

**Convention Services Company and
Bay Building Industries Association, Inc.**

Present

**THE GREAT AMERICAN HOME & GARDEN
EXPO 2018**



EXHIBITOR AGREEMENT

This is an agreement between Convention Services Company, Bay Building Industries Association, Inc. (BBIA), and the participants of The Great American Home and Garden Expo 2018. The Expo will be held March 9th - 11th, 2018 at The Bay County Fairgrounds, 2230 E. 15th St., Panama City, FL. The participants will hereafter be referred to as Exhibitor, Convention Services Company as CSC and Bay Building Industries Association, Inc. as BBIA.

GENERAL INFORMATION

Expo Contact Rusty Russell - 850-630-2946 expostradeshows@aol.com or Gloria Feeney – 850-784-0232 info@BayBIA.org.

Expo Hours: Friday, March 9, 2018, from Noon until 5 PM
Saturday, March 10, 2018, from 9 AM until 5 PM
Sunday, March 11, 2018, from 10 AM until 3 PM

Vendors may set up Thursday, March 8, 2018, from 8 AM until 5 PM and Friday, March 9, 2018, from 8 AM until 11 AM. Tear down will be Sunday, March 11, 2018, from 3 PM until 6 PM.

NO TEAR DOWN PERMITTED UNTIL 3 PM, MARCH 11, 2018.

Exhibitors agree to adhere to the rules set forth in this contract by the CSC and BBIA.

CSC and BBIA will promote this event via broadcast, print and social media.

BOOTH SPACE

If the EXPO is cancelled for any reason fees will be fully refunded.

CSA and BBIA reserve the right to move the exhibitor's booth space to another location if required. The vendor has the option to cancel their booth at that time and receive a full refund.

CSC will have each booth space marked. Each booth will include a table, two chairs, a booth sign, a wastepaper basket and electricity. Additional tables and chairs can be provided as requested, if available. The Exhibitor is responsible for any table coverings. NOTHING can be attached or anchored to the floor, walls, divider curtains or ceiling.

Electricity will be provided. The electrical power will be brought to the rear of exhibitor's booth space. The exhibitor is responsible for any electrical cords from that point. Electrical cords must be in good repair. No damaged or tape repaired cords will be allowed. Cords may not extend across aisles. Cords used in booth spaces must be secured to avoid a tripping hazard.

Booth audio and lighting features may not be used in a manner which distracts or disturbs neighboring booths. Demonstrations which create excessive noise or generate debris are not permitted in interior booths.

All items/products displayed by an exhibitor booth must be available from that exhibitor.
SUB-LETTING OF BOOTH SPACE IS NOT PERMITTED.

ATTENDANCE

The exhibitor's booth space **MUST** be manned at all times during the EXPO.

PARKING

Exhibitors are to park on the South side of the building. The main parking lot will be reserved for the public.

SECURITY

CSC and BBIA will not be responsible for any lost or stolen items during this event or during setup and tear down.

CSC and BBIA will not be responsible for any damage to vendor property. Any damage caused or occurring within the exhibitor's booth will be the responsibility of the vendor.

This constitutes the whole of the agreement between the Exhibitor, Convention Services Company and Bay Building Industries Association, Inc.

Exhibitor's Signature

Date



EXHIBITOR INFORMATION SHEET

COMPANY NAME: _____

ADDRESS: _____

PRIMARY CONTACT DURING EXPO: _____

PRIMARY CONTACT PHONE: _____

PRIMARY CONTACT EMAIL: _____

ALTERNATIVE CONTACT DURING EXPO: _____

ALTERNATIVE CONTACT PHONE: _____

Number of Booths _____ Requested Booth Location(s) (if available) _____

TOTAL BOOTH FEES: (See Booth Fees Below) _____

Booth Fees: Corner Booth \$495, Middle Booth \$395, 10' X 10' Outside Space \$200,
10' X 20' Outside Space \$400. Larger outside space is available upon request. Call for quote.

PAYMENT TYPE: CHECK CASH CREDIT CARD (VISA, MC, AMEX, DISCOVER)

Make checks payable to Convention Services Company

Credit Card: ___ Visa ___ MasterCard ___ AmEx ___ Discover

Credit Card #: _____

Expiration: _____

Billing Zip Code: _____

Authorized Amount: \$ _____

AUTHORIZED BY: _____

Return completed Expo application to Convention Services Company, P.O. Box 1658, Lynn Haven, FL 32444.
Completed applications may also be returned via email to expostradeshows@aol.com.