



2020 Home Improvement Expo

February 22 & 23, 2020 | 10-4

Evergreen Country Club, N6246 US-12, Elkhorn, WI

REGISTRATION & EXHIBITOR CONTRACT

EXHIBITING COMPANY NAME: _____

CONTACT PERSON (*person who should receive Expo communication*): _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

PHONE _____ MOBILE _____

E-MAIL _____ WEBSITE _____

SIGNATURE _____ DATE _____

I have read and agree to the terms and will abide by the rules of this contract. Submit this page with next page.

EXHIBITOR FEES:

First come, first served.

Preference for booth/table space to LBA Members prior to 12/15/2019. No refunds after 2/5/2020.

JOIN LBA and SAVE!

A 3-in-1 Membership has benefits and one of them is the Expo price.

By joining LBA, you are also joining the Wisconsin Builders Association (WBA), and the National Association of Home Builders (NAHB). This 3-in-1 membership puts you in a group of industry professionals across Wisconsin and the U.S. who are working to make housing better for families. Together, we're protecting the rights of the building industry. There are opportunities to save money through WBA & NAHB and ways to actively participate locally. Join us!



Lakeland Builders Association

1560 Country Club Pkwy • Elkhorn, WI 53121 • 262-723-2908 • www.lakelandba.com • info@lakelandba.com

COMPANY NAME _____

HOME IMPROVEMENT EXPO EXHIBITOR WORKSHEET

To be submitted with previous page

EXHIBITOR FEES:

BOOTH

10' wide x 6' deep space

Member \$800 each

Non-Member \$1,150 each

Premium Booth Each Additional - Member \$100; Non-Member \$250

TABLETOP ONLY

8' wide x 4' deep space, includes skirted table and 2 chairs

Member \$500 each

Non-Member \$850 each

Location Preference: See layout on page 5

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

OPTIONAL ITEM FEES:

ADD TABLE IN BOOTH

8' Table \$25 ea in advance (\$55 day of show). Skirting additional.

ADD CHAIR(S) IN BOOTH

Chair \$5 ea in advance (\$12 day of show)

JOIN LBA! ADD 3-IN-1 MEMBERSHIP DUES

Separate application form to be completed on request.

Builder & Associate Members, \$575 annually

LBA MEMBER WINNER or SPONSOR CREDITS

GMM \$100 Credit, See separate PDF for sponsor credits

PAYMENT

_____ **PAYMENT IN FULL** with contract by 2/5/2020

_____ **PAYMENT PLAN** with contract prior to 1/5/2020

- DUE With contract: \$250 Deposit
- 50% due: 1/5/20
- 50% due: 2/5/20

_____ **Check Enclosed**

Make check payable to: Lakeland Builders Association

Mail to: 1560 N. Country Club Pkwy; Elkhorn, WI 53121

_____ **Charge Credit Card:**



Credit Card Number _____

Expiration _____ CRV# _____ Billing ZIP _____

Name on card _____

Signature _____

FEE CALCULATION

BOOTH PRICE

+\$ _____

PREMIUM

+\$ _____

TABLETOP PRICE

+\$ _____

OPTIONAL ITEM PRICES

TABLE IN BOOTH

+\$ _____

CHAIR(S) IN BOOTH

+\$ _____

MEMBERSHIP DUES

+\$ _____

CREDITS

-\$ _____

TOTAL DUE _____



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2020 LBA HOME IMPROVEMENT EXPO - RULES & REGULATIONS

EXHIBITOR BOOTH PRIORITY PROTOCOL - Exhibitor space will be assigned on a first come, first served basis. Preference for booth space will be given to LBA Members who have submitted contracts prior to December 15, 2019. Non-Member and remaining exhibitor space will be assigned after December 15, 2019 on a first come, first served basis.

INSTALLATION OF EXHIBITS –

Load in is by appointment only. Sign up for load-in times will be available after February 1. Installation of exhibits begins Friday, February 21 at NOON and must be completed by either Friday, at 7:00 pm or completed on Saturday prior to the show opening. If additional set-up time is needed, email the LBA office.

The entire venue at the Evergreen Country Club is carpeted, except for tabletop spaces in the lobby. Carpet is to be protected from liquids, adhesives, sharp objects, spills, stains, etc.

The largest opening/entry is 70" x 82".

BOOTH HEIGHT AND DIVIDING CURTAINS - The maximum height inside the exhibit room is 8.5'. Please prepare your booth accordingly. *All unfinished displays not placed along the back of the booth, MUST request 8' curtains to be placed in between your booth and the booth(s) next to you.* Costs for taller curtains will be the responsibility of the exhibitor making the request.

SIGNS - Company signs are the responsibility of Exhibitors. All booths must have a professional looking sign to identify the Exhibitor.

WATER EXHIBITS ARE ALLOWED - Exhibitors will be responsible for properly protecting the carpeting where water exhibits are installed. Any water damage will be the responsibility of the exhibitor displaying with water. *Some electrical connections are in the floor.* A proper plan must be established to avoid spillage to other exhibits and the floor overall.

EXHIBITORS MAY SELL PRODUCTS RELATED TO THEIR BUSINESS. Exhibitors may sell products in their booth that do not take away from the integrity of the Expo as a whole. Appropriate Wisconsin permits, forms and taxes are the responsibility of the exhibitor.

USE OF SPACE - All demonstrations or other exhibitor promotional activities must be confined to the designated space of the exhibit booth. No part of the exhibit may extend outside of the designated envelope

of exhibit space or beyond the front line of the exhibit space into the public walkway or air space of the aisle. Any Exhibitor having an exhibit that extends outside of the designated exhibit space may be assessed an additional penalty equal to the cost of the Exhibitor's booth, payable in full by the opening of the Expo.

Tabletop spaces are limited to only what will fit on the top of the provided table.

Exhibitors shall neither assign, sublet, nor apportion the exhibit space or any part of space contracted for nor exhibit any goods, services, apparatus, advertising, signs, etc., other than those manufactured or sold by exhibitor in the regular course of business, unless given permission to do so by the Expo Committee.

ELECTRICAL SERVICE- There is no charge for use of the existing 110-volt-10 amp maximum- electrical outlets that are available in the venue. Exhibitors must provide their own extension cords and/or power strips from the power source to their booths AND must appropriately cover any chords in the public walkway to avoid tripping hazards.

PROPANE- Propane is not allowed.

WI-FI- Wi-Fi service is free for exhibitors. However, speed may be slow with multiple users and it is recommended that exhibitors relying on a connection, bring an alternate Hot-Spot for best results.

SOUNDS - No sound equipment or sound-making devices that are objectionable and can be heard outside the exhibit area will be permitted. Exceptions will be considered by the Expo Committee on an individual basis.

NO SMOKING – Smoking is only allowed in designated smoking areas.

HAPPY HOUR- All Exhibitors are invited to attend the Saturday Happy Hour from 4-6 pm. Food and two drink tokens will be provided for each exhibitor attending.

FOOD & BEVERAGE- An Exhibitor Hospitality Suite will stock basic non-alcoholic, complimentary beverages and fresh food snacks for exhibitors Fri-Sun. Boxed lunches will be available for purchase in advance. Evergreen Country Club will provide additional food options on a cash basis for exhibitors and attendees to order throughout the event. A full cash bar is available.

OVERNIGHT ACCOMODATIONS- The brand new *Holiday Inn Express & Suites*, 200 W. O'Connor Drive, Elkhorn (I-43 & Hwy 67 South), WI 53121, has an LBA room rate of \$85 a night. Guests may make reservations online, www.hielkhorn.com, until 2/7/20 for 2/21-2/23. Enter the group code, LBA. Or call central reservations, 1-888-HOLIDAY, to reserve a room in the Lakeland Builders Association room block. After 2/7, call the hotel for reservation availability.

REMOVAL OF EXHIBITS/HOUSEKEEPING - Exhibitors are responsible for housekeeping inside their exhibit space and to the centerline of all aisle-ways surrounding their exhibit. For the convenience and safety of Expo attendees, all exhibits must remain set up until the official closing of the Expo. NO exhibit shall be dismantled or removed from the exhibit area, nor any literature or other items used during the Expo put away or removed, prior to the closing of the Expo at 4 p.m. on Sunday. Failure to comply with these regulations will result in a fine of \$100. Exhibits must be completely dismantled and removed, and exhibit space cleaned up by 8:00 PM, Sunday, February 23.

LIABILITY/INSURANCE/FIRE PREVENTION - ALL exhibitors will be required to obtain and furnish LBA with a CERTIFICATE OF INSURANCE for general liability. Neither LBA, the Expo Committee, Evergreen Country Club, nor any officers, staff, directors, or board members of the above shall be responsible for the safety of the property of the exhibitors from theft, strikes, or damage by fire, storms, water, vandalism, or other causes unless caused by their own acts of negligence. All booth decorations must be flame-proof and all hangings must clear the floor. No balloons, air or helium, are allowed. Electrical wiring must conform to the National Electrical Code Safety Rules. Should inspection indicate that any Exhibitor has neglected to comply with these regulations or otherwise incurs a fire hazard, the right is reserved to cancel all or such part of that exhibit as may be irregular. LBA undertakes no responsibility for insuring compliance with safety code.

RESTRICTIONS OF OPERATION OF EXHIBITS - LBA reserves the right to restrict exhibits which, because of noise, method of operation, materials, or for any reason, become objectionable, and to prohibit or evict any exhibit that may detract from the general character of the Expo as a whole. This reservation includes persons, things, conduct, printed material, or anything the Expo Committee determines to be objectionable to the exhibit or the Expo. In the event of such restriction or eviction, the Expo is not liable for any refunds of rentals or other exhibit expense. In the event the Exhibitor fails to fulfill his contract, the Expo shall retain all exhibit fees and deposit money.

CONTRACT CANCELLATION/REFUNDS – Contract cancellations received prior to 2/5/20 will receive a partial refund of monies received less \$250. There will be no refunds for contracts cancelled after 2/5/2020.

IN THE EVENT THE HOME IMPROVEMENT EXPO IS NOT HELD - If the Expo is not held for any reason, the Exhibitor fees shall be returned. Return of the money shall extinguish any liability of the Home Improvement Expo and/or Lakeland Builders Association.

VIOLATIONS - Any Exhibitor found in violation of a rule or regulation will receive a verbal warning from the Expo Committee and will be given one opportunity to correct the violation. Any violation not immediately corrected will result in loss of booth preference for the following year and/or a fine of \$100. Any Exhibitor having an exhibit that extends outside of the designated exhibit space may be assessed an additional penalty equal to the cost of the Exhibitor's booth, which must be paid in full by the opening of the Expo. Violations not corrected may also result in eviction and suspension of right to exhibit in future Expos.

These rules & regulations are part of the contract between the Exhibitor and the LBA Home Improvement Expo and have been formulated for the best interests of all concerned. The Expo Committee respectfully asks for the full cooperation of exhibitors in the observance of the regulations and rules.

The Expo Committee shall make the final decision on all matters of general policy or other matters not otherwise covered in this contract.



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2020 Home

Improvement Expo

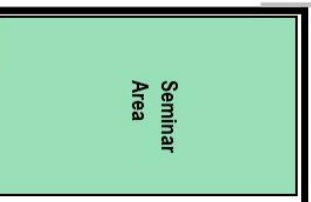
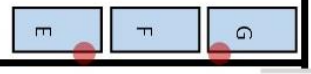
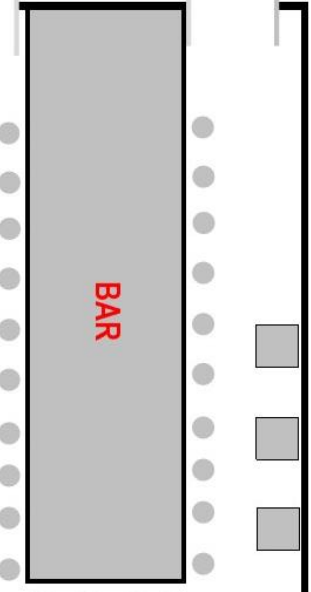
Feb 22 & 23, 2020

Booth=10'x6' (P=Premium)

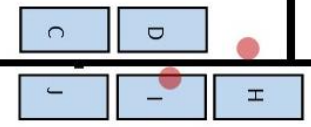
Table=8'x4' ● = Electric

BAR KITCHEN

BAR

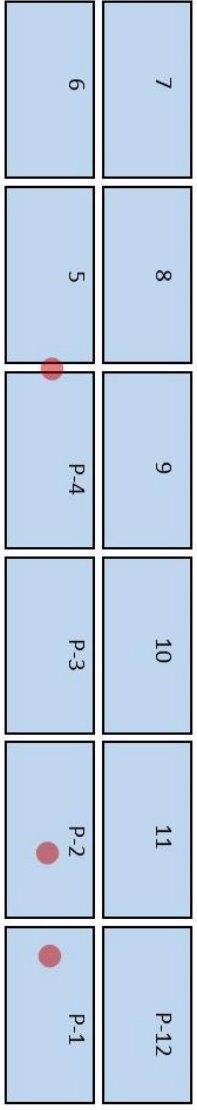
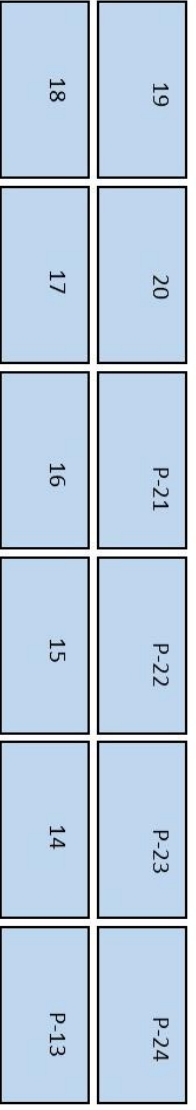
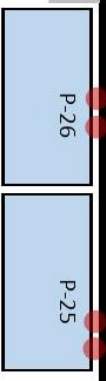


Coat Check



ENTRANCE Load In/Out

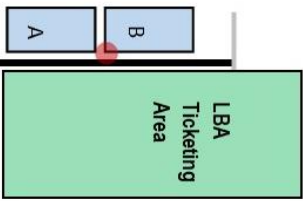
Photo Backdrop Charging Stations



Load In/Out



Food Service



REST ROOMS