

# **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, 2017 for a balance paid refund (less deposit.) No refunds will be issued after November 30, 2017.

## **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. 11<sup>th</sup> 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, linens and/or carpet. 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**

Any Exhibitor that parks in an undesignated area will be fined \$1,000 and their automobile may be towed at the exhibitors' expense. A site plan is included with the entry form and rules. Designated parking is defined by the Home & Design Committee and is clearly marked on the site plan.

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

**Print Company Name:**

\_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_