



2024 BUILDERS ST. CHARLES HOME SHOW APPLICATION FOR EXHIBIT SPACE

St. Charles Convention Center

April 5-7

Fri. & Sat. 10am - 7pm, Sun. 10am - 5pm

The undersigned hereby makes application for space in the 2024 Builders St. Charles Home Show.

1. CALL (314) 994-7700 TO RESERVE BOOTH SPACE.

2. SPECIFY BOOTH PREFERENCES.

Location: _____ Booth Size: _____

If applicable, list companies or products you do not wish to be adjacent to: _____

3. COMPLETE CONTACT INFORMATION.

Booth Sign: _____

Company Name: _____

Address: _____

City/State/Zip: _____

Email: _____

Web Address: _____

Phone: _____

Fax: _____

Cell: _____

Company Tax ID or SSN #: _____

Required by City of St. Charles for obtaining Promoters Business License for show.

ALL Products/Services to be in Booth (required): _____

Facebook Page URL: _____

4. TABLES & CARPET

One free skirted table (2' wide by 30" tall) is included with each booth - if table size is specified here: 4' 6' 8' None
(Note: If you do not check a box, a table will not be provided and if needed, exhibitor will be responsible for renting a table through the decorator or bringing their own.)

Carpet is also included with each booth. Check here if you **DO NOT** want carpet and are bringing in your own flooring.

5. SERVICES/UTILITIES

To receive the Advance Price, your order form and payment must be received by February 16, 2024. See Exhibitor Manual available at www.STLHomeShow.com for a complete list of services (gas, water and all other order forms and rules). Prices include service for all show days, service fees and applicable taxes.

TYPE OF SERVICE	Advance Price	Regular Price	Quantity Needed
<input type="checkbox"/> 120 V-Single Phase 10 AMPS (960 WATTS)	\$88	\$115	_____
<input type="checkbox"/> 120 V-Single Phase 10 AMPS (960 Watts) 24 Hour Service	\$123	\$150	_____
<input type="checkbox"/> 120 V-Single Phase 20 AMPS (1920 WATTS)	\$118	\$145	_____
<input type="checkbox"/> 120 V-Single Phase 20 AMPS (1920 Watts) 24 Hour Service	\$165	\$203	_____
<input type="checkbox"/> Power Strip		\$28	_____
<input type="checkbox"/> Wireless Internet	\$85	\$100	_____

UTILITY NOTES: Any special instructions/comments you would like to include: _____

BOOTH SIZES AND COSTS

Size	Price
5' x 10'	\$ 915
8' x 10'	\$1,480
8' x 20'	\$2,815
10' x 10'	\$1,605
10' x 20'	\$3,095
10' x 30'	\$4,585
10' x 40' or 20' x 20'	\$6,075

Notes: •A \$200 premium will be charged for all corners.
•Each additional connecting 10x10 booth is \$1,490.
•\$100 will be added to the cost of any booth purchased after February 16, 2024.

QUESTIONS? CALL (314) 994-7700
Tammy Ridgley at x124 / RidgleyT@hbastl.com

OFFICE MAILING ADDRESS
HBA of St. Louis
10104 Old Olive Street Road, St. Louis, MO 63141

www.STLHomeShow.com

LinkedIN URL: _____

Twitter Handle: _____

Instagram URL: _____

2024 BUILDERS ST. CHARLES HOME SHOW APPLICATION FOR EXHIBIT SPACE (CONT'D.)

St. Charles Convention Center • April 5-7, 2024 • Fri. & Sat. 10am - 7pm, Sun. 10am - 5pm

6. By submitting this contract, you agree to the following:

1. I have read, understand and will abide by all of the provisions of the Rules, Regulations and Instructions as published on the next two page and in the show exhibitor manual, all of which shall be part of this contract.
2. Payment of 50% of total cost MUST be received within 15 days of reserving booth space. If deposit is not received within 15 days, your booth space will be cancelled. Should you rebook space, a deposit will be required up-front via credit card to secure your new booth location.
3. Full payment is due February 16, 2024. If full payment is not received before this date, space shall be forfeited and no exhibit may set-up. No refunds will be made for booth(s) cancelled after January 19, 2024 - cancellations made prior to this date will be subject to a cancellation fee of 25% of your total booth cost.
4. Cash and carry vendors are required to offer a "no questions asked" refund policy.

Signature (required): _____

Date: _____

Name (printed): _____

Title: _____

7. PAYMENT OPTIONS

I would like to:

- Be Invoiced (50% Deposit Due Net 15 days) **This option is only applicable until January 19, 2024.**
- Enroll In Payment Plan ***This special "auto charge" payment plan option is only applicable until December 22, 2023.*** Pay 25% today with a credit card (complete credit card section below). I authorize the HBA to charge 25% in approximately 30 days and the final balance due on February 16, 2024, to the same credit card. When your payments have been processed, a receipt will be emailed to the email address provided above in step 3.
- Pay 50% of Grand Total Today (Complete credit card section below or make check payable to the HBA. Returned checks will be charged a \$25 fee.)
 - Yes, I authorize the HBA to charge the final balance due on February 16, 2024, to the same credit card. A receipt will be emailed to the email address provided above in step 3.
- Pay 100% Today (Complete credit card section below or make check payable to the HBA. Returned checks will be charged a \$25 fee.)

Card # _____	Exp. Date _____ / _____	CSC Code _____
Billing Address For Card (where statement is mailed) _____ _____		
<input type="checkbox"/> Billing Address Same As Contact Information (above in Step 3)	Amount To Charge \$ _____	
Name On Card _____	Signature _____	

FOR HBA USE ONLY

Date Received: _____

Booth 1 Assignment: _____

Booth 2 Assignment: _____

Booth 1 Size: _____

Booth 2 Size: _____

Booth 1 Utility Cost: \$ _____

Booth 2 Utility Cost: \$ _____

Total Booth Cost: \$ _____

Auto Payment Plan: 25/25/50 50/50 Other?

Total Utility Cost: \$ _____

Payment 1: \$ _____ Approx. Date: _____

Grand Total: \$ _____

Payment 2: \$ _____ Approx. Date: _____

Deposit Paid: \$ _____

Payment 3: \$ _____ Approx. Date: _____

Balance Due 2/16/24: \$ _____

Accepted By: _____

Tammy Ridgley, Show Manager

Add'l. Order Forms: Yes or No

BUILDERS ST. CHARLES HOME SHOW RULES, REGULATIONS AND INSTRUCTIONS

Arrangement of Displays

Exhibitors are required to arrange their displays so as not to obstruct the general view or conceal other exhibits, which in all cases shall be determined by Show Management, in its sole discretion. It is suggested that exhibitors having large or bulky exhibits select wall space or island spaces. In all linear exhibit areas booth height may not exceed 8'3". Any display materials exposing an unfinished surface to a neighboring booth must be finished at the exhibitor's expense. An island or peninsula is one whose space is 20' x 20' or larger and has four open sides:

1. The height limitation is 12' for island displays.
2. Any unfinished surfaces must be finished or masked to the satisfaction of Show Management
3. To facilitate the construction of these exhibits and aid in improving the overall appearance of the show, exhibitors with island or peninsular displays must submit their plans to Show Management for approval by February 19, 2024. Show Manager reserves the right to cancel any exhibitors who fail timely to submit their plans without refund of any deposit

Signs

No special signs, apparatus, equipment, improvements, structures, or any part of the exhibit, will be permitted to extend more than 8'3" above the floor and no interference with light or space of other exhibitor will be allowed. Illuminated signs must be placed against the back of the booth. No signs or banners are to be placed outside of the display space assigned to each exhibitor. All signs must be done by a professional sign shop. Any exhibitor having signs which are, or look, amateurish and detract from the overall dignity and refinement of the Show shall be removed by the exhibitor from the booth if asked to do so by Show Management. Signs may not be hung from the ceiling, beams or columns. Feather flags are only permitted in 20'x20' booths or larger and cannot impair or block visibility of neighboring booths. Any signage or displays determined by the Show Management, in its sole discretion, to be in violation will be removed and stored by the Show Decorator in the exhibitor storage area. Items must be picked up by exhibitor no later than show move-out hours or items will be forfeited and disposed of by Show Management.

Selling of Products In Booth

Cash and carry selling or fund raising for non-profit groups, charities, or other causes will be permitted only with advance written permission from Show Management, which may be withheld in Show Manager's sole discretion. Under no circumstances may any fund raising or sales be made by, for, or on behalf of any political candidate, party or organization or special interest group. Orders may be taken for merchandise or service to be delivered at a future date.

Booth Equipment And Furnishings

Custom built displays are desirable and more effective because of their eye appeal. If, however, it is not possible to have a custom built booth, exhibitors may utilize the standard booth equipment which is furnished by Show Management. This will consist of drapes 8' high as a background and side rails 3' high. A 7" x 44" sign complete with exhibitor's firm name is included. The Show Decorator will be solely responsible for furniture rental, special signs, special drapes, exhibit design, construction and installation, labor and special services for this show. All forms are available in the exhibitor manual, available 60 days prior to the show on line at www.STLHomeShow.com. The convention center will not supply any equipment. Applications for any desired furniture, signs, drapes, design, construction and installation, labor and special services must be submitted to the Show Decorator no later than February 19, 2024. While the Show Decorator will attempt to honor late applications, there is no guarantee that late applications can be accommodated.

Sound Control

Loud speakers, radios, television sets, or the operation of any machinery or equipment which is of sufficient volume as to be annoying to neighboring exhibitors, in the sole opinion of Show Management will not be permitted. Public address systems used to attract the attention of people passing in front of your display will not be permitted. Licensed music in any form is prohibited without payment of appropriate licensing fees and evidence of such payment shall be provided to Show Manager upon request.

Decorator

Heritage Trade Show Services, 620 Shenandoah Ave., St. Louis, MO 63104, (314) 534-8500 is the official Show Decorator. A service order form will be issued to all exhibitors covering electricity, carpentry, decorating, sign making, furniture for rental, gas, water, drains, cartage, uncrating, erecting, dismantling, and reerating of heavy machinery. Exhibitors will be billed directly for their services at the reasonable and uniform rates. A schedule of rates will accompany the service order form. Exhibitor understands that Association is not affiliated with the Show Decorator and does not control the Show Decorator. Any mistakes or failures to perform in accordance with the service order form shall be the sole responsibility of Show Decorator and under no circumstances shall exhibitor have any recourse against Show Manager, its employees, agents and members for any such mistakes or failures to perform by the Show Decorator.

Electrical Equipment

Electrical wiring and equipment installation must conform to appropriate St. Charles City codes. The Electrical General Foreman is obligated to refuse connections where wiring is not in accordance with the St. Charles electrical code. Information and order forms for electric service will be forwarded to exhibitors at least 60 days prior to the show dates. Engines, motors or any kind of equipment may be operated only with the consent of the St. Charles Director of Engineering.

Non-inflammable Materials

All materials used in the exhibit hall MUST be non-inflammable and otherwise conform with the Fire Regulations of the St. Charles Fire Department as the same may be amended from time to time. No combustible decorations such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All packing containers, excelsior and wrapping papers are to be removed from the floor and must not be stored under the tables or behind displays. All muslin, velvet, or any cloth decorations must stand a flame proof test as prescribed by the St. Charles Fire Department Regulations, as the same may be amended from time to time. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. All displays with a roof or covering must have a fire extinguisher located in the display.

Security

The Association will provide watchmen 24 hours a day during the show within the exhibit hall area only; the Association is not obligated to provide any other type of security. Any additional security measures must be provided by the exhibitor. The Association will furnish guard protection at night, but neither St. Charles Convention Center Management, the Home Builders Association of St. Louis and Eastern Missouri, Heritage Trade Show Services, or their officers, members, agents, employees, or contractors will be responsible for any personal injury to the exhibitor or his agent, for the safety of displays against robbery or damage to or destruction of any property by fire, accidents or other causes. The exhibitor is urged to take all such steps, measures and precautions as may be necessary or desirable to protect itself, its agents, representatives, employees and guests, as well as its displays and property against all possible injury, damage, loss and destruction at the show and during move-out.

Labor

Union Labor will be provided at the prevailing rates to exhibitors upon their order, for the erection, dismantling and any servicing required for their displays. Straight time will be charged between the hours of 8 am and 4:30 pm, Monday through Friday. Overtime will be charged at all other times. The Show will provide complimentary teamster labor and fork lift service for non-crated/palletted materials that do not come on over-the-road trucks. Neither the Show nor the Show Decorator assumes liability for any property that is damaged through using this service. If you want the Show Decorator to assume this liability to move your materials you must order drayage and pay the 100lb weight.

Transferring Space

No exhibitor shall assign, sublet, license, or apportion the whole or any part of the space allotted to them, nor place, display, or exhibit therein or thereon any other goods, apparatus, service, advertising signs, etc., than those manufactured or sold by the exhibitor in the regular course of the exhibitor's business, without the written consent of the Show Management, which may be withheld in the Show Manager's sole discretion. Violation of this rule shall be cause for eviction without refund. If it is necessary to use the equipment of another manufacturer, distributor, or dealer whose equipment should be displayed separately, then no advertising may be in evidence.

Distribution of Literature and Souvenirs

Printed advertising, souvenirs, literature, samples, logo-imprinted material or other property relating to or associated with exhibitor's business may be distributed by exhibitors from their own space only. Any souvenir, advertising, literature, sample, material, or property that in the sole opinion of Show Manager is of an objectionable or undignified character will not be permitted. Souvenirs should not be of the noise making variety. All such gifts are subject to the approval of Show

Management, which may be withheld in its sole discretion.

Care of Building And Displays

Exhibitor shall be responsible for any and all damage done to the building by such exhibitor, its agents, contractors, or employees. All property destroyed or damaged by exhibitor must be placed in its original condition by the exhibitor or at the exhibitor's expense no later than 24 hours after the occurrence of such damage or destruction. Walls, woodwork and building floor must not be defaced or altered in any manner whatsoever. Tacking, taping, or nailing of signs, banners, etc., to any permanent walls or woodwork or beyond the limits of any background is prohibited. No nails or bracing wires used in erecting displays may be attached to the building. Exhibitor shall keep its booth display neat and orderly throughout the Show.

Relocation of Exhibits

The Association reserves the right to alter the location of exhibitors, or of booths as shown on the official floor plan, if deemed by Association, in its sole discretion, in the best interest of the exposition. The Association shall have the further right to prohibit, bar, prevent, and remove any exhibit or proposed exhibit, or any part or portion, thereof, which in the judgement of the Association is unsuitable or inappropriate for the exhibition or purposes of such exhibition; and such right shall extend, but shall not be limited to all equipment, materials, displays, installations, and other items or things constituting part of or used in connection with any such exhibit.

Liability

Neither the Home Builders Association of St. Louis and Eastern Missouri, nor the City of St. Charles, owner of St. Charles Convention Center, nor St. Charles Convention Center Management, Show Committee Members, and their respective directors, shareholders, officers, members, employees, agents, and their respective heirs, personal representatives, successors and assigns (collectively, the "Released Parties") shall be liable or responsible for any death, injuries to persons, or for the loss of, or damage to, property that may occur to the exhibitor or its directors, officers, employees, agents, or invitees, from any cause whatsoever, prior, during, or subsequent to the period covered by the display contract. By signing the display contract, the exhibitor, for itself and its directors, shareholders, members, officers, employees, agents and invitees, and their respective heirs, personal representatives, successors and assigns expressly release each of the Released Parties from any and all claims, demands, damages, actions, causes of actions, suits, liabilities, losses, judgments, costs and expenses, including, without limitation, attorneys' fees, costs of suit and other expenses, for any such loss, damage, death or injury howsoever arising, including, the negligent acts or omissions of any of the Released Parties. Without limiting the foregoing, the exhibitor understands that any consignment of goods is entirely at the risk of the exhibitor.

Indemnification

Exhibitor indemnifies and holds harmless the Home Builders Association of St. Louis and Eastern Missouri, the City of St. Charles, owner of St. Charles Convention Center, St. Charles Convention Center Management, Show Committee Members, and their respective directors, shareholders, officers, members, employees, agents, invitees and their respective heirs, personal representatives, successors and assigns (the "Indemnified Parties"), from and against any and all claims, demands, damages, actions, causes of action, suits, liabilities, losses, judgments, costs and expenses, including, without limitation, attorneys' fees, costs of suit, and other expenses, for death or injuries to persons or loss of, or damage to, property in connection with, relating to, or arising, in whole or in part, out of any act or omission (including any negligent act or omission) of exhibitor or its officers, shareholders, members, directors, employees, agents, or invitees, done or omitted in connection with the Show. In the event that any such claim, demand, damage, action, cause of action, suit, liability, or loss shall be asserted, or action or other proceeding instituted, against any of the Indemnified Parties, exhibitor shall defend against such claim, demand, damage, cause of action, action, suit, or other proceeding by counsel satisfactory to the Association.

Insurance

Neither the Association, the City of St. Charles, St. Charles Convention Center, nor the Show Committee provide insurance for the benefit of exhibitors or their directors, officers, employees, agents and invitees. Exhibitors who desire to carry insurance on their displays or for any other purpose must place it at their own expense. Exhibitors are urged to maintain such insurance coverage as they may deem necessary to fully protect them against all risks assumed or incurred in, or in connection with, the Show. Exhibitor shall, promptly after entering into this Agreement and in all events prior to the Show add the Home Builders Association of St. Louis and Eastern Missouri to their general liability insurance policy as an additional insured, which coverage shall be primary and not contributory. Home Builders Association of St. Louis and Eastern Missouri reserves the right to request proof of coverage.

Eventualities

In case the exhibit hall shall be destroyed by fire, or the elements, or by any other cause, or in case other circumstances shall make it impossible for the Show Manager to permit the contracted space to be occupied by the exhibitor, then this license shall terminate and the exhibitor shall waive any claim for damages or compensation except the pro rata return of the amount paid for space rental.

Booth Staffing

Exhibitor shall have representation inside its booth during all show hours. It is the exhibitor's responsibility to contact the Show Manager in advance if a special arrangement needs to be made.

Move-Out & Tear Down of Displays

Exhibitors may begin tearing down their display after the show officially closes on the last show day after the show closing announcement is made. Exhibitors not in compliance may be denied entry into future shows.

Price List

The advertisement, exhibit or promotion may include prices, but shall not make price comparisons with competitive products.

Exhibitor Manual

The Exhibitor Manual is part of this agreement, available on line at www.STLHomeShow.com.

Default / Remedies

In the event Exhibitor should breach any of the terms, conditions or provisions of this agreement, the Association may, at its option, following notice to Exhibitor and an opportunity to cure such breach, retain all deposits as liquidated damages or, exercise all rights and remedies available at law or in equity. In the event Association should breach any of the terms, conditions, or provisions of this agreement, Exhibitor may, following notice to the Association and an opportunity to cure such breach, bring an action at law for damages provided, such damages shall be limited to the amount of the deposit and, under no circumstances shall the Association be liable for consequential damages, lost profits, punitive damages, or any damage beyond actual, direct damages.

Termination of Show or Contract

Show Manager reserves the right to terminate the show if use or occupancy of the show premises is, or will be, materially interfered with by reason of fire, adverse weather, casualty, strike, embargo, material shortage, disruption of transportation or supply chain, injunction, act or threat of war, act of God, act or threat of terrorism, quarantine, disease, government order, nuclear radiation, nuclear attack, release of hazardous substances or waste, flood, unanticipated construction making the building unsuitable for occupancy, any other emergency, or any other act or event not the fault of Show Manager during the show or any period of time the availability of the exposition space is necessary or important to successful production of the show. It is expressly agreed that such a termination shall not constitute a breach of the contract. Should any of the foregoing occur and the holding of the show is interrupted or prevented, Show Management will return such portion of the amount paid for space as may be determined to be equitable by Show Management after deduction of such amounts as may be necessary, in Show Manager's judgment, to cover expenses related to termination, including a reserve for claims in connection with the show. If for any reason Show Management determines the location of the show should be changed, or the dates of the show postponed, no refunds will be made, but Show Management shall assign to the exhibitor, in lieu of the original space, such other space that Show Management determines to be reasonably equivalent to the reserved space hereunder and the exhibitor agrees to use such space under the same terms as this Agreement and Rules and Regulations as set out for the show. In the event the show is so cancelled, postponed, or relocated, Show Management shall not be financially liable to or otherwise obligated to exhibitor except as provided herein. In addition to the foregoing, Show Management reserves the right to cancel the contract without further obligation at any time prior to Show opening by giving notice to exhibitor at the address set forth above, refunding all deposits not previously expended on behalf of exhibitor and paying exhibitor, as consideration for this option, in addition to the foregoing, the sum of \$100.00 and thereupon, Show Management and the Association shall have no further obligation or liability to exhibitor under this agreement or otherwise.