



MARCH 23 - 25, 2012

Howell Area Chamber of Commerce
 123 E. Washington Street
 Howell, MI 48843
 517.546.3920
 517.546.4115 Fax
 livingstoncountyhomeshow.com



Company: _____
 Contact Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Cell: _____
 Email: _____
 Website: _____

See **Exhibitor Brochure** for floor plan and pricing. Note: Corner spaces are an additional \$50.

Available for rent:

Skirted tables @ \$35 each. Indicate size : _____ 6 ft. Or _____ 8 ft. Chairs @ \$5 each. Qty _____

Do you need electricity? Yes _____ No _____
 1ST CHOICE 2ND CHOICE

EXHIBIT SPACE REQUESTS (Make selections from floor plan)

PRODUCT LINES OR SERVICES:



Booth height (including signage) - anything above 8 feet requires committee approval and may be subject to a fee

MINIMUM CONTRACT TERMS

Total Booth Cost (Total cost of booth space/corner premium/rental furniture) = \$ _____
 10% Due with Contract = \$ _____
 40% Due by February 10, 2012 = \$ _____
Remainder of balance due March 10, 2012 = \$ _____

Payment method:

Check enclosed. (Make payable to: Howell Area Chamber of Commerce)

  _____ / _____
 CARD NUMBER EXPIRATION DATE

Three digit verification code _____ (The verification code was created to provide fraud protection. It is a three-digit number located on the **back** of your credit card.)

Please charge today \$ _____ Cardholder _____

Balance **will be** applied to credit card on due dates (2/10 & 3/10) **UNLESS initialed here** _____

The undersigned Exhibitor agrees that this Application / Contract has been read and that the terms and conditions set forth therein are fully understood and shall constitute a binding contract when this instrument is signed by both parties (faxed / electronic signatures are accepted as originals). Reservation of exhibit space for herein is for the 2012 Show only and shall not constitute or be interpreted to represent any precedent whatsoever for exhibit space in subsequent Shows. Show Management agrees to make the above described space available to the Exhibitor for the purposes aforesaid, subject to Fire Marshal and Facility Management approval of the floor plan. Acceptance of this application is at the sole discretion of the Howell Area Chamber of Commerce. Member rates only apply to those members that are current with their membership dues; otherwise non-member booth rate will apply.

EXHIBITOR ACCEPTANCE _____ X _____
 AUTHORIZED SIGNATURE DATE

2012 Livingston County Home Show Terms of Agreement

1. All Exhibitors agree to indemnify and hold harmless the Chamber for any claims for injury to persons or property arising out of the operation of the Exhibitor's booth. **All Exhibitors shall present the Chamber an accord certificate of liability insurance with the Howell Chamber named as an *additional named insured* for the Home Show. This needs to be turned in prior to exhibitor set up. The accord certificate shall endorse the Chamber indicating that the Exhibitor has commercial general liability limits of not less than \$300,000 per occurrence for bodily injury and property damage.**
2. Exhibits may not exceed 8 feet in height without written permission from the Chamber. Side walls of the booths must be finished on both sides (i.e. no 2" X 4", studs, etc. showing). In the event that permission is granted to exceed 8' height, the backside of the display above that level must be covered in a manner so as not to detract from any other exhibits, and is subject to approval by the Chamber. All signs shall remain within the confines of the assigned booth space and must be designed so as not to detract from other exhibitors or exhibit space. Tables must be covered and skirted. The chamber retains the discretionary right to remove any exhibit or portion of exhibit that is not in compliance with the purpose or rules of the show.
3. **Booth space is exclusive to the exhibitor listed on the contract.** Exhibitor agrees not to sublet or assign any portion of their assigned space.
4. The Chamber will provide day and night security (Wednesday night through the end of show on Sunday) and no other persons will be permitted to loiter or remain in the building after the closing hour without special permission from the Chamber.
5. The Chamber shall at all times have the right to determine the use and time of use of the Field House, and to make such rules and regulations as may be necessary.
6. The Chamber and Howell High School are not to be held responsible in any way for loss by fire or theft of property of Exhibitor.
7. All aisle space is under control of the Chamber and shall not be used for exhibit or demonstration purposes.
8. Exhibitors will have installation of exhibits complete by 4:30 p.m. on Friday, March 23. The show ends at 4:00 p.m., Sunday, March 25. **Removal of all exhibits shall be completed by 6:30 p.m. on Sunday, March 25.** If Exhibitor fails to comply with removal times stated above, the Howell Area Chamber of Commerce will remove the exhibit at Exhibitor's expense.
9. Exhibitors may NOT tear down and exit their booth prior to 4 p.m. on Sunday. To do so comprises the value that the show is providing to our customer, as well as their safety. This is especially important with the tented exhibits since this is both our show entrance and exit. **Violation of this term will result in a \$100 fine, which will be billed to exhibitor's credit card on file.**
10. At the expiration of this lease, Exhibitor will exit said booth space in such condition as originally taken, and will be responsible for any damage caused by use of the booth space.
11. Exhibitor agrees that there will be at least one adult representative in their exhibit during show hours.
12. **No helium balloons are allowed in the field house.**
13. **No advertising signs may be posted on schools grounds.** This is against school policy and we must abide.
14. **No smoking will be allowed in the Field House or on school grounds.** This is a State Fire Code and school policy, which we must abide.
15. Exhibitors are not permitted to drive on the lawn or sidewalks of the Howell High School premises without the permission of the Home Show Committee. The Exhibitor will be responsible for any damages made to the Howell school grounds.
16. This application does not constitute a contract for space until approved by an authorized representative of the Chamber. The Chamber reserves the right to reject any application for space or to restrict the amount of space available to any Exhibitor, whenever, when in the opinion of the Chamber, it is in the best interest of the Home Show to do so.
17. The Chamber reserves the right to fine violators of the above rules and regulations in the amount of \$50 per infraction, which is immediately due. The Chamber also reserves the right, upon refusal of Exhibitor to comply herein, to cancel Exhibitor's lease and to remove, at Exhibitor's expense, its exhibit and to retain all monies previously paid for rent as liquidated damages.
18. The Howell Area Chamber of Commerce shall not be responsible for any act of God or any other actions beyond the control of the Chamber closing all or any portion of the Home Show. In any event, the Chamber's liability for failure to perform any condition of the agreement shall be limited to refund of the entry fee paid by the Exhibitor pursuant to this agreement.
19. Cancellations – all requests for cancellation shall be made in writing and shall be subject to the following fee schedule:
 - Requests received by 02/10/12 – Refund less a \$150 handling fee
 - Requested received after 5 p.m. on 02/10/12 – No refund will be granted