

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 **CURRY COUNTY EVENTS CENTER, 1900 East Brady**, 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 until Feb. 1, 2019)

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

BOOTHS: Standard and Packed Earth \$350 each. End Caps \$850 each, limited availability.

• **Standard Booth:** 10'x10' inside booth with 8' back drape, 3' side drapes, one (1) draped table & two (2) chairs on poly-flooring. Additional draped tables are available at \$30.00 each.

• **Packed Earth Booth:** 25'x15' booth on packed earth. Table and chairs available on request.

• **End Cap Booth:** 10'x20' booth with no backdrop, 3' side drapes, one (1) draped table & two (2) chairs. Additional draped tables are available at \$30.00 each.

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 STANDARD 10'X10' BOOTHS @ \$350 EA.	<input type="checkbox"/> Electricity needed.				
<input type="checkbox"/> # OF PACKED EARTH 25'X15' BOOTHS @ \$350 EA. No electricity available.					
<input type="checkbox"/> # OF END CAP 20'X10' BOOTHS @ 850 EA.	<input type="checkbox"/> Electricity needed.				
EXTRAS: <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	<i>Electricity available upon request. Free Wifi in venue.</i>				
DEPOSIT	(<input type="checkbox"/> CASH <input type="checkbox"/> CARD <input type="checkbox"/> CHECK # _____)				
					TOTAL DUE

Your signature below indicates agreement to all terms and conditions.

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

I would like information on a trivia treasure hunt to be held at the show. _____ 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 NM

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

HBA ADMIN: Contract received - Date _____
Time _____ By _____

HOME BUILDERS ASSOCIATION OF EASTERN NEW MEXICO

2019 Home, Garden, & Lifestyle Show

TERMS and CONDITIONS

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

EXHIBIT INFORMATION

Set-up times are: 10:00 AM - 8:00 PM, Friday, April 5 Booths must be completed by 9:30 AM, Saturday, April 6

NEW - Up to FOUR exhibitor badges will be issued for each business. All entry will be through the main doors and exhibitors must have a badge for entry or pay the admission fee. Family members of volunteers will need to pay admission.

There will be important announcements 30 minutes prior to the opening of the Show in the main exhibit area on Saturday morning. 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.

Standard booths will have an 8' back drape, 3' side drapes, and one draped table that 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 venue for distribution (Candy is allowed; room temperature bottled water is allowed with your business label). Concessions will be provided.

Smoking is not allowed inside the venue.

Booths must be manned throughout the show. Empty booths are detrimental to other exhibitors and the quality of the show. Exhibitors are not to dismantle until 5:00 PM, Sunday, April 8. Failure to comply may impact future participation in the show.

Tear-down must be completed Sunday evening or between 8:00 AM and noon, Monday, following the show.

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 should use the badges provided for entry.

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.

A new Trivia Passport will be available to drive traffic to participating booths. Please see our website or contact the office to participate.

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, Curry County Events Center, Curry County and each of their officials, officers, agents and employees, 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 Curry County Events 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.