



# 2019 BUILDERS ST. CHARLES HOME SHOW APPLICATION FOR EXHIBIT SPACE

St. Charles Convention Center

April 5-7, 2019

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

The undersigned hereby makes application for space in the 2019 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 1, 2019. See Exhibitor Manual available at [www.STLHomeShow.com](http://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**

- 120 V-Single Phase 10 AMPS (960 WATTS)
- 120 V-Single Phase 10 AMPS (960 Watts) 24 Hour Service
- 120 V-Single Phase 20 AMPS (1920 WATTS)
- 120 V-Single Phase 20 AMPS (1920 Watts) 24 Hour Service
- Power Strip
- Wireless Internet

Advance Price	Regular Price	Quantity Needed
\$82	\$105	_____
\$123	\$150	_____
\$110	\$135	_____
\$165	\$203	_____
	\$28	_____
\$85	\$100	_____

**UTILITY NOTES:** Any special instructions/comments you would like to include: \_\_\_\_\_

**BOOTH SIZES AND COSTS**

Size	Price
5' x 10'	\$ 850
8' x 10'	\$1,375
8' x 20'	\$2,630
10' x 10'	\$1,490
10' x 20'	\$2,880
10' x 30'	\$4,270
10' x 40' or 20' x 20'	\$5,660

Notes: •A \$200 premium will be charged for all corners.  
•Each additional connecting 10x10 booth is \$1,390.

**QUESTIONS? CALL (314) 994-7700**

Tammy Ridgley at x124 / [RidgleyT@hbastl.com](mailto:RidgleyT@hbastl.com)  
Renee Mincher at x118 / [MincherR@hbastl.com](mailto:MincherR@hbastl.com)  
Robin Clark at x126 / [ClarkR@hbastl.com](mailto:ClarkR@hbastl.com)

**OFFICE ADDRESS**

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

**FAX: (314) 432-7185**

**[www.STLHomeShow.com](http://www.STLHomeShow.com)**

LinkedIN URL: \_\_\_\_\_

Twitter Handle: \_\_\_\_\_

Instagram URL: \_\_\_\_\_

# 2019 BUILDERS ST. CHARLES HOME SHOW APPLICATION FOR EXHIBIT SPACE (CONT'D.)

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## 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 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 1, 2019. 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 4, 2019 - cancellations made prior to this date will be subject to a cancellation fee of 25% of your total booth cost.

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 December 20, 2018.**
- Enroll In Payment Plan ***This special "auto charge" payment plan option is only applicable until January 4, 2019.***  
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 1, 2019, 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 1, 2019, 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) \_\_\_\_\_

\_\_\_\_\_

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 2/1/19:	\$ _____	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. 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 should submit their plans to Show Management for approval by February 1, 2019.

## Signs

No special signs, apparatus, etc., 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 will be asked by Show Management to remove said signs from their booth. Signs may not be hung from the ceiling, beams or columns. Feather flags are only permitted in 20'x20' booths or larger and cannot be blocking visibility of neighboring booths. Any signage or displays found 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.

## Selling of Products In Booth

Cash and carry selling or fund raising for non-profit groups, charities, etc. will be permitted only with written permission from Show Management. 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 siderails 3' high. A 7" x 44" sign complete with exhibitor's firm name is included. The official decorator will forward forms for ordering furniture and other special equipment after approval of application and assignment of space. They will be 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](http://www.stlhomeshow.com). The convention center will not supply any equipment.

## 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 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.

## Decorator

Heritage Trade Show Services, 620 Shenandoah Ave., St. Louis, MO 63104, (314) 534-8500 is the official 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 re-crating 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.

## 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 Director of Engineering.

## Non-flammable Materials

All materials used in the exhibit hall MUST be non-flammable to conform with the fire regulations of the St. Charles Fire Department. 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. 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, Heritage Trade Show Services, or their agents will be responsible for any personal injury to the exhibitor or his agent, for the safety of displays against robbery or damage by fire, accidents or other causes. The exhibitor is urged to take all such steps, measures and precautions as may be necessary 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.

## Labor (Cont'd.)

Neither the Show nor the Show Decorator assume liability for any property that is damaged during 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.

## Subletting Space

No exhibitor shall assign, sublet or apportion the whole or any part of the space allotted to them, nor exhibit therein any other goods, apparatus, service, advertising signs, etc., than those manufactured or sold by the exhibitor in the regular course of their business, without the written consent of the Show Management. 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, than no advertising may be in evidence.

## Distribution of Literature and Souvenirs

Printed advertising, souvenirs, etc. may be distributed by exhibitors from their own space only. Any souvenir or advertising that 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.

## Care of Building And Displays

Exhibitors will be responsible for any damage done to the building by them, their agents or employees. All property destroyed or damaged by exhibitors must be placed in its original condition by the exhibitor or at the exhibitor's expense. 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 be building. Exhibitors will be required to keep their booth displays 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 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 directors, officers, employees or agents will be 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, officers, employees, agents and invitees, expressly released the above-named entities and persons from any and all claims, demands, damages, actions and causes of actions for any such loss, damage, death or injury. Without limiting the foregoing, the exhibitor understands that any consignment of goods is entirely at the risk of the exhibitor.

## Indemnification

Exhibitor indemnifies 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 directors, officers, employees, agents and invitees against all claims, demands, damages, actions, causes of action, or judgements, including without limitation attorney fees and other expenses, for death or injuries to persons or loss of, or damage to, property arising, in whole or in part, out of any act or omission of exhibitor or its officers, directors, employees, agents, or invitees, done or omitted in connection with the Show. In the event that any such claim, demand, damage, or cause of action shall be asserted, or action or other proceeding instituted, against any of the above-named entities or persons, exhibitor shall defend against such claim, demand, damage, cause of action, action, 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.

## 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 management to permit the contracted space to be occupied by the exhibitor, then this lease 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

Exhibitors are required to have representation inside their 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](http://www.STLHomeShow.com).