



801 S. 24<sup>th</sup> Avenue – Wausau, WI 54401 – Phone: 715-842-9510

[www.WausauAreaBuilders.com](http://www.WausauAreaBuilders.com)

## **2020 WABA Home Show**

**Location:**

**Central Wisconsin Convention & Expo Center  
10101 Market Street, Rothschild, WI 54474**

**Friday, February 21, 2020 (4:00 pm – 8:00 pm)**

**Saturday, February 22, 2020 (9:00 am – 5:00 pm)**

**Sunday, February 23, 2020 (10:00 am – 3:00 pm)**

# **Exhibitor Contract**

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## **Section 1. Participation**

To be an exhibitor in the WABA Home Show one must:

- a) Participant/exhibitor must select booth(s) with a Wausau Area Builder Association representative.
- b) Pay a booth deposit equal to 50% of the cost of booth(s) selected.
- c) **Sign and return the 2020 Exhibitor Contract to the Wausau Area Builders Association.**
- d) Participation is limited to companies displaying products/services approved by the WABA Home Show Committee.
- e) Participant/exhibitor must have a current/valid Certificate of Insurance, showing evidence of single limit liability coverage of not less than \$1,000,000; insurance and liability are the full and sole responsibility of the exhibitor.

## **Section 2. Entry Fee**

- a) Participants in the Home Show must pay a non-refundable booth fee (50% of the cost of the booth(s) at time of registration.
- b) Participants must pay the balance of the booth(s) fees by December 31, 2019. If participant fails to pay the balance of the booth fees by December 31, 2019, participant forfeits booth(s) and entire deposit.

## **Section 3. Cancellation & Withdrawal**

- a) WABA reserves the right to cancel WABA Home Show for any reason. If the show is cancelled, all payments will be refunded. Exhibitors waive any claim for damages or compensation should this event be cancelled.
- b) If the exhibitor voluntarily withdraws from the Home Show, written notice must be sent to WABA by December 31, 2019. The exhibitor will be assessed a \$100.00 penalty from amounts paid to WABA. If the exhibitor voluntarily withdraws from the show after December 31, 2019, the exhibitor shall forfeit the full amount paid toward booth space and related charges.
- c) If the exhibitor is removed for any reason from the Home Show (by decision of the Home Show Committee or WABA Board of Directors) by December 31, 2019, a refund of amounts paid shall be made to the exhibitor with the \$100.00 penalty assessed. If the exhibitor is removed for any reason from Home Show (by decision of the Home Show Committee or WABA Board of Directors) after December 31, 2019, the exhibitor shall forfeit the full amount paid toward booth space and related charges. Exhibitors waive any claim for damages or compensation should this event be cancelled.
- d) WABA reserves the right to reject any exhibitor reservation.

## **Section 4. Booth Space**

All dimensions and locations are shown on the official floor plan. These dimensions are accurate to the best of the Home Show Committee's knowledge. The Home Show Committee reserves the right to make modifications as may be necessary to meet the needs of the exhibitors and the event as a whole.

- a) No exhibitor shall sublet, assign or share any part of the space allocated to the exhibitor without the prior written consent of the Home Show Committee. See Appendix B.
- b) No person, firm or organization shall be permitted to display or demonstrate any products, processes or services, solicit orders or distribute promotional materials at the Home Show without a signed and approved contract with WABA.
- c) Solicitations or demonstrations by exhibitors must be confined within the bounds of the exhibitor's own booth. Aisle space shall not be used for exhibit purposes, sign display, solicitation or distribution of promotional material.
- d) Exhibitor signs and displays are prohibited in any part of the public space or elsewhere on the premises of the facility unless approved by the Home Show Committee.
- e) All exhibits shall be designed and constructed to serve the interest of the Home Show and its attendees and shall be operated in a way that will not detract from other exhibits or the event as a whole. The Home Show Committee reserves the right to request the immediate withdrawal of any exhibit it believes to be injurious to the show.
- f) Exhibitor must surrender assigned space, broom clean, and in the same condition in which it was received at the beginning of use. Display items and trash not removed from exhibit space will be

removed at the exhibitor's expense. All costs of returning exhibitors booth to preshow condition will be invoiced to the exhibitor.

- g) Outdoor booth spaces are available within a designated area, and outdoor exhibitors must select their spaces and comply with all booth space requirements outlined herein in the same manner as indoor exhibitors.

## Section 5. Booth Set-Up

- a) Home Show Set-up Hours are as follows:  
*Thursday: 8:00 am – 6:00 pm (Later by appointment with Home Show Chairman)*  
*Friday: 8:00 am – 2:00 pm*
- b) **All exhibitors MUST check-in** with a designated Home Show Committee representative at the on-site Home Show office at The Central Wisconsin Convention and Expo Center prior to setting up any portion of their booths. Failure to check-in may result in a fine of \$50.
- c) All booths must be completely set-up and checked in by 2:00 pm on Friday.
- d) Exhibitors are encouraged to bring handcarts or dollies with rubber wheels.
- e) Indoor exhibits may be assembled, but not built on-site, without prior consent of the Home Show Committee. The use of power tools, saws, sanders, etc. inside the exhibit structure is prohibited.
- f) During set-up, each exhibitor must keep all trash, crating and rubbish out of the aisle and booth spaces adjacent to the exhibitor's booth.
- g) Exhibits shall be assembled so they do not obstruct the general view nor hide the exhibits of others. Exhibitors wishing to use other than standard booth equipment, signs or materials that conflict in any way with the *Contract* must obtain prior written permission from the Home Show Committee.
- h) Any part of the exhibit that does not lend itself to an attractive appearance, such as unfinished sides or end panels, must be draped at the exhibitor's expense. The Home Show Committee reserves the right to have such finishing done and billed to the exhibitor.
- i) Electricity is not included with booth cost. Electricity can be purchased at \$40 per outlet for 110 volt or \$100 for 220 volt. Extension cords are not provided. Each exhibitor can supply a power strip to utilize more plugs off one outlet. If they are popping the breaker with too much power they will be asked to purchase another outlet. If vendors are using a larger source of power than a regular outlet additional charges may apply.
- j) **BOOTH HEIGHT NOT TO EXCEED 8' TO THE REAR OF THE BOOTH, OR 4' IN THE FRONT HALF OF THE BOOTH, WITHOUT PRIOR CONSENT OF THE HOME SHOW COMMITTEE.**
- k) **Exhibitors may use front doors to carry in small items. No carts or large items (to eliminate the chance of broken doors, damage to carpet, etc...)**

## Section 6. Booth Take-Down

- a) Booth Take-Down hours are:  
*Sunday: 3:00 pm – 6:00 pm*  
*Monday: 8:00 am – 11:00 am*
- b) All booths must be completely dismantled & **REMOVED BY 11:00 AM ON MONDAY.**
- c) All booths must remain fully assembled throughout the Home Show. **No booth may be dismantled before the official closing of the Home Show; otherwise will be subject to a \$100 fine for non-compliance.** See Appendix B.
- d) All exhibitors must remove all materials from rented tables and move booth contents away from the supplied pipe and drape before leaving the facility on Sunday.
- e) **Exhibitors may use front doors to carry out small items. No carts or large items (to eliminate the chance of broken doors, damage to carpet, etc...)**

## Section 7. Booth Set-Up and Take-Down Inspections

- a) Designated representatives of the Home Show Committee will begin inspecting booths for set-up completion at 2:00 pm on Friday. **If booth is not set-up by 2:00 pm, exhibitor will be subject to a \$100 fine for non-compliance.** See Appendix B.

- b) A designated Home Show Committee representative will inspect each booth area for cleanliness and damage.
- c) Each exhibitor is responsible for the care and keeping of their booth space; any damage caused by the exhibitor, exhibitor's employees and/or third parties setting up, occupying and/or taking down a booth on behalf of the exhibitor is the exhibitor's sole responsibility.

## **Section 8. Show Policies**

### **1) Exhibitor Passes**

- a) Exhibitor Passes are required for booth personnel to enter the facility without paying admission.
- b) Each exhibitor will receive at check-in two (2) Exhibitor Passes per booth.  
*Exhibitors are asked to coordinate arrival/departure times of booth personnel to allow for sharing of Passes required.*

### **2) Booth Staffing**

- a) **Each booth must be staffed by representatives of the paid exhibitor, and are responsible for that booth at all times throughout the Home Show. See Appendix B**
- b) No children may be left unattended in the exhibition area by the Exhibitor at any time.

### **3) Exhibitor Parking**

- a) **All exhibitors with normal size cars and trucks must park in the furthest stalls in the main lot.** Please refrain from parking in the spaces near the front of the exhibition center. Those spaces are reserved for the Home Show visitors.
- b) **All exhibitor transport vehicles and trailers must be parked in the designated WABA parking area. Please see a WABA representative for directions to the designated parking areas.**

### **4) Trash Disposal**

- a) Exhibitors must clean their own booths before the opening of the event each day and are responsible for the removal of all rubbish from the booth.
- b) Rubbish/trash may not be left in the aisle.
- c) Restrooms are not to be used for dumping trash from booths.

### **5) Food & Beverages**

- a) Food or beverages may not be sold or given away by exhibitors without prior written consent of the Home Show Committee. (An exhibitor may offer a candy dish with small, complimentary candies for attendees.)
- b) No outside food or beverages can be carried in to the exhibition area. Consumption of food or beverages is limited to the consumption area designated by the Central Wisconsin Convention and Expo Center.
- c) Spills on the floor must be cleaned up or reported immediately to a WABA representative.
- d) Food or beverages may not be consumed in the booth space with the exception of bottled water.

### **6) Safety**

- a) Smoking is prohibited at all times inside the exhibition structure.
- b) Exits, doorways, windows, ventilation ducts, paths or egress shall be kept free from furniture, drapes, display equipment, merchandise and other obstacles.
- c) All displays and materials must be brought in through specified entrances, as required by CWCEC, use overhead doors.
- d) Doors are not to be propped open door nor can locks be disabled. Door stops will be available to facilitate loading and unloading.
- e) All building lighting and sound controls are handled by the staff of the facility and/or designated WABA representatives.
- f) Any malfunction of electrical, sound, air handling or plumbing and/or any physical damage to the facility must be reported immediately to facility or WABA staff.
- g) Any flexible (extension) cords used within the exhibits shall be of an approved type and shall be visible for the entire run of the cord. Flexible cords shall be protected from accidental damage. Sharp corners and edges should be avoided.

- h) All electrical connections must comply with local and state electrical codes. Adding, changing or tampering with electrical equipment of the facility is prohibited. No electrical hookups to power boxes may be made except by authorization of a designated Home Show Committee representative. Anyone hooking into or tampering with power boxes will be liable for all damages resulting from such actions. All electrical boxes are to remain accessible at all times. Displays or materials shall not be set on top of or in front of electrical panels. All electrical devices must be U.L. approved and must comply with all state and municipal codes. All electrical problems must be reported immediately to facility or WABA staff. WABA and owners of the facility are not liable for damages resulting from power-related problems beyond management's control.

**7) Materials**

- a) Tables and/or chairs may not be taped, nailed, stapled, tacked or glued, for any reason.
- b) Exhibitors may not post signs, ads or posters anywhere except within the confines of the exhibitor's booth.
- c) The use of crepe paper, duct tape or similar tape product, in any display is prohibited. Painters take is recommended.

**8) Fire Hazard Restrictions on Exhibits**

- a) No flammable fluids may be kept in the exhibit structure or the stadium without prior written permission of the Home Show Committee and the facility.
- b) No helium or pressurized tanks are allowed in the exhibit structure.
- c) Gas fireplaces shall not be operated in the exhibit structure.
- d) No open flames are permitted in the exhibit structure.
- e) Exhibitors must comply with all fire department regulations.

**9) Other**

- a) The Home Show Committee reserves the right to refuse to admit and/or to eject from the event any objectionable or undesirable person or persons. Unauthorized solicitors will be asked to refrain from said actions. If these actions are not curtailed, the violator will be removed without refund.
- b) The Home Show Committee shall act at all times in the best interest of WABA Home Show, its exhibitors, Wausau Area Builders Association and its members.

**Section 9. Dates and Times**

- a) Dates and exhibit hours of the WABA Home Show are as follows:  
Friday, February 21, 2020: 4:00 pm – 8:00 pm  
Saturday, February 22, 2020: 9:00 am – 5:00 pm  
Sunday, February 23, 2020: 10:00 am – 3:00 pm
- b) Friday or Saturday evening activities may be scheduled in conjunction with Home Show. Any evening activities offered will be coordinated to serve as additional attractions to the show and to provide community goodwill and recognition to WABA Home Show, its exhibitors, Wausau Area Builders Association and its members.

**Section 10. Event Admission**

- a) The admission fee to attend WABA Home Show is as follows:  
\$5/person per day (children under 12 are free with an adult)

**Section 11. Marketing**

WABA seeks consistent messages when promoting association events. In fairness to all participants, the success of the event and the clarity of information to the public, the following rules must be adhered to for all forms of marketing, including but not limited to radio, television, print media, social media, Web sites and mailings.

- a) All exhibitors are encouraged to promote their participation in the 2020 WABA Home Show in all forms of company marketing.
- b) Exhibitors are encouraged to promote Home Show overall by posting signs, including event information on reader boards, etc. Such promotional materials should be approved by the WABA Home Show Chairman, prior to placement to ensure accuracy of event name, dates, etc.

- c) All onsite radio and television broadcasts, print and Internet coverage must be coordinated through the Home Show Chairman.
- d) All official event marketing will be coordinated through the Home Show Chairman.
- e) Any exhibit/exhibitor may be photographed and/or videotaped for use of promoting any future home shows, by signing and initialing the 2019 exhibitor contract.

### **Section 12. Non-compliance**

- a) Exceptions to any rule or regulation shall only be permitted with prior written permission from the Home Show Committee.
- b) In the event of non-compliance with any of the rules and regulations set forth in the *Exhibitor Contract*, the Home Show Committee has the option of charging fines in accordance with Appendix B and/or at its discretion for violations/fees not in Appendix B. Fines and fees for non-compliance are due and payable within 30 days of invoice.
- c) The committee further has the option of disallowing participation in the current or subsequent Home Shows.

### **Section 13. Disputes**

- a) By signing the WABA Home Show Exhibitor Contract, the exhibitor agrees to submit any and all questions, misunderstandings or disputes related to the *Exhibitor Contract* of the WABA Home Show to the Home Show Committee for determination.
- b) To be considered by the Home Show Committee, all questions, misunderstandings or disputes must be noticed in writing to the address of Wausau Area Builders Association to the attention of the Home Show Chairman.
- c) In the event of a dispute regarding a penalty or fine assessed by the Home Show Committee, an exhibitor may submit a written explanation of the situation and request for an appeal to the Home Show Committee not more than 14 days from the date of the penalty fine notification. The appeal request may go to the committee via email, or the exhibitor may request to appear at a hearing.
- d) A hearing date, if requested by the exhibitor, shall be established that is not less than five and no more than 30 days from the receipt of the written request for an appeal hearing.
- e) The WABA Home Show Chairman shall issue a written determination not more than 10 business days following the Committee's determination regarding the appeal.
- f) In the event of a dispute regarding the Home Show Committee's determination of an appeal, an exhibitor may submit a written request, not more than 14 days from the date of the Committee determination notification, for an appeal hearing by the board of directors on this issue. The exhibitor may appear at the hearing either in person or via written response.
- g) A hearing date shall be established that is not less than five and no more than 30 days from the receipt of the written request for an appeal hearing by the board of directors.
- h) The Home Show Chairman shall issue a written determination within 10 business days following the hearing.
- i) The decision of the Board of Directors following the appeal hearing is final.

### **Section 14. Indemnification**

- a) Exhibitors in WABA Home Show shall hold harmless, protect and indemnify WABA officers, directors, agents, employees and Home Show Committee members from and against any loss, claim or damage sustained as a result of personal injury or other loss caused to any person by any defect or dangerous condition within the facility and/or the respective assigned booth space.
- b) The Association and any of its representatives shall not be liable for any loss whatsoever due to error(s) related to advertising, promotion or presentation of a respective exhibitor's business/display.
- c) WABA Home Show participants shall hold harmless, protect and indemnify WABA officers, directors, agents, employees and Home Show Committee members from and against any loss, claim or damage sustained to the display and/or materials included within a display as a result of the display being open to the public as a part of WABA Home Show.

## **APPENDIX A**

### **Booth Registration Dates**

WABA Home Show participants may begin to register for booths according to the following timeline:

- a) All Pre-Registration must be received prior to the end of business on Friday, March 29, 2019.
- b) All Early bird registrations must be received prior to the end of business on Tuesday, December 31, 2019.
- c) Any registration received after December 31, 2019 will be considered Late.

## **APPENDIX B**

### **Standard Fines**

- |                   |                                                               |
|-------------------|---------------------------------------------------------------|
| <b>Violation:</b> | Failure to check-in at assigned time                          |
| <b>Fine:</b>      | \$50 will be charged/assessed as per assessment form          |
| <b>Violation:</b> | Tear-Down of Booth(s) before 3:00 pm on Sunday                |
| <b>Fine:</b>      | \$100 will be charged/assessed as per assessment form         |
| <b>Violation:</b> | Booth(s) not being setup by 2:00pm on Friday                  |
| <b>Fine:</b>      | \$100 will be charged/assessed as per assessment form         |
| <b>Violation:</b> | No exhibitor may share or sublet assigned booths              |
| <b>Fine:</b>      | \$300 will be charged/assessed as per assessment form         |
| <b>Violation:</b> | Unmanned Booth (exceeding 15 minutes)                         |
| <b>Fine:</b>      | \$100 per day will be charged/assessed as per assessment form |

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801 S. 24<sup>th</sup> Avenue – Wausau, WI 54401 – Phone: 715-842-9510

## 2020 WABA Home Show Exhibitor Contract February 21/22/23, 2020

**\*\*MUST BE RETURNED TO WABA WITH PAYMENT IN FULL BY 12/31/19\*\***

I, THE UNDERSIGNED, have the authority to bind the company listed below, as an applicant to exhibit in the 2020 WABA Home Show, to abide by the rules and regulations set forth in the *Exhibitor Contract*. On behalf of the company below, I agree to all conditions and terms of the WABA Home Show as defined by the WABA Home Show Contract.

I further agree that in the event of a misunderstanding, question or dispute regarding or arising from any of the WABA Home Show *Exhibitor Contract*, I will follow the procedures outlined in the WABA Home Show *Exhibitor Contract* regarding disputes and will accept the final decisions that are rendered.

I have received and read the WABA Home Show *Exhibitor Contract* and understand that by signing below I acknowledge my responsibility, and that of the company listed below, to adhere to said *Exhibitor Contract*. By signing below I also consent to receive communications sent by or on behalf of WABA and the organizations to which it is affiliated.

### This information pertains to the individual to whom all Home Show correspondence is sent:

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

Primary Representative: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### This information (with Company name) may be included in Home Show promotional materials:

Business Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Brief description of products/services to be displayed and/or of your company:

Brand Names \_\_\_\_\_

Special highlights (i.e. new products to be featured; demos in booth): \_\_\_\_\_

*By signing this contract, exhibitor warrants its legal right to display the products and/or services outlined above and presented during the WABA Home Show. Wausau Area Builders Association shall not be responsible for any claims of infringement of copyright, trademark, franchisee contract, authorized dealer arrangement or other business contracts.*

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

**By initialing, I understand that as a participant in the Wausau Area Builders Association Home Show, I agree that photos and/or video containing my likeness (this will include my booth and staff) may be included in future promotional material of the Wausau Area Home Builders Association Home Show.**

**Booth Assignment**

\_\_\_\_\_ Booth Cost for booth(s) \_\_\_\_\_

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

**Extra Tickets**

\_\_\_\_\_ # of Tickets to purchase at the Special Ticket Rate of \$3/ticket offered to Exhibitors prior to show

Order extra tickets to give out to your guests of the show at a special price!

**Electrical Options**

\_\_\_\_\_ # of Electrical 110V Outlets needed per booth space @ \$40 each.

\_\_\_\_\_ # of Electrical 220V Outlets needed per booth space @ \$100 each.

\_\_\_\_\_ We will not be using Electrical Outlets

**Setup Requests**

Each booth space includes two 3ft side curtains and one 8ft back curtain with the number of curtains applicable to the number of booth spaces reserved.

\_\_\_\_\_ 8 Foot Table to be in booth @ \$16.00 each

\_\_\_\_\_ Chairs to be in booth @ \$4.00 each

\_\_\_\_\_ Pub Tables to be in booth @ \$16.00 each

*\*\*\*Items must be requested to guarantee availability\*\*\**

Please list any special items/requests: \_\_\_\_\_

(Special requests will be reviewed and approved by the WABA Home Show Committee and billed to exhibitor at cost.)

Preferred Day/Time for setup \_\_\_\_\_ (Thurs) recommended by WABA Home Show Committee

**WABA Membership**

\_\_\_\_\_ I am a current WABA Member

*Membership with Wausau Area Builders Association: I certify that by requesting the membership price, that our WABA membership is current and will be maintained in the current status through February 2020. If we fail to keep our membership current, we agree to pay the non-member rate for our 2020 booths.*

\_\_\_\_\_ Please charge me the \$300 non-member fee

\_\_\_\_\_ Please charge me the \$395 membership fee, and send me a membership application!

**\_\_\_\_\_ 2020 Total Booth Cost**

**Method of Payment**

\_\_\_\_\_ Check enclosed for payment in full

\_\_\_\_\_ Check enclosed for 50% non-refundable deposit, balance is due in full no later than 12/31/19

\_\_\_\_\_ Credit Card processing available! Please complete section below:

Name on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ EXP: \_\_\_\_\_ CVV: \_\_\_\_\_

Amount to charge now: \$ \_\_\_\_\_ Cardholders signature: \_\_\_\_\_

**Return this completed contract and proof of insurance to WABA by 12/31/2019**

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