL INSTRUCTIONS. ANY AND ALL CITY, COUNTY, STATE AND FEDERAL LICENSES, INSPECTIONS OR PERMITS REQUIRED BY LAW OF ANY EXHIBITOR IN THE INSTALLATION OR OPERATION OF HIS DISPLAY SHALL BE OBTAINED BY THE EXHIBITOR AT THE EXHIBITOR'S OWN EXPENSE PRIOR TO THE OPENING OF THE SHOW. EXHIBITOR SHALL REIMBURSE MANAGEMENT FOR ANY COSTS ASSOCIATED WITH EXHIBITOR'S FAILURE TO OBTAIN APPLICABLE LICENSING AND/OR PERMITS OR FAILURE TO COMPLY WITH APPLICABLE REGULATIONS.**

# Agreement

NO EXHIBITOR WILL BE PERMITTED TO PARTICIPATE WITHOUT PAYMENT IN FULL ACCORDING TO THIS AGREEMENT. FAILURE OF EXHIBITOR TO MAKE PAYMENT AS SPECIFIED SHALL ENTITLE THE HOME BUILDERS ASSOCIATION OF TRI-CITIES (MANAGEMENT), AT ITS OPTION, TO CANCEL THIS AGREEMENT WITHOUT NOTICE AND EXHIBITOR SHALL REMAIN LIABLE FOR ANY UNPAID BALANCE. BOOTHS WILL NOT BE HELD UNTIL BOTH A SIGNED AGREEMENT AND DEPOSIT ARE PROVIDED TO THE MANAGEMENT.

Exhibitors are required to follow the Exhibit Guidelines in this brochure unless specific, written approval to deviate has been received from Management prior to set up. The location of your exhibit space(s) is/are subject to assignment by Management. Upon acceptance of this Agreement by Management, Agreement shall become a binding and enforceable contract between the parties.

A \$100 Compliance Deposit is required of all exhibitors. Should an exhibitor fail to follow the terms and conditions on the previous page, the exhibitor will forfeit the full \$100 amount. Compliant exhibitors will receive a full refund or account credit of the deposit within 90 days of the Show's conclusion.

Use of the name "HBA", "Regional Home & Garden Show" or that of any office of said organization in recommendations of a product or service is expressly prohibited. The Terms and Conditions on the previous page are part of this Agreement.

IT IS AGREED: Subject to the Terms and Conditions on the previous page, which are incorporated in and are part of this Agreement, and upon acceptance of the Agreement by Management, the undersigned (Exhibitor), agrees to reserve from Management the number of exhibit spaces stated below for the duration of the 2023 Regional Home & Garden Show.

Company Name \_\_\_\_\_

How the company will be listed in the Show program

Contact \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

UBI/Washington Registration Number (required by law) \_\_\_\_ - \_\_\_\_ - \_\_\_\_ (i.e. 601-555-555)

Type of merchandise/service to be sold/promoted: \_\_\_\_\_

Do you wish to bring a pop-up tent\*? Yes No

(\*Pop-up tents are only allowed in Unlimited spaces and require approval from Management prior to set up)

Exhibit location preference: \_\_\_\_\_

(Subject to assignment by Management): 1st Choice 2nd Choice 3rd Choice

## A. North Hall Prices

- Number of Unlimited Exhibit spaces (10' x 10'): \_\_\_\_\_ @ \$700 each = \$ \_\_\_\_\_
- Number of Corner Exhibit spaces (10' x 10'): \_\_\_\_\_ @ \$800 each = \$ \_\_\_\_\_

## B. South Hall Prices

- Number of Linear or Unlimited Exhibit spaces (10' x 10'): \_\_\_\_\_ @ \$700 each = \$ \_\_\_\_\_
- Number of Corner Exhibit spaces (10' x 10'): \_\_\_\_\_ @ \$800 each = \$ \_\_\_\_\_

## C. Vehicle/Outdoor Prices

- Number of Vehicle/Outdoor spaces: \_\_\_\_\_ @ \$350 each \_\_\_\_\_ @ \$700 each = \$ \_\_\_\_\_

## D. Compliance Deposit (REQUIRED)

\$ \_\_\_\_\_ +100

## E. Total Exhibit Prices (Add total of A plus B plus C plus D)

\$ \_\_\_\_\_

## F. Less HBA Member Discount:

\$100 per each exhibit space if you are a current member of Home Builders Association of Tri-Cities as of Feb. 2023 \_\_\_\_\_ @ \$100 each = \$ \_\_\_\_\_

## G. Total Amount Due for 2023 Home Show (E minus F)

\$ \_\_\_\_\_

## H. Deposit Enclosed With Agreement (\$100/first exhibit space; \$50/additional)

\$ \_\_\_\_\_

## I. Remaining Balance Due by January 10, 2023 (G minus H)

\$ \_\_\_\_\_

Balances owed after January 10, 2023 will be subject to a \$50 late payment fee  
Booths with balances owed after January 25, 2023 are subject to cancellation

Exhibitor Signature \_\_\_\_\_

Show Management \_\_\_\_\_

Make checks payable to: HBA OF TRI-CITIES • (\$30 charge for returned checks)

Paying by credit card? Call the HBA at (509) 735-2745. Mail AGREEMENT with payment to:

Home Builders Association, 10001 W. Clearwater Ave, Kennewick, WA 99336 or Fax to (509) 735-8470. Agreements for booths located in the North Hall may be emailed to heather@hbatc.com. Agreements for booths located in the South Hall may be emailed to sarah@hbatc.com.



**Home Builders Association of Tri-Cities**  
**10001 W Clearwater Ave**  
**Kennewick, WA 99336**  
**(509) 735-2745**



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