

The LOG & TIMBER HOME INFORMATION FAIRS

EXHIBIT SPACE RESERVATION AND CONTRACT

COMPANY INFORMATION (please type or print)

Company name: _____
 Address: _____
 City/state/zip: _____
 Phone: _____ Fax: _____
 Email: _____
 Contact name: _____ Title: _____

INFO FAIRS	DATE	BOOTH SIZE	1 ST CHOICE	2 ND CHOICE
Seattle, WA	Lynnwood Convention Center	September 25 & 26, 2010		
Austin, TX	Woodward Conference Center	November 13 & 14, 2010		
Minneapolis, MN	Earle Brown Heritage Center	January 15 & 16, 2011		

HBP reserves the right to make space assignment after contract is accepted. Booth assignment will be made on a first come first served basis.

Home Buyer Publications
 4125 Lafayette Center Drive
 Suite 100
 Chantilly, VA 20151
Fax: 703.222.3209
www.LogHome.com/shows

Questions?
 Call 800.826.3893
 Margie Madsen, x2282
 Eric Gentry, x2297
 Julia Hite, x2213



Total cost: \$ _____

We prefer **not** to be located next to or near the following companies:

1. _____
2. _____

TERMS OF PAYMENT

A 10% DEPOSIT IS REQUIRED ALONG WITH THIS SIGNED CONTRACT.
 40% OF THE BOOTH RENTAL FEE IS DUE AND PAYABLE NO LESS THAN 60 DAYS PRIOR TO EVENT DATE. THE BALANCE IS DUE 30 DAYS PRIOR TO EVENT DATE.

Enclosed is a check for \$ _____ payable to Home Buyer Publications.

Please charge \$ _____ to my credit card.

Name on card _____

Card number _____ Exp. date _____

Signature _____

We, the exhibitor, hereby apply for exhibit space for our use at The Log & Timber Home Information Fair. If our choices of space have been assigned, Home Buyer Publications (HBP) will contact us for additional choices.

We understand that this application becomes a contract when signed by us and accepted by HBP. We agree to abide by the terms of payment as listed.

We agree to comply with the exhibit regulations, instructions and conditions as published on the front and back of this application and in the official Exhibitor Service Manual which will be forwarded at a later date and with all conditions under which exhibit facilities have been rented to HBP.

The individual signing this contract below represents and warrants that s/he is duly authorized to execute this contract on behalf of stated Exhibitor and agrees to abide by its terms and conditions.

Signature by authorized representative:

_____ **Date:** _____

TERMS AND CONDITIONS

IMPORTANT: Please be sure to review the Rules & Regulations provided in the Exhibitor Service Manual for detailed provisions.

TYPES OF EXHIBITS & EXHIBIT RESTRICTIONS:

Booth Definition: Booth space is 10' wide and 10' deep and includes:

- 8' high draped background and 3' high draped side walls. Pipe and drape will be supplied automatically for inline booths. No drape provided for island booths.
- Complimentary registration for all exhibitors staffing booth.
- Company and product listing in fair program.
- 7" x 44" company identification sign.

Exhibitors are responsible for their own furnishings, booth floor carpeting, electricity and any additional security coverage they think necessary.

Booth Restrictions: Where you plan to construct any part of your exhibit above the exhibit height limitation (25' island, 8' in-line), or any variance from these rules and regulations, you **MUST** obtain approval in writing from the Events Manager at least six weeks prior to the official opening of the exhibits. Submit a sketch of your proposed construction when requesting approval.

_____ (Initials) I have read and understand

End-cap Booth Rules:

Booth dimensions are 10' deep by 20' wide. The maximum backwall height of 8' is allowed only in the rear half of the booth space and within 5' of the two side aisles (10' long backwall) with a 4' height restriction imposed on all materials in the space forward to the aisle. (Diagram provided in the Rules and Regulations of the Exhibitor Service Manual)

_____ (Initials) I have read and understand

Cancellations: In the event an Exhibitor cancels all or part of the exhibit space contracted for, the Exhibitor must do so in writing and will be obligated to pay HBP fees based on the following schedule:

If Canceled:	Exhibit Space Rental Due:
Prior to 60 days	0%
60-30 days out	50%
30 days out	100%

Fire Regulations: All exhibits must meet the requirements of the State Fire Marshall and the facility management, including the requirements that all decorations, draperies and/or fabrics be fireproof. All exhibits must be open or have sufficient opening at the top of their structure/display to meet fire regulations.

Labor: All exhibitors must abide by all regulations in effect in the facility at the time of the fair.

Exhibit Installation

Exhibit Installation hours are as follows:
Friday 2-8pm

All Exhibits must be complete and ready for inspection by HBP by 8:00 a.m. on Saturday. Move in times are subject to change without prior notice.

Dismantle: Times will be included in the exhibitor's service manual.

Microphones: The use of microphones by exhibitors from their booth is expressly prohibited at all times.

Load Limitations: Any piece of exhibit material weighing in excess of 2,000 pounds shall be accompanied by a certified weight-master's ticket stating accurately the total weight of such individual piece and its container, if any. Failure to provide the weight-master's certificate when requested may result in the facility's refusal to permit the shipment on its premises, elevators or lifts.

Use Limitations: Only one Exhibitor may utilize a booth or booths. Sharing of space or transfer of right to use space in whole or in part is not permitted. Only one company name will appear on the contract, in the official program and on the official booth sign. Any surveys, questionnaires or promotion must take place within your assigned booth space.

Event Cancellation: HBP reserves the right to change the fair dates or site or to cancel if the exposition cannot be conducted for any reason beyond HBP's reasonable control; exercise of any such right will be by written notice to Exhibitors.

Space Assignment: HBP reserves the right to make final space assignments after Exhibitor's application is accepted should it be necessary in the best interest of the fair, as determined solely by HBP.

Insurance: Exhibitor shall have on-site, a certificate of liability insurance, for no less than \$1 million naming HBP as an additional insured. Exhibitor shall effect insurance coverage for all exhibit merchandise at site and in transit inclusive of business interruption insurance, if applicable, and HBP shall not be held responsible for any loss, any claim deductible or retention, or damage thereto, however incurred. Exhibitors must carry their own fire insurance and public liability insurance of not less than one million dollars.

Character of Exhibits: Each exhibit shall be in keeping with the general nature of the fair. HBP shall be entitled to limit or require change in any exhibit that interferes with other Exhibitors or general movement, is either excessively noisy or carnival-like in presentation or does not conform to the regulations herein or to any agency having jurisdiction at the convention site. All Exhibitor activities shall be conducted solely within licensed space, and use of all aisle space and other public areas of the exposition is reserved to HBP. Canvassing, solicitation of business or the use of advertising materials or signs by firms other than those who have contracted for space is prohibited. Distribution by the Exhibitor of circulars, catalogues or other advertising materials for firms that are not Exhibitors is prohibited.

Lighting: Normal exposition lighting is provided.

Hold Harmless Clause: Neither HBP nor the facility shall be liable to Exhibitor, its agents, employees, contractors, patrons, guests, licensees or to any other person whomsoever for any injury or damage to person or property caused by or arising out of any act, omission or neglect of Exhibitor, its agents, contractors, employees, patrons, guests, licensees or invitees or any person entering the building known as the facility under express or implied invitation by Exhibitor, or for any damage to the person or property of third parties arising out of user of either the licensed booth space or the building area in which such booth is located; and Exhibitor hereby agrees to indemnify and hold HBP and /or the facility and their agents, servants and employees free and harmless from and against any loss, including reasonable counsel fees, arising out of any liability incurred in accordance with the foregoing. The Exhibitor assumes the entire responsibility and liability for losses, damages and claims deriving out of injury or damage to Exhibitor's displays, equipment and other property brought upon the premises of the facility and shall indemnify and hold harmless the facility, HBP and their agents, servants and employees from any such losses, damages and claims inclusive of reasonable counsel fees. Exhibitor acknowledges that neither the facility nor HBP maintains insurance covering such losses by the Exhibitor. Exhibitor will be liable for any damage caused to floors (including carpeting), walls or columns, or to standard booth equipment or to other Exhibitors' property. No signs or other articles are to be fastened to walls or fixtures or electrical equipment. Use of thumbtacks, screws, bolts or any tool or material which may mark the floor or wall is prohibited. Exhibitors are also responsible to comply with all rules and regulations contained in the Exhibitor Service Manual.

Arbitration: Any controversy or claim arising out of or relating to this contract or the breach thereof shall be settled by arbitration in Chantilly, Fairfax County, Virginia, in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction thereof.

Amendments and Additional Regulations: Any issue not specifically covered by the foregoing terms and conditions shall be determined by HBP. HBP shall add to or amend the foregoing terms and conditions provided such changes are reasonable in nature and consistent with the purposes of the foregoing. All changes will be issued to the Exhibitors via the HBP Exhibitor Service Manual and transmittals. Each Exhibitor will be responsible for forwarding this information to the parties who will set up and/or staff the space.

Americans with Disabilities Act: Exhibitors are responsible for making their space accessible in accordance with the Americans with Disabilities Act.

Produced by:

Home Buyer Publications

4125 Lafayette Center Drive, Suite 100 • Chantilly, VA 20151

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