

GREATER FORT SMITH ASSOCIATION OF
H  **ME**
BUILDERS

2024 Fort Smith Home Show
February 16-18, 2024
Fort Smith Convention Center
Registration Packet

- ◇ Membership must be current for member discount
- ◇ Registration forms completely filled out
- ◇ Company logo in electronic format for sponsorship
- ◇ Payment in full or half, non-refundable deposit

All of the above returned to:

Greater Fort Smith Association of Home Builders
P.O. Box 180838, Fort Smith, AR 72918-838

2024 Home Show Sponsorships

Presenting Sponsor – **Breeden Dodge—Sold Out**

- Logo on ALL media advertising
- Acknowledgement in ALL press releases (ex. “Presenting sponsor Arkansas Western Gas Company”)
- Company name and logo on ALL event-related print materials
- Logo on ALL event signage
- Distribution of your marketing materials in vendor lounge
- Logo in HBA newsletter and on HBA website and thank you acknowledgment

Gold Door Sponsor – \$1,000 (1)

Ticket Booth Table with company logo & marketing materials

- Company name and logo on event-related print materials
- Logo on ALL event signage
- Distribution of your marketing materials in vendor lounge
- Logo in HBA newsletter and on HBA website with thank you acknowledgment

Silver Sponsor – \$1,000 (4)

- Company name and logo on event-related print materials
- Logo on event signage
- Logo in HBA newsletter and on HBA website with thank you acknowledgment

Lanyard Sponsor - \$1000

Company to provide lanyards

- Lanyards worn by all vendors during Home Show
- Company logo in HBA newsletter and on HBA website with thank you acknowledgement

Exhibitor Lounge Sponsor – SWBC Mortgage

- Logo on signage in Lounge
- Company Literature in Lounge
- Logo in HBA newsletter and on HBA website with thank you acknowledgment

Aisle Signage Sponsor – \$250 (14)

- Sponsor logo will be placed on aisle markers to direct attendees to each aisle
- Logo in HBA newsletter and on HBA website with thank you acknowledgment

**Sponsor Logo must be provided to GFS HBA in electronic JPG format,
PNG or TIF file and submitted with registration.**

for Lessor to conduct a successful show. Upon the conclusion of the show and Lessee's removal of all items from its booth and in and around the Home Show Building, Lessee shall return its booth area and all other areas that it used to Lessor in the same condition those locations were in when Lessee first came onto the Home Show Building Property to begin setting up for the show, ordinary wear and tear excepted.

4. Lessee hereby releases and shall indemnify and hold Lessor and its employees, board, agents and members harmless from all liabilities, claims, demands, amounts, damages, etc., which Lessee incurs in connection with Lessee's occupancy of the Home Show Building or Lessee's participation in the show.
5. Lessee agrees to take no action that would in any manner deface or destroy or damage any of the available facilities of the Home Show Building, and further agrees to make prompt and full restitution or payment for any such damages which may occur as a result of the activities which take place during the period of time of the rental thereof by Lessee. Lessee shall be responsible for any damage done to the area rented by Lessee in the building or facilities or any other damage to the Home Show Building or surrounding areas that is caused by Lessee or any of its agents.
6. In the event Lessor shall, due to conditions beyond its control, find it impossible to provide the below named building and facilities as provided herein, Lessee agrees that Lessor shall be held harmless from any liability which Lessee may have incurred in connection with said rental of the premises. This provision includes building damage to such an extent to render the facility unfit for use as determined by Lessor, caused by fire, flood, tornado, windstorm, vandalism, civil turmoil or any other act over which the Lessor has no control or if Lessor loses its lease with the Fort Smith Convention Center. In the event of said damage to the building, Lessor shall return Lessee's payment less an amount representing the pro rata of expenses incurred by Lessor on behalf of Lessee, and the agreement shall be void.
7. Lessee also agrees that this contract shall not be transferred or assigned, or any part of the premises sublet, to any person, firm, organization or corporation, without the prior written consent of the Lessor. **Only one registration contract & payment per Lessee will be accepted. Only the Lessee's name as listed on the GFS HBA membership application will appear on any signage and public advertising provided by Lessor. Any non-member company assisting or advertising in a booth will cause that registered exhibitor company booth to be charged at the full non-member price, due and payable at the time of registration. If a violation occurs during move-in or while the show is in progress, the non-member company rate is immediately due and payable.**
8. Except as otherwise specifically set forth below, any person renting or leasing said space (s) in the Home Show Building shall forfeit, as liquidated damages, the amount paid as rental should this Rental Contract be canceled by the Lessee.

9. Lessee also agrees that this contract shall not be transferred or assigned, or any part of the premises sublet, to any person, firm, organization or corporation, without the prior written consent of the Lessor. **Only one registration contract & payment per Lessee will be accepted. Only the Lessee's name as listed on the GFS HBA membership application will appear on any signage and public advertising provided by Lessor. Any non-member company assisting or advertising in a booth will cause that registered exhibitor company booth to be charged at the full non-member price, due and payable at the time of registration. If a violation occurs during move-in or while the show is in progress, the non-member company rate is immediately due and payable.**

10. Except as otherwise specifically set forth below, any person renting or leasing said space (s) in the Home Show Building shall forfeit, as liquidated damages, the amount paid as rental should this Rental Contract be canceled by the Lessee.

11. The undersigned hereby represents that she/he has full authority to execute this agreement on behalf of Lessee, its agents, employees, servants and volunteers and, on behalf of Lessee, does hereby agree that Lessee shall indemnify and hold the Greater Fort Smith Association of Home Builders, Lessor, and each of their agents, servants, employees, officers and directors, harmless from and against any and all causes of action, demands, claims, liabilities, assertions of liability, losses, costs and expenses, including but not limited to attorneys fees, reasonable investigative and discovery costs, and court costs, arising out of or resulting from the entry, presence, activities, acts or omissions of any nature whatsoever or otherwise of the Lessee its agents, volunteers, servants, or employees in or adjacent to the premises known as the Home Show Building but not limited to any claim(s) for bodily injury or death of persons and for loss of or damage to property, including claims or loss by the Greater Fort Smith Association of Home Builders Association or their agents, servants, employees, officers and directors.

12. In any and all events, the Lessee shall remove all exhibits, props and other personal property placed or caused to be placed in or upon the premises by the Lessee, which removal shall be made prior to the expiration of the rental period.

13. Any musical instruments, including but not limited to, pianos, organs, guitars, etc, must have headsets attached to them at all times and in use during the show.

14. Cancellation Policy – If the contract is cancelled, no fees will be refunded and the booth may be resold at the discretion of show management.

15. At the time of application to qualify for the member rate, Lessee must be an approved member of the Greater Fort Smith Association of Home Builders in good standing. Membership must remain current and membership renewal for January and February must be paid in full by

January 8, 2024 If membership has not been paid, the Home Show Booth Applicant will be charged the non-member rate. If Lessee is not an approved member in good standing of the GFS HBA at the time of application, the non-member rate must be paid.

16. The Lessee hereby attests that Lessee has read each provision of the above Rental Agreement and agrees to abide by the terms set out therein. The parties further agree to abide by the Home Show Building's "Building Rules and Regulations" and the "Booth & Exhibitor Information and Supplemental Rules & Regulations" for Home Show 2022 attached hereto and made a part hereof.

Without limiting anything else in this Agreement, Lessee's sole remedy in the event of any litigation or other dispute that arises out of or is related in any way out of this Agreement or Lessee's occupancy of the Home Show Building shall be to obtain a refund of the booth fee. Under no circumstances will Lessor be responsible for any incidental, consequential or exemplary damages of any kind or any lost profits.

18. ***NO EARLY TEAR DOWN, PRIOR TO 5:00 PM, SUNDAY, February 18, 2024.*** Tear Down includes but is not limited to: bringing in boxes, extra staff, packaging materials, baggage, etc. prior to 5:00 pm. All vehicles planning to use the side doors or loading docks must first check in with Show Management at the back dock. Tear down on Sunday, after 5 pm or Monday, 8-10 am. No exceptions.

19. Exhibitor Identification Badges will not be mailed out prior to the start of the Home Show. These badges are **only for staff working in your booth- family nor children should have possession of the badge.** Exhibitors are to enter through the front door of Home Show Building and show identification to enter the show. Two badges to each vendor will be given unless otherwise requested.

19. **YOUR BOOTH MUST BE MANNED AT ALL TIMES, INCLUDING SUNDAY.**

20. Unless the animal is for the specific purpose of assisting the physically limited based on the American with Disabilities Act, no live animals are allowed in the show. Any exhibitor in violation of this rule will be asked to remove the animal (s). Failure to do so will result in the immediate removal of the show.

21. Fire Lanes must be kept open at all times. Tickets and towing will be at owner's expense. Cardboard boxes must be removed from the building and disposed of properly by exhibitors. Trash containers will be provided in a designated area at the Home Show Building. Please use them. NO SMOKING allowed in the Convention Center. Smoking will be allowed outside in designated areas. No explosives or black powder related items allowed in the Home Show Building.

Important Information for Vendors

Booth Displays

Included with your booth rental are the following items: booth space, draping, access to 110 electrical outlet, one (1) 8ft table, and two (2) chairs.

Booths will be draped, but always open wherever permitted by an aisle. The height of the back wall drape is 8', the height of the side rail is 4'. The back wall may go as high as you wish as long as it is finished, i.e. painted or covered with no company names or logos showing on the back side. It may not interfere with your neighbors booth space. Remember this includes taking up aisle space when engaging with the public.

Raw wood or cardboard wings visible from other booths must be painted or appropriately covered. A good rule to follow is to not design an exhibit, which you, as another exhibitor would find objectionable. If you have any questions about the design specifications of your booth, please in advance call the HBA office at 479-452-6213.

Load In/Load Out

EXHIBITOR MOVE IN IDENTIFICATION: Due to increased security, all exhibiting personnel must wear the official 2022 Home Show identification badge in order to be allowed to enter the building.

Fork lifts and floor jacks with operators will be provided to assist you moving in/out, no other equipment will be provided. Assistance is only for transport to your booth space, at the exhibitors expense.

Once you have unloaded, please move your vehicle to the parking area immediately, so others may unload with the same ease that you did. Please limit loading and unloading time to 15 minutes.

Retail Sales from Show Floor

Exhibitor may sell product from the show floor. However, product larger than what can be carried out by hand must wait to be loaded until the show closes each day. Please see Home Show Committee member for instructions on what area to use for customer loading. Exhibitor is responsible for all applicable Federal, State & Local Taxes.

Food and Beverages

Concession items will be available to purchase during show hours. An Exhibitor Lounge will be available for use by the Exhibitors. The Exhibitor Lounge area will be located in a designated location which will be marked.

Prizes

No vendors or family members of vendors will be allowed to participate in the Prize Giveaway Contests.

Acknowledgement Form

We will not reserve your booth until all of the following has been submitted:

- Non-refundable half down deposit

- Completed registration paperwork

Company Name: _____

Contact Name: _____

Mailing Address: _____

Phone: _____ Fax: _____

Mobile: _____ E-Mail: _____

This is a rental agreement between the Greater Fort Smith Association of Home Builders, hereafter referred to as "Lessor," and

Company Name (please print)

hereinafter referred to as "Lessee." Lessee will be identified in advertising by the company name listed, unless otherwise specified herein. This agreement is for the rental of the hereinafter specified portion of the Home Show Building, Fort Smith Convention Center, Fort Smith, AR for only the following period of time: February 15, 2024 for set up, February 16, 2024 and terminating February 19 2024 at 12 pm, subject to availability. The Lessor agrees to rent a booth (s) for the time period above only to the Lessee for the sole purpose of exhibiting and/or presenting the products and/or services listed on page two of this agreement. Lessor has read and agrees to all rules and regulations as listed in the Exhibitor Rental Agreement and Rules and Regulations Contract.

OFFICE USE ONLY		
Date Recd: _____	Amount: _____	Booth #: _____



2024

Mail Application & Payment to: Greater Fort Smith Association of Home Builders, P.O. Box 180838, Fort Smith, AR 72918-0838
Questions?: Phone: 479-452-6213 or email: HBA@fortsmithhomebuilders.com

Booth Space Request Form

Please complete all applicable information, this person will receive ALL our mailings and must be authorized to commit your company to an exhibit space. Applicant acknowledges receipt of the Rules and Regulations for the 2024 Home Show and agree to fully comply. This contract for exhibit space and the rules and regulations become a binding contract upon the signature by the authorized representative.

Please print or type clearly. Home Show Location: Fort Smith Convention Center, Fort Smith, Arkansas.

Authorized Signature: _____ Date: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone:(____) _____ Fax:(____) _____ Cell:(____) _____

Email: _____

Authorized Contact: _____

Booth Choices:

If not available, will be contacted prior to assignment.

1st _____

2nd _____

3rd _____

Total Enclosed:\$ _____
50% Deposit, non-refundable
\$50 Discount, for no early breakdowns
Balance Due: January 8, 2024, no exceptions...

Booth Prices:

	<u>Non Member</u>	<u>Member</u>	
Corner: 10'x10'	\$640	\$540	
Interior: 10'x10'	\$550	\$450	Check if needed:
220 Electric:	\$350	\$300	<input type="checkbox"/>
Lg Banner Hung:	\$150	\$100	<input type="checkbox"/>
Builder:	N/A	\$300	
1st time exhibitor:	\$399 (1st interior booth only, all other fees apply.)		

GFSAHB Use Only:

Date Rcvd: _____

Dept Amt. Rcvd: _____

CK/CC#: _____

Balance Amt Due: _____

Balance Amt Rcvd: _____

CK/CC#: _____

- Full Payment required with all Visa or MasterCard payments!

Visa/MC#: _____

Exp. Date: _____ 3 digit code: _____

Billing address: _____

Authorized Signature: _____

Print Name: _____