

RULES AND REGULATIONS FOR THE HOME & DESIGN SHOW

INSTALLATION & REMOVAL OF EXHIBITS

- ❖ Exhibits are to be set up and removed at the expense of the exhibitor in compliance to building rules and regulations and terms and conditions of the ETBA.
- ❖ Exhibits cannot be set up until the Home Show booth balances are paid in full.
- ❖ All exhibits must remain in place until the show closes at 4:00 PM on Sunday.
- ❖ All exhibits, products and other materials must be removed from the building by 5:00 PM on the Monday following the last day of the public showing.

USE OF SPACE

- ❖ While installing, conducting and removing the exhibits, all exhibitors must comply with local rules and regulations of the building in which the show is being presented.
- ❖ Exhibitors are not allowed to use nails, screws or tacks in the building walls or pillars, nor deface the same in any way.
- ❖ No drugs or alcohol shall be consumed or permitted on the premises. Local, State & Federal Laws will be enforced.
- ❖ Promotional drawings and give-a-ways are allowed in the booths. Selling of raffle tickets is not allowed; unless it benefits a local non-profit community event or organization and abides by the state and federal guidelines for raffles.
- ❖ Booths must be manned during all hours of public viewing.
- ❖ Booths must be cleaned after set up is completed and kept clean during show time.

DEFAULT OF OCCUPANCY

Any exhibitor who fails to show up and set up his/her booth is obligated to pay the entire rental of said space.

ELIGIBILITY AUTHORITY

The ETBA Home & Design Show Committee, Board of Directors and /or the Executive Vice President of ETBA reserve the right to determine the eligibility of any company or product for inclusion in the show.

CANCELLATION OF CONTRACT

Deposit is not refundable. In the event that exhibitors would need to withdraw from this contract, he/she shall submit such withdrawal in writing to the ETBA office by November 30, 2018 for a balance paid refund (less deposit.) No refunds will be issued after November 30, 2018.

RENTAL OF BOOTH ITEMS

- ❖ Standard drapery is 8' for back drapes and 3' on side drapes. Drapes SHALL NOT BE REMOVED after installation unless permission is given by decorator. Upon request – an 8' side rail is available for an additional \$20.00 each to be paid to ETBA.
- ❖ Each exhibitor will receive 1 sign approx. 7" high and 44" long, with 3" letters.
- ❖ Nails, screws, tacks or staples will not be attached to the draperies. **NO EXCUSES!**
- ❖ Skirted tables may be rented for \$25.00 per table if pre-ordered or \$35.00 if ordered at the show. Linens are black. Un-skirted tables are available upon requests for \$15.00
- ❖ If you order linen(s) from ETBA, it will be your responsibility to check-out and check-in the linen from the ETBA Staff or Volunteer in booth # 120. If you fail to return the linen(s) on Sunday, Feb. 10th by 5:00 PM, you will be charged a \$20 replacement fee.
- ❖ You will be invoiced for any damages that you cause to the drapery, rented tables and/or linens. If you or your associates cause any accidental or purposeful damage to the Maude Cobb facility, you are responsible for the cost to repair those damages.
- ❖ Any decorating requests or changes by the exhibitors must be approved and implemented by ETBA staff.

DESIGNATED PARKING

The parking in front of Maude Cobb is designated for customers only. Any Exhibitor that parks in the "customer parking" in the front of Maude Cobb will be fined \$1,000 and their automobile may be towed at the exhibitors' expense- if the vehicle and/or trailer are advertising company info. Exhibitors may rent parking spaces in the front for Maude Cobb for display/advertising purposes. Designated exhibitor parking is at the side and back of the Maud Cobb.

VIOLATION OF ANY OF THESE RULES WILL RESULT IN IMMEDIATE ACTION BY THE HOME & DESIGN SHOW COMMITTEE.

Print Company Name: _____

Print Name: _____

Signed: _____

Date: _____