

Deposit: \_\_\_\_\_

Balance: \_\_\_\_\_

Booth #: \_\_\_\_\_

# 53rd Annual Home & Garden Show

## NW Sports Hub Centralia, WA - April 13th, 14th & 15th, 2018

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Merchandise/Service: \_\_\_\_\_

The show is limited to home and garden related items, i.e. things that would be used in the garden, plants, fertilizers, items for the home, maintenance, construction, home improvement, etc.

Exhibit Booth Fees: Booth Fees include Exhibitor Book, advertising for the event, and 10 vendor passes for event admission. A small entry fee is charged for admission to the event.

Size of Booth	Chamber/OMB Member	Non-Chamber/OMB Member
1-4 10x10	\$195.00 ea	\$295.00 ea
10x10 End Cap	\$230.00 ea	\$330.00 ea
10x20 End Cap	\$415.00 ea	\$595.00 ea
5-7 10x10	20% off Total Fee	10% off Total Fee
8+ 10x10	30% off Total Fee	20% off Total Fee
10x10 Non-Profit Booth	\$85.00 ea	\$100.00 ea

Spaces will be assigned on a first come first serve basis with paid deposit.

I want \_\_\_\_\_ number of booths at \$ \_\_\_\_\_ each, for an expected total of \$ \_\_\_\_\_

- Enclose a \$50 non-refundable deposit to reserve exhibitor space. Please make checks payable to: Centralia-Chehalis Chamber of Commerce. Amount due will be determined when exact booth is assigned and balance will be due no later than April 1st, 2018. Application acceptance of ALL Vendor booths is subject to final approval by H & G Show Committee. The H & G Show Committee reserve the right to dismiss ANY Vendors at the show not complying with written guidelines and rules and WITHOUT refund.

I am registering after the March 9th, 2018 reservation deadline and I have added the late fee of \$25 per booth.

I would like \_\_\_\_\_ 8' Table (s) (\$10 each includes 2 chairs).  No tables needed  I would like power (\$10)

I would like a FREE B&W Ad in the "Exhibitor's Book" (Deadline: April 1st, 2018) Ads must be photo ready, JPEG or PDF files only. The Chamber will not create ads. (see page 3 for details)  I will NOT have an ad

My insurance agent will send an "Additional Insured Certificate" to the Chamber. **(see pg 2)**  Ad attached

I would like to be on the Passport ( \$100 ). Attendees must get signature from all passport vendors to be eligible for Prize.

Category to be judged for the "Exhibitor's Choice Award":

Contractor/HVAC/Roofing

Educational

Landscape

Home Improvement

Service-Financial-Commercial

Power Equipment

Retail-Crafts

Garden Center/Nursery

Terms: To reserve your exhibitor booth space you need to submit this form to the Chamber office with a \$50 (non-refundable) space reservation deposit on or before March 9th, 2018. EXHIBITORS WHO HAVE NOT PAID SPACE FEES IN FULL BY APRIL 1st, 2018 WILL NOT HAVE SPACE RESERVATIONS HONORED. Space cancellations after April 1st, 2018 will forfeit total space fee. We understand that this reservation request becomes a contract when signed by the exhibitor and accepted by the Centralia-Chehalis Chamber of Commerce and the Home & Garden Show Committee. Any space reservation request that the committee chooses not to accept will be returned by mail along with the deposit funds. Terms on page 2 of this application must be adhered to.



Promote ♦ Protect ♦ Inform

# 53rd Annual Home & Garden Show Guidelines

NW Sports Hub, Centralia WA – April 13th, 14th & 15th, 2018

**PLEASE REVIEW AND KEEP COPY FOR YOUR**

**Contract For Space Rental:** To reserve your exhibitor booth space you need to submit this form to the Chamber office with a \$50 (non-refundable) space reservation deposit on or before March 9th, 2018. The remaining balance is due no later than April 1st, 2018. EXHIBITORS WHO HAVE NOT PAID SPACE FEES IN FULL BY APRIL 1ST, 2018 WILL NOT HAVE SPACE RESERVATIONS HONORED. Space cancellations after April 1st, 2018 will forfeit total space fee. We understand that this reservation request becomes a contract when signed by the exhibitor and accepted by the Centralia-Chehalis Chamber of Commerce and the Home & Garden Show Committee. Any space reservation request that the committee chooses not to accept will be returned by mail along with the deposit funds. A late fee of \$25 per booth will be added to any contract received after the March 9th, 2018 reservation deadline.

**Exhibit Booth Fees:** Booth Fees include Exhibitor Book, advertising for the event, and 10 vendor passes for event admission. This year a small entry fee will be charged for admission to the event.

**Insurance Certificates:** Our insurance policy requires every exhibitor to provide insurance certificates naming the “**Centralia-Chehalis Chamber of Commerce**” and “**NW Sports Hub**” as Additional Insured.

**Limitation Of Liability:** The NW Sports Hub, its management, and the Centralia-Chehalis Chamber of Commerce, shall not be responsible for any loss, breakage or damage that may occur to the exhibitor’s property, from any cause whatsoever, during or subsequent to the period covered by this contract. Likewise, the NW Sports Hub, its management and the Centralia-Chehalis Chamber of Commerce shall not be responsible for any injury that may occur to the exhibitor or the exhibitor’s employees, from any cause whatsoever, during or subsequent to the period covered by this contract.

**Exhibit Specifications:** All exhibits must be arranged to not obstruct the general view or hide the exhibits of others. They must all be within their booth dimensions which will be marked. You are encouraged to have attendees sign up for door prizes at your booth so that you can retain the names for your business! You can use your coupon as the form for your drawing. There will be drawings held during the show.

**Advertising:** Included with your booth fee is advertising for the event with roadside signage, radio and print media.

**Exhibit Set-up:** Exhibit area will be available for move-in and set-up on Wednesday, April 11th from 9 am to 5 pm and Thursday, April 12th from 9 am to 8 pm. You may pick up your tables at this time if you have requested them on your show application. Chairs will be available from racks in central locations at event. **ALL BOOTHS MUST BE SETUP BY FRIDAY, APRIL 13th AT 9:30 AM! The NW Sports Hub is located at 701 Allen Street, Centralia WA 98531.**

**Sub-Leasing Of Space:** The exhibitor agrees that exhibit space will not be sub-leased in whole or part.

**Care Of Exhibit Hall:** The exhibitor agrees to leave the exhibit area clean, with no debris or personal belongings. All machinery will be located in exterior booth space. The exhibitor also agrees not to damage in any way the walls, floor or any permanent fixtures of the NW Sports Hub. Therefore, with any violation of this provision, no matter how caused, the exhibitor becomes financially responsible to the NW Sports Hub.

**Exhibitor Hours:** The exhibit will be open to the public:

Friday, April 13th, 2018 from 10 am to 6 pm  
Saturday, April 14th, 2018 from 10 am to 5 pm  
Sunday, April 15th, 2018 from 10 am to 4 pm

**BOOTHS MUST BE MANNED DURING ALL EXHIBIT HOURS!**

**KEY Dates & Deadlines:**

March 9th, 2018 - \$50 reservation deposit due. After 3/9/18 a \$25 per booth late fee assessed.

April 1st, 2018 - Artwork for Ad, Insurance certificate and final payment due.

April 1st, 2018 - All cancellation results in forfeiture of deposit.

April 13th, 2018 at 9:30am - BOOTH SETUP MUST BE COMPLETE.

**DISMANTLING OF THE BOOTH WILL NOT BE PERMITTED PRIOR TO 4:00 PM ON SUNDAY, April 15th, 2018.**

**ALL PAYMENTS ARE TO BE MADE TO: The Centralia-Chehalis Chamber of Commerce.**



Centralia - Chehalis  
Chamber of Commerce

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# 53rd Annual Home & Garden Show

NW Sports Hub ,Centralia WA -  
April 13th, 14th & 15th , 2018

A show book will be distributed to each attendee as they enter the show area. If you would like to have a complimentary ad or coupon printed in the book, you must complete this form and return it to the Chamber office by April 1st, 2018. Ads or artwork must be emailed to [marketing@ChamberWay.com](mailto:marketing@ChamberWay.com) with

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

You may use your space in a number of ways:

- Utilize it for a door prize drawing at your booth
- Advertise special discounts for the Home & Garden Show
- Extend a discount through the end of April 2018 at your retail location
- If you don't have an ad, you can scan a business card

You must have camera-ready art, logos or a completed design you would like to use in .jpg or .pdf format. The Chamber will not produce ads. Please email black and white images to [marketing@ChamberWay.com](mailto:marketing@ChamberWay.com).

Horizontal designs must be 4.75 (w) x 2.2031 (h).

