

2019 Home Builders Association of Eastern New Mexico HOME, GARDEN, & LIFESTYLE SHOW CONTRACT

This agreement is with Home Builders Association of Eastern New Mexico (HBAENM), for exhibit space for the 2019 Home, Garden, & Lifestyle Show, to be held at the Clovis Civic Center, 801 Schepps Blvd, Clovis, New Mexico.

Dates and hours are as follows: **Saturday, April 6 - 10:00 AM to 5:00 PM** and **Sunday, April 7- 11:00 AM to 5:00 PM**

PLEASE SEND IN YOUR CONTRACT AND PAYMENT ASAP. (Deposit of \$100 required to hold a booth)

2018 Exhibitors - Reserve the same booth by May 31, 2018. All contracts accepted from June 1, 2018 - April 5, 2019.

BOOTHS: \$350 each. (There are five booths-and-a-half available for \$500 ea.)

- **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:** 15'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.

RESERVATION	Booth Space Preference 1. # _____ 2. # _____ 3. # _____	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	
<input type="checkbox"/> # OF ONE & HALF BOOTHS @ \$500 EA.		
EXTRAS: <input type="checkbox"/> \$30 INTERNET HARD LINE <input type="checkbox"/> \$20 PHONE LINE		
<input type="checkbox"/> 220 OUTLET(S) @ \$50 EA. # _____ <input type="checkbox"/> EXTRA TABLE(S) @ \$30 EA. # _____		
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		
SUBTOTAL	ALL BOOTHS HAVE FREE ELECTRIC & WIFI.	
DEPOSIT	(<input type="checkbox"/> CASH <input type="checkbox"/> CARD <input type="checkbox"/> CHECK # _____)	
Your signature below indicates agreement to all terms and conditions.		TOTAL DUE

Company Name: _____ Contact Name: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Email: _____ Cell Phone: _____
 Exhibitor Signature: X _____ Do not release my contact information to media partners.

TO HELP US MARKET YOUR EXHIBIT PLEASE GIVE US A BRIEF DESCRIPTION OF YOUR BUSINESS AND EXHIBIT:

I WOULD LIKE TO DONATE A DOORPRIZE: _____ Yes _____ No

PAYMENT METHOD	Amount: \$ _____	<input type="checkbox"/> CASH
		<input type="checkbox"/> CHECK
<input type="checkbox"/> CREDIT CARD	Please note this will include a 3% processing fee	# _____
Card # _____		
Expires: _____ CVV _____		
Zip code of the billing address for the above card _____		

Make checks payable to:
HBA of Eastern New Mexico

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

Email contract to:
hbaofenm@gmail.com

Or call 575-762-4342

If you have any questions contact
Robyne Beaubien 575-762-4342 /575-693-0814
or Todd Farrell 575-742-1100/575-714-3232

WWW.CLOVISHOMEANDGARDEN.COM

HOME BUILDERS ASSOCIATION OF EASTERN NEW MEXICO

2019 Home, Garden, & Lifestyle Show

TERMS & CONDITIONS

Please retain this page for your reference. It does not need to be returned with your contract.

EXHIBIT INFORMATION

Set-up times are: 8:00 AM - 8:00 PM, Friday, April 5

Booths must be completed by 9:30 AM, Saturday, April 6

Exhibitor badges will NOT be issued for admission and all exhibitors must use the west entrance. All Exhibitors **must** wear some type of attire or name badge with company identification for free admission through the Exhibitor entrance on the **west** entrance of the Civic Center. Entrance through the front gate requires payment of the admission fee.

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

Booth contents should reflect Home, Garden and Lifestyle products and services. Contents of the display must remain within your designated space.

Booths will have an 8' back drape, 3' side drapes, and one draped table that are property of the Clovis Civic Center and should not be removed from the venue.

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

No food or beverages may be brought in the Clovis Civic Center for distribution (Candy is allowed; room temperature bottled water is allowed with your business label). Concessions will be provided by Clovis Civic Center.

Smoking is not allowed inside the Clovis Civic Center.

Exhibitors are not to dismantle until 5:00 PM, Sunday, April 8. Tear-down must be completed that evening or between 8:00 AM and noon, Monday, April 7.

ADMISSION, DOORPRIZES AND LEGAL

There will be an admission charge to the public for entry to the Show. Adults 12 & over \$3.00, Children 5-11 \$1.00. Children under 4 years old free if accompanied by an adult. Exhibitors may enter at no charge through the WEST entrance only.

DOOR PRIZES: Donations for "on the hour" door prizes at the HBAENM Home, Garden & Lifestyle Show must be indicated on the contract, to be included in our official door prize listing. Drawings are allowed in exhibition booths but will not be announced via intercom. Exhibitors should contact winners of their private drawings, or post winners names in their booth.

Note: HBAENM will sponsor two \$200 drawings (one on Saturday and one on Sunday) from the day's entry tickets to be spent with any Exhibitor in the Show. These may be redeemed by the winner in your booth or business. They are for merchandise only and not cash. If redeemed with your business, please contact our office with proof of the purchase and the winner's name and we will issue payment.

By signing this contract, Exhibitor hereby agrees to indemnify and hold harmless Home Builders Association of Eastern New Mexico, Clovis Civic Center, City of Clovis and each of their officials, officers, agents employees, and successors 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. Exhibitor also agrees to abide by all terms and conditions in this document.

Deposits are required to reserve booth space.

Exhibitor information will be shared with media partners unless the opt out box is checked on this contract.

Cancellations: Cancellations are allowed by December 31, 2018 and deposits or payments will be refunded in full (Minus processing fee if made with a credit card.) Cancellations made in January-February will receive a refund minus a \$50 administration fee. Cancellations within 30 days of the show are not eligible for refund.