Exhibit Booth Contract
Official Spring Home Show

February 26-28, 2027
PEORIA CIVIC CENTER

Your Name: _____

Company: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

Signature Required: _____

NOTE: By applying for exhibit space in the Official Spring Home Show, applicant acknowledges all Exhibitor Terms & Conditions, and agrees to abide by those Exhibitor Terms & Conditions.

► ____ **Number of 10'x10' Booths Requested x Rate Per Booth $ _____** = Total $ _____****

($795 per 10x10 for HBAGP Members; $895 per 10x10 for Non-Members)**

► **To secure your booth space, a 50% deposit is required, which cannot be cancelled or refunded at any time.**

Booth assignments are made based up the information you provide to us about how much set up time your display requires. Please help us choose your location by indicating your first and second choice move-in days/time. (see floor plan)

Booths are assigned by show management in the best interest of a successful event. Of utmost importance is that you indicate a choice that allows you sufficient set up time, as is indicated on the floor plan. No exceptions will be made to set up days/times shown. Be sure you understand how much set up time you are allowed from the area you select on the floor plan. If set up time is not an issue, your location choices are greater. If your choice is not available when your contract is processed, you will be assigned a booth as close to your preferred area as is available.

► **Three Booth Choices:** *(see on line map to determine set up time)* **1st:** _____ **2nd:** _____ **3rd:** _____

► **Product/Service to be displayed at show:** _____

Products & services directly related to home building, remodeling & home improvement are given priority. Personal care items such as cosmetics/skin care products will not be accepted.

► **Electrical Service:**

_____ **Additional $75 is included for Peoria Civic Center 110v electrical service** (HBAGP places your order with the facility)

_____ **No electrical service is required** (if not ordered by 2/1/2027, PCC higher on-site rates may apply)

► **Insurance Certificate Required:** *All exhibitors must provide a Certificate of Insurance indicating proof of General Liability and Auto Liability on a primary and non-contributory basis reflecting a minimum limit of $1,000,000 coverage. A clause including the Home Builders Association of Greater Peoria and the Official Spring Home Show at 1599 N Main, East Peoria, IL 61611 as additional insured must be provided.*

► **Method of Payment:**

___ Check enclosed for required 50% non-refundable deposit. *Balance is due in full no later than January 15, 2027.*

___ **Credit Card processing available!** ***Please complete this section:***

Name on Card: _____ **Card Number:** _____

Exp Date: _____ **3 digit code:** _____ **Billing Zip Code:** _____

Amount to Charge Now: **$** _____ **Signature:** _____

► ***MAIL CONTRACT & PAYMENT TO:*** **HBAGP • 3443 N Main Street • East Peoria, IL 61611**

Exhibitor Terms and Conditions:

1) By submitting this application for booth space, Exhibitor therein agrees to abide by all terms and conditions of this document. Participation in the show is by invitation only. Exhibitor participates with complete understanding and in full agreement that refunds of booth fees shall not be granted in instances of last minute booth cancellations or circumstances beyond the Association's control, such as extreme weather conditions, state crowd size restrictions or other outside factors closing the facility or negatively impacting overall show attendance.

2) Booth payments can be made by cash, check, money order or credit card. Any check returned by the bank for NSF is subject to a $50 charge. If a second check is returned NSF, booth must be paid in full with cash or certified check. If the exhibitor takes action to rescind check or credit card booth payments for any reason, resulting in an unpaid balance, the exhibitor will not be invited to participate in future Association shows.

3) Exhibitor agrees to provide a minimum non-refundable booth deposit as outlined in the application to secure booth space. In addition, full payment for all reserved booth space will be made by final payment deadline stated on contract and in full prior to booth move-in. Exhibitor agrees to the terms stated in the application to which booth fees may or may not be refundable at any time. The Association reserves the right to cancel any contract which does not meet payment deadline, and retain the full booth deposit as a cancellation fee.

4) Exhibitors are required to arrange their displays so as not to obstruct the general view or conceal other exhibits. No signs, banners or flags are to be placed outside of the display space assigned to each exhibitor. Exhibitors should not place signage high on the back wall of their booth so it is visible while standing in the booth behind them, nor block adjacent side booths. No exhibitor may work in the aisle space during show to approach customers or hand out flyers or company information. Mascots MUST remain within your booth space.

5) Exhibitor agrees to have booth completely set up and fully staffed for the opening of the show and all show hours. Unoccupied booths are cause for eviction and may be removed at any time during the show at show management's discretion. Fundraising for non-profit groups or charities is permitted only with prior written permission from the Association. Sales and solicitations of any type must take place within the display space allotted each exhibitor and not within the adjacent aisle space.

6) All materials used in the show must be non-flammable and conform with the fire regulations of the City of Peoria Fire Department. All packing containers are to be removed from the show floor and must not be stored under tables or behind displays. Material not conforming with this regulation will be removed immediately from the display at the exhibitor's expense.

7) Booths shall be occupied solely by the company that contracted for the booth space. No exhibitor shall assign, sublet, share booth space or apportion the whole or any part of the display space allotted to them, nor exhibit any goods, service, signs, etc. than those promoting the exhibitor's own product and/or company. No exhibitor shall distribute literature or promotional materials of any kind that represent any company other than the contracted exhibitor. Violation of this rule shall be cause for eviction without refund; and the Association may elect to refuse said Exhibitor's application to participate in future shows.

8) Electrical wiring and equipment installation shall not be performed by exhibitor and must be done by the electrical contractor authorized by Peoria Civic Center management. Exhibitors operating their own outside equipment on the show floor such as fork lifts must ensure operators have current certification and present that certification information to the Peoria Civic Center.

9) Peoria Expo is the official show decorator. The erection, dismantling and decorating of displays and exhibits is under their jurisdiction. Service order forms will be available to all exhibitors for any service required for exhibits. All costs and charges incurred for such services will be the sole responsibility of the exhibitor.

10) Exhibitors dismantling booths or removing booth materials prior to the closing of the show may be refused space in future shows. All exhibitors must remove displays & merchandise from the show floor only during the specified move-out time. Any materials not removed by exhibitor will be removed and placed in storage at the expense of the exhibitor. The Association assumes no responsibility or liability for damage to exhibitor displays or for any exhibitor booth materials left behind by exhibitors.

11) Operation of facility concessions prohibit exhibitor distribution of popcorn, bottled water, or any food/beverage larger than sample size be sold or given away by any exhibitor. Exhibitors handling food/beverage are required to meet the conditions of local Health Department regulations, and must complete those applications on their own behalf. The in-house catering company may impose separate requirements and fees for those serving food samples and/or selling food that are not related to the terms of this application. Exhibitor is fully responsible for those fees.

12) Loud speakers, radios, televisions, or the operation of any machinery or equipment which is of sufficient volume to be distracting to neighboring exhibitors or show visitors will not be permitted. Public address systems used to attract the attention of visitors passing near an exhibitor's booth will not be permitted. Helium balloons in an exhibitor's booth and/or the distribution of 36" yardsticks by an exhibitor are strictly prohibited. Any charges incurred for the removal of helium balloons from the ceilings of any part of the building shall be at the sole expense of the exhibitor. Repeat offenders will not be invited to exhibit in future shows.

13) No refunds of booth fees will be made if exhibitor fails to occupy booth space in accordance with any of the terms and conditions outlined herein. By submitting a booth contract, Exhibitor confirms full understand of this agreement at time of booth purchase, and that there is no appeal process or exceptions granted for full or partial refunds related to this matter.

14) Exhibitors are responsible for any damage done to the building, the show decorator materials and displays, and to any other exhibitor's booth materials or personal property. All property damaged or destroyed by an exhibitor must be replaced to its original condition at the exhibitor's expense. Walls and floors of the building must not be marred or defaced in any way. Tacking, taping or nailing of any sign, banner, etc. to any part of the building or decorator's display is prohibited. Failure to restore any damage as mentioned above allows the Association to refuse to rent space to exhibitor in future shows.

15) The Association reserves the right to alter the location of exhibitors' booths up until the opening time of the show in the best interest of the show. The Association shall further have the right to prohibit, prevent or remove any part of any exhibit deemed unsuitable or inappropriate for the purpose of the show, including signs with negative comments about competitors or other companies. The show selling environment is a positive one. Negative marketing or attacks on other exhibitors will not be tolerated. The show atmosphere is a family one, and displays deemed offensive to maintaining a family atmosphere will not be allowed on the show floor. Offenders will not be invited to exhibit in future shows.

16) Exhibitor indemnifies Show Management (the Home Builders Association of Greater Peoria, the Official Spring Home Show, and Events, Inc.), the Peoria Civic Center and its directors, officers, employees agents and invitees from all actions, claims, demands, damages, causes of action or judgments, including but not limited to property arising, in whole or in part, out of any act or omission of exhibitor or its officers, directors, employees or invitees, done or omitted in connection with the show. In the event that 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. Exhibitors are individually responsible to protect themselves from liability risk of injured parties/employees within their own exhibit space or injury resulting from booth materials or participation in the show.

17) Neither Show Management nor the Peoria Civic Center provide insurance related to the health or liability of exhibitors, or related to damage of any part of their display. Exhibitors who desire to carry insurance for any purpose must place it at their own expense. Exhibitor indemnifies Show Management from any property or personal injury liability claims.

18) Exhibitors must maintain minimum insurance coverage deemed necessary to fully protect them against all risk assumed or incurred in connection with the show, including theft to or damage of booth materials. The Exhibitor is wholly responsible for the security of their own materials during set up, show hours and move-out; and for the full cost of replacing or repairing any items missing or damaged from Exhibitor's booth. The presence of any facility security does not extend the Association's responsibility in this regard.

19) Exhibitor agrees, by execution of this contract, that the Peoria Civic Center maintains in-house video surveillance for security purposes, and that all booths and personnel within the facility are subject to surveillance by the Peoria Civic Center. No refunds made or damages claimed will be given for exhibitors who object or don't comply with safety and security rules.

20) Exhibitor fully acknowledges that neither the Official Spring Home Show, the Home Builders Association of Greater Peoria, its directors and employees, Events Inc. nor the Peoria Civic Center assume any liability or responsibility for any injury, illness or legal action incurred by exhibitor while participating in the show. Exhibitor fully indemnifies all aforementioned parties from any such actions, illnesses, claims, damages or judgments.

21) Exhibitor acknowledges that this type of event, being held in a public gathering space, may be regulated, suspended, closed or completely cancelled by local or state government agencies fully outside of the control of Show Management. Exhibitor agrees abide by any local or state health regulations imposed upon the show and to hold harmless the Official Spring Home Show, Events Inc., the Home Builders Association of Greater Peoria and its directors and employees and Events Inc. from any such actions, claims, event closures, damages or judgments.