



Home Builders Association of Eastern New Mexico HOME & GARDEN SHOW CONTRACT - APRIL 21-22, 2012

This agreement is with Home Builders Association of Eastern New Mexico (HBAENM), for exhibit space for the 2012 Home & Garden Show, to be held at the Clovis Civic Center, 801 Schepps Blvd, Clovis, New Mexico.

Dates and hours are as follows: **Saturday, April 21 - 10:00 AM to 5:00 PM** and **Sunday, April 22 - 11:00 AM to 5:00 PM**

THIS AGREEMENT MUST BE RETURNED TO THE HBAENM OFFICE ON OR BEFORE MARCH 7, 2012, ALONG WITH A \$100.00 DEPOSIT OR THE TOTAL AMOUNT OF EXHIBITOR FEE. THE REMAINDER OF PAYMENT WILL BE DUE 4/1/2011 OR SPACE AND DEPOSIT MAY BE FORFEITED. REFUNDS WILL BE AT THE DISCRETION OF HBAENM.

BOOTH: \$350.00 PER BOOTH

- **Main Exhibit Area, NE and SE Annex Exhibitor space includes:** 10'x10' inside booth with 8' back drape, 3' side drapes, 110 electrical outlet, one (1) draped table & two (2) chairs. Additional draped tables are available at \$30.00 each.
- **Lobby Area Exhibitor space includes:** 10'x6' booth with 8' back drape, 3' side drapes, 110 electrical outlet, one (1) draped table & two (2) chairs. Additional draped tables are available at \$30.00 each.
- **Outside Courtyard space includes:** approximately 15'x30', no tables, undraped table upon request.

Space will be assigned with due consideration to exhibitor's preferences, based upon date of receipt of contract and fees. We reserve the right to change any assigned booth space, if necessary.

BOOTH REQUIREMENTS		TOTAL
<input type="checkbox"/> # OF BOOTHS @ \$350 EA.	<input type="checkbox"/> DIVIDED OR <input type="checkbox"/> CONTINUOUS <input type="checkbox"/> INSIDE <input type="checkbox"/> OUTSIDE	
TABLES: <input type="checkbox"/> NO TABLES <input type="checkbox"/> ONE FREE TABLE <input type="checkbox"/> EXTRA TABLE(S) @ \$30 EA. # _____		
ELECTRICAL OUTLET: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> 220 OUTLET(S) @ \$50 EA. # _____		
INTERNET: <input type="checkbox"/> YES \$30 PER EXHIBITOR		
PHONE: <input type="checkbox"/> YES \$20 PER EXHIBITOR		
WATER: <input type="checkbox"/> YES <input type="checkbox"/> 0-100 GAL \$10 <input type="checkbox"/> 101-500 GAL \$30 <input type="checkbox"/> 501-1000 GAL \$125 <input type="checkbox"/> 1000+ \$200		
PLEASE READ TERMS AND CONDITIONS ON NEXT PAGE BEFORE SIGNING		TOTAL

Company Name: _____ Contact Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____ Exhibitor Signature: X _____

TO HELP US MARKET YOUR EXHIBIT PLEASE GIVE A DESCRIPTION OF YOUR BOOTH HERE:

PAYMENT METHOD

Amount: \$ _____ Check Credit Card

CREDIT CARD: To pay by credit card please provide an email address and we will send you a Paypal invoice. You will be able to enter your credit card information securely through Paypal. You do not need a Paypal account to use this service. A 3% fee will be included. (e.g. \$350.00 will be \$360.50)

EMAIL TO SEND INVOICE FOR CREDIT CARD PAYMENT:

Make checks payable to:
HBA of Eastern New Mexico

Mail contract & payment to:
621A Main St., Clovis, NM 88101

Or call 575-762-4342
To arrange for your contract to be picked up.

If you have any questions,
call the HBAENM office 575-762-4342
or Todd Farrell 575-742-1100 or 575-714-3232.

HOME BUILDERS ASSOCIATION OF EASTERN NEW MEXICO 2012 HOME & GARDEN SHOW

TERMS & CONDITIONS

All merchandise to be exhibited must be home, garden and lifestyle items only. Home Builders Association of Eastern New Mexico (HBAENM) reserves the right to disapprove any merchandise to be displayed.

Exhibitor badges will NOT be issued for admission. All Exhibitors **must** wear some type of attire or name badge with company identification in order to receive free admission. In addition, all Exhibitors must use the **west** entrance of the Civic Center. ONLY Exhibitors can enter through the west doors. **Anyone without the identification described above will have to use the south entrance and pay admission.** If you wish to be entered in the drawings you MUST purchase an admission ticket.

**Set-up times are: 8:00 AM - 9:00 PM, Friday, April 21.
Booths must be completed by 9:00 AM, Saturday, April 21**

There will be important Home & Garden Show announcements 30 minutes prior to the opening of the Show in the main exhibit area. Please have a representative present.

Contents of display must remain within your designated space.

Exhibitors are not to dismantle until 5:00 PM, Sunday, April 22. Tear-down must be completed that evening or between 8:00 AM and noon, April 23.

Your space will have an 8' back drape, 3' side drapes, and one draped table that must be returned at close of the Show. Additional tables are available upon written request, per agreement on the contract.

Demonstrations and/or operation of equipment must be approved by HBAENM Home & Garden Show Committee.

Advertising included in your Exhibitor fee will be promotional fliers, radio, newspaper, a listing in the official Home and Garden Show Magazine and on our web site www.clovishomeandgarden.com.

No food or beverages may be brought in the Clovis Civic Center for distribution (this includes the distribution of bottled water). Concessions will be provided by Clovis Civic Center.

There will be an admission charge to the public for entry to the Show. Adults 13 & over \$3.00, Children 6-12 \$1.00. Children under 6 years old free if accompanied by an adult.

Drawings: Donations for door prizes at the HBAENM Home and Garden Show must be received by March 7, 2011, to be included in the official show magazine. Exhibitors may give away merchandise in their booths by private drawing. All money raffles must be approved by the HBA. Only the HBA winners will be announced via intercom. Exhibitors should contact winners of their private drawings, or post winners names in their booth.

Smoking is not allowed inside the Clovis Civic Center.

By signing this contract, Exhibitor hereby agrees to indemnify and hold harmless Home Builders Association of Eastern New Mexico and Clovis Civic Center, and each of their officials, officers, agents, employees, successors and assigns from and against any and all claims, demands, defense costs, liability, expense, or damages (direct and indirect) of any kind or nature arising from or in connection with Exhibitor's use and/or occupancy of the Clovis Civic Center, including any damage or loss of any property belonging to Exhibitor.

Note: HBAENM will sponsor two **\$200.00 Gift Certificate** drawings (one on Saturday and one on Sunday) from the day's entry tickets to be spent with any Exhibitor in the Show. These could be redeemed by the winner in your store. They are for merchandise only and not cash. **If redeemed with your business, please bill HBAENM for \$200.00 with proof of the purchase and the winner's name.**