



# 2019 Home Show

Saturday, February 9<sup>th</sup> 10am-7pm

Sunday, February 10<sup>th</sup> 11am-4pm

## *Exhibitors Application*

Date: \_\_\_\_\_

Please print exactly as you want your name to appear on show material.

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Business): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

Email: \_\_\_\_\_

Description of all Product/Services to be displayed: \_\_\_\_\_

↑↑MUST BE COMPLETED↑↑

<b>Member Pricing</b>	<b>Non-Member Pricing</b>
<b>\$275.00</b> - per 10'x8' booth	<b>\$550.00</b> - per 10'x8' booth
<b>\$1,100.00</b> - per entire conference room	<b>\$2,100.00</b> - per entire conference room

*\*Must be a Member by Nov. 30, 2018 to receive Member Discount\**

*\*Booth prices raise \$50 per booth if application & deposit is received/postmarked AFTER January 18, 2019*

### **Show Sponsorship**

**Hospitality Room Sponsor** = Radio recognition, signage outside the Hospitality Room & name/logo on flyer (passed out to all exhibitors)

**Presidents Room Sponsor** = Radio recognition, signage outside the Presidents Room, name/logo on flyer (passed out to all exhibitors), Facebook recognition & recognition during the reception.

<i>Exhibitors Hospitality Room = \$100.00</i>	<i>Presidents Room = \$250.00</i>
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### Totals

**Number of Booths:** \_\_\_\_\_ @ \$ \_\_\_\_\_ each = \_\_\_\_\_

**Number of Conference Rooms:** \_\_\_\_\_ @ \$ \_\_\_\_\_ each = \_\_\_\_\_

**Yes, I want to be a Show Sponsor!**

Presidents Room \_\_\_\_\_ Hospitality Room \_\_\_\_\_ @ \$ \_\_\_\_\_ = \_\_\_\_\_

**Total Amount Due** \_\_\_\_\_

**Total Paid** \_\_\_\_\_

**Balance Due** \_\_\_\_\_

Number of Name Badges Requested  
(Limit of 4) \_\_\_\_\_

↓Booth Requests & Instructions↓

*\*50% Deposit is REQUIRED at the Time of Booking\**

*\*Make Checks Payable to Effingham Area Home Builders Association\**



# 2019 Effingham Area Home

## Builders Association Home Show

February 9<sup>th</sup> & 10<sup>th</sup> 2019

### Exhibitor Information, Rules & Guidelines

#### Home Show Location

Thelma Keller Convention Center  
N. Rt. 32-33, 157 & 70 @ exit 160  
Effingham, IL 62401  
(217) 347-5115

#### Exhibitor Hours

**Set Up Only:** Friday Feb. 8<sup>th</sup> - 10am - 7pm  
**Show Hours:** Saturday, Feb. 9<sup>th</sup> - 10am - 7pm  
**Show Hours:** Sunday, Feb 10<sup>th</sup> - 11am - 4pm  
**Tear Down:** Sunday, Feb 10<sup>th</sup> - **AFTER 4pm**

#### Payment & Booth Assigning

- A 50% deposit is required at the time of booking and when an application is submitted.
- Exhibitors have first chance at securing the booth they had the previous year **IF** payment is **received/postmarked by November 10, 2018**. There are no exceptions to this rule. We will not reserve your exhibit space until we have received your deposit.
- Any applications & payment received after Nov. 10, 2018 will be subject to availability and will be available to the public and to members on a first come first served basis. Members will not get 1st choice of exhibit space over non-members after said date.
- All booths must be paid in full by January 1, 2019. Checks are to be made payable to Effingham Area Home Builders Association. If it is not paid in full, your booth space/number is subject to change.

#### Booth Displays

- Equipment furnished by the convention center; Each booth will have:
  - One (1) 72"x24" Draped, 8ft. display table
  - Two (2) side chairs
  - Green back and side drapes
  - One (1) 7"x44" Exhibitor Identification sign with one line of text
- All exhibitors are asked to stay within their reserved 10'x8' booth space(s). Anyone extending outside their booth boundaries or encroaching on a neighboring booth will be asked to change their booth design to remedy the situation or leave the show.
- **The sale of SMALL items within your booth space is allowed.** Items must be carried out the entrance doors without impeding on other visitors of the show. Any larger items can be picked up on Sunday after tear down (4pm) or at your place of business. If you have an item in question, please call for approval.

#### Signage and Advertising

- Signage and advertising media booths must be only for the exhibitor renting the booth. Booth signs are made for each exhibitor by Thelma Keller Convention Center with the information you provide on the Exhibitor Application. These signs are not to be altered.

#### Advance Ticket Sales

- Advance tickets can be purchased by exhibitors for special guest at the regular admission price.. These ticket holders must stop at the reception table and show their ticket to the attendant. If you would like to purchase tickets, please contact Michelle Beckman. This is a great way for you to thank your staff, suppliers & potential customers!

## Insurance & Liability

- Insurance, if desired, must be obtained by the exhibitor at their expense. The Thelma Keller Convention Center and the Effingham Area Home Builders Association assumes no risk; therefore, by the acceptance of the agreement, the exhibitor expressly releases the Thelma Keller Convention Center and the Effingham Area Home Builders Association from any and all liability for any damages, injury or loss to any person or goods from any cause whatsoever.

## Set-up & Tear down

### Set-up

- Set-up for exhibitors begins at 10am, Friday, February 8<sup>th</sup>.
- Set-up for exhibitors with **four (4) or more booths** or large displays are allowed to start setting up at 8am Friday morning, as opposed to 10am.
- The convention center will close at 7pm. on Friday and re-open at 7am on Saturday.
- Should you have any special set-up needs, contact Patty Greene and the Thelma Keller Convention Center at least 1 week prior to the show.

### Tear Down

- Tear down of your booth **must not commence until after 4pm on Sunday. This is for safety reasons and to maintain the integrity of our show.**
- Tear down must be completed by 10am on the Monday morning following the show.
- Any booths or displays left up after 10am on Monday shall not be the responsibility of the Thelma Keller Convention Center or the Effingham Area Home Builders Association.
- The Thelma Keller Convention Center reserves the right to move any items left on property.
- FINES WILL BE INCURRED FOR ANY BOOTHS LEFT IN THE BALLROOM AFTER 10AM ON MONDAY
- Your company will be notified if your booth will need to be moved into another section of the ballroom. There will also be an announcement made if we will need your company to move your display or valuables to another area of the Thelma Keller Convention Center on the Sunday of the show.

## Rights of the Convention Center Management

- The Thelma Keller Convention Center will prohibit the installation of any exhibit not approved by the Effingham Area Home Builders Association.
- Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to the columns, walls, floor or other parts of the building or furniture.
- No portion of the sidewalks, entries, passageways, doors aisles, vestibules, windows, ventilators, lighting fixtures or paths of access to the public utilities of the premises shall be obstructed or cause to be used for any purpose other than walkways for attendees.
- Displays with engines are not to be started at any time while inside the Thelma Keller Convention Center.
- Any damage caused by misuse of any portions of the premises shall be the responsibility of the individual exhibitor.
- The exhibitor shall not, without the prior written consent of the Effingham Area Home Builders Association, assign or sublet any part of the booth.
- No alcoholic beverages may be brought into the Thelma Keller Convention Center in accordance with the Thelma Keller development liquor license by the state of Illinois.
- No one is allowed to move any furniture, objects or material in the Thelma Keller Convention Center without permission from a Thelma Keller Convention Center staff member. If any Thelma Keller Convention Center property is damaged or broken, it shall be the responsibility of the offending party to make restitution to the Keller Convention Center.

## Other Exhibitor Information, Rules & Guidelines

- The **Exhibitor Hospitality Room** will be available to exhibitors only during show hours on Saturday & Sunday. Complimentary Water, Tea & Coffee will be available.
- The **Presidents Room Reception** is a social gathering for exhibitors on Saturday starting at 7pm. Complimentary refreshments & light hors d'oeuvres will be served.
- Admission to the show for the general public is \$2 per ticket(12 & under are free) Tickets are good for one day only.
- **All exhibitors are kindly asked to park east of the Holiday Inn. This includes company vehicles, trailers and personal vehicles. The prime parking spots should be reserved for show visitors...your potential customers!**
- Distribution by exhibitors of any printed material, souvenirs, or other articles, shall be restricted only to the space occupied by their exhibits.
- Distribution by NON EXHIBITORS of any materials is prohibited. Please notify management if you see such occurrences.
- Exhibitors must wear name badges to enter and leave the convention center during show hours.
- Booths must be **manned at all times** during show hours. NO EXCEPTIONS.
- Cancellation of exhibit space must be made in writing. Refunds for cancelled space after January 1, 2019 will not be issued if the space goes un-rented for the event.
- Should you have any special set-up or other needs, contact Patty Greene and the Thelma Keller Convention Center at least 1 week prior to the show.
- All exhibitors are expected to adhere to the rules and regulations of the Thelma Keller Convention Center.

The conditions, rules and regulations herein are made a part of, and incorporated in this lease, and the exhibitor agrees to be bound by each one of them. The Effingham Area Home Builders Association shall have full power in the matter of interpretations, amendments and enforcements, when made and brought to the notice of exhibitor and shall be and become part of this lease, as duly incorporated and subject to all terms conditions set forth in this lease.

- I have read all attached exhibitor information and the application in its entirety. I agree to adhere to all rules and regulations.

Company Name: \_\_\_\_\_

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Return this Completed Form with your 50% Deposit Payment to:**

**Effingham Area Home Builders Association - 2019 Home Show  
P.O. Box 1323  
Effingham, IL 62401**

**Please call Michelle Beckman at 217-857-1672 or email  
[info@effinghamhomebuilders.com](mailto:info@effinghamhomebuilders.com) with any questions.**

**We look forward to seeing you at the show!**