



MARCH 1-3, 2019

TD Convention Center, Hall 1
1 Exposition Drive, Greenville, SC

**CUSTOMER
APPLICATION & CONTRACT
FOR EXHIBIT SPACE**

Company Name: _____ Contact Name: _____

Company Name for show program if different than above: _____

Mailing Address: _____ City/State/Zip: _____

Physical Address (if different): _____ City/State/Zip: _____

Email: _____ Phone(W): _____ Phone(M): _____

Website: _____

I would like to be beside or near the following companies: _____

I do not wish to be near the following companies: _____

Product Description for Booth Placement: _____

**Logo Inclusion + Extended Description
on Interactive Digital Show Map:**

\$48.00

Company logo will pop up as mouse scrolls over booth location. Company description will pop up when booth is selected. Customer is responsible for providing logo in acceptable format and for providing copy. Maximum characters: 300.

SPACE RESERVATION (Please complete.)

Booth Type (check one):

☐ In-Line Without Corner ☐ In-Line With Corner ☐ Island (6+) ☐ Peninsula ☐ Perimeter

**Please refer to the Exhibitor Kit for a description of the different types of exhibit booths and the height restrictions for each. If your display or equipment (including signs) exceeds 8' in height in the rear one-half of your booth and/or 4' in height in the front one-half of your booth, you must occupy an island, peninsula or perimeter booth.*

	PRIOR TO 1/18/19	AFTER 1/18/19
Number of 10'x10' Booths Requested:	_____ x \$975.00 per booth = \$_____	_____ x \$1125.00 per booth = \$_____
Number of Corners Requested:	_____ x \$250.00 per corner = \$_____	_____ x \$250.00 per corner = \$_____
Multi-Booth Discount:	5% = \$_____ (2-7 booths) OR 10% = \$_____ (8+ booths)	

Booth: \$_____ Minus Discount: \$_____ Plus Corner(s): \$_____ Plus Add-Ons: \$_____

REQUIRED PAYMENTS: A non-refundable deposit of \$250 per booth is REQUIRED at time of application to reserve space on the floor. Balance must be paid in full on or before 2/1/19. Listing of the Show exhibitors in promotional material of The Show is based on payment in full by 2/1/19.

= Total Due:
\$

LOCATION PREFERENCE (Please complete.)

Exhibitors who participated in Fall 2018 and return their application and deposit by the seniority deadline of 10/15/18 are given first right of refusal on same space location. For booth numbers, please refer to the interactive digital show map at www.SouthernHomeandGardenShow.com.

☐ Seniority (same as Fall 2018) ☐ 1st Choice ☐ 2nd Choice ☐ 3rd Choice

PAYMENT INFORMATION (Please complete.)

Total Due (Space Rental + Add-Ons): \$_____

Enclosed is my check for \$_____ (Make checks payable to HBA of Greenville.)

Bill my credit card now for \$_____ Bill my credit card on ____/____/____ for the remaining balance.

Credit Card Type: ☐ VISA ☐ MC ☐ AMEX ☐ Discover

CC Number: _____ Exp Date: ____/____ Security Code: _____

Name on Card: _____

Billing Address: _____ City/State/Zip: _____

SIGNATURE (Please complete.)

By submitting this application, I am reserving booth space in the Southern Home & Garden Show March 1-3, 2019 at TD Convention Center. I understand exhibit space requests are subject to acceptance of application by show management and if accepted, I agree to abide by all rules and regulations as outlined in this Application and Contract for Space.

Signature: _____ Date: ____/____/____

Southern Home & Garden Show

Rules and Regulations

1. **PRODUCTION:** The Southern Home and Garden Show (The Show) is produced by the Home Builders Association of Greenville, SC, Inc. (Show Management). All Rights Reserved.

2. **AMENDMENTS:** Show Management has full authority to interpret and amend these Rules and Regulations without notice.

3. **SHOW DATES AND DEADLINES:**

a) **SHOW DATES:** Dates of The Show, including access for move in and move out, are established on the Application and Contract for Exhibit Space.

b) **SENIORITY DEADLINE:** A Seniority Deadline is established on the Application and Contract for Exhibit Space. Exhibitors in the immediately preceding Southern Home and Garden Show (for example, Fall if reserving space for Spring) may request the same booth space in the current show or, if available, another booth, before exhibitors that did not exhibit in the most recent show. Exhibitors are not guaranteed a specific area of The Show floor and The Show floor may be changed by Show Management.

c) **DEPOSIT AND PAYMENT DEADLINES:** Deadlines for deposits and payments are established on the Application and Contract for Exhibit Space.

4. **ASSIGNMENT OF SPACE:** After the Seniority Deadline, exhibit space is assigned on a first-come, first-served basis, with members of the Home Builders Association of Greenville having priority for placement over non-members. Show Management will make every effort to accommodate requests from exhibitors who have complied with the Seniority Deadline; however, no exhibitor is guaranteed a specific area of The Show floor.

5. **BALLOONS:** Helium balloons are not allowed. Balloons may be distributed **ONLY** if they are tied to a dowel and are **NOT** inflated with helium.

4. **BOOTH PERSONNEL:** Booths must be staffed by credentialed representatives and must wear Show IDs at all times while on The Show floor.

6. **CHILDREN:** In the event an exhibitor must bring a child to The Show, the child must remain in the exhibitor's booth unless accompanied by an adult.

Children will be required to either wear a show ID or present a complimentary ticket from the exhibitor's allotment, or purchase an admission ticket, to gain access to The Show floor. Children must be accompanied at all times by an adult while on The Show floor.

7. **CLEANING:** Exhibitors should keep their exhibit space clean during show hours. Show Management will clean aisles and public areas only. The Official Show Decorator may vacuum exhibit spaces for an additional fee.

8. **DAMAGE TO THE BUILDING:** Exhibitors may not attach any material to walls, drapes, ceilings, doors, columns, floors, or railings with nails, tacks, screws, carpet tape or any other material except approved brands of double-face cloth tape. All plants, fountains, or other water sources should have waterproof plastic material(s) beneath them. Exhibitors are responsible for leaving The Show floor in its original condition and proper precautions should be taken to prevent damage (either structural or aesthetic) from occurring to floor, wall, and column surfaces. No paint, tape, or tape residue should remain following move-out.

9. **DEFAULTS:**

a) Any exhibit space assigned to an exhibitor for which rent has not been paid in-full by Final Payment Deadline established on the Application and Contract for Exhibit Space may be reclaimed by Show Management and reassigned. Rent paid for such space will be forfeited by the exhibitor without recourse or refund.

b) Exhibit space leased but not occupied at 8 p.m. on the day prior to the opening of The Show may be considered forfeited and subject to use or reassignment by Show Management. All monies paid for such space will be forfeited by the exhibitor without recourse or refund.

10. **DEMONSTRATIONS and AISLE RESTRICTIONS:** Aisles are the property of Show Management. Exhibits must not protrude into aisles. Exhibitors must restrict their activities, including demonstrations and sampling areas and distribution of promotional material, to within the boundaries of their leased exhibit space. Any demonstration or activity that results in obstruction of aisles or prevents ready access to nearby booths is prohibited. Should spectators or samplers interfere with the normal traffic flow or overflow of neighboring exhibits, Show Management may disallow that exhibitor any further demonstrations or sampling and/or request that the exhibitor leave The Show immediately without recourse. No exhibit or demonstration shall be permitted nor anything be distributed if it is considered a source of danger or annoyance. Show Management reserves the right to prohibit, modify, and regulate any display not in keeping with these Rules and Regulations, or objectionable from its point of view.

11. **EVENTUALITIES:** Should the exhibition hall be destroyed by fire, the weather, or any other cause, or if any circumstance makes it impracticable for Show Management to permit the contracted space to be occupied by the exhibitor, the exhibitor waives the right to any claim for damages or compensation except the prorated return of the amount paid for space rental.

12. **FIRE REGULATIONS:** All materials in the exhibit hall must be nonflammable. Cloth decorations must be able to withstand a flame test as prescribed by the Fire Marshall. A copy of the Fire Marshall's regulations is available for download at www.SouthernHomeandGardenShow.com.

13. **FOOD:** Exhibitors may not distribute or sample food or beverage products unless it is their company's principal product and only with pre-approval by Show Management and the TD Convention Center. A food sampling request form is available for download at www.SouthernHomeandGardenShow.com.

14. **HEIGHT RESTRICTIONS:**

a) In-Line Booths: Displays may not exceed 4 feet in height, in the front one-half, and 8

feet in height, in the back one-half, of the booth space.

b) Peninsula Booths: Displays may be as high as eight feet at the back one-half center portion of the booth space (the height limit for in-line booths for the front half of the booth must be honored on all sides that front on an aisle).

c) Perimeter Booths: Displays may be as high as 15 feet along any wall.

d) Island Booths: Displays may be as high as 15 feet. Signage may be suspended from the ceiling above an island exhibit space. All hanging of signs must be done by the Official Show Decorator and the exhibitor is responsible for that expense.

Show Management reserves the right to move any exhibit exceeding these height restrictions. A diagram of booth space height restrictions is available at SouthernHomeandGardenShow.com.

15. **INDEMNIFICATION:** The exhibitor agrees to defend, indemnify and hold harmless the Home Builders Association of Greenville, SC, Inc., and its officers, directors, and employees, and the owner of the TD Convention Center, the City of Greenville, and its management company, SMG, each of them from and against any and all claims whatsoever arising out of acts of the exhibitor, its agents, representatives and employees, and all contractors, erectors, delivery persons, suppliers, and persons furnishing services, delivery, work or materials at the request of the exhibitor.

16. **INSURANCE:** Show Management carries no insurance on exhibitor's property and will not be liable for loss or damage by any cause.

17. **LIABILITY:** Neither Show Management, employees of the Show Management, the owner of the TD Convention Center, the City of Greenville, or its management company, SMG, its representatives, nor other parties involved in the production of The Show will be responsible for any injury, loss, or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever, before, during, or after any period of this contract. The exhibitor releases the foregoing parties from all such claims for loss.

18. **MANAGEMENT CONTROL:** Show Management reserves the right to determine the eligibility of any company or product to exhibit in The Show and prohibit the entrance of and to remove from the premises any person or thing whose presence is detrimental to the interest of The Show. Upon the refusal of an exhibitor to comply with any of these Rules and Regulations, Show Management reserves the right to cancel the exhibitor's Application and Contract for Exhibit Space and remove its exhibit from The Show floor at the exhibitor's expense. Show Management will retain all fees and deposits as damages and reserves the right to prohibit participation in The Show in the future.

19. **MUSIC:** The playing of music (live, recorded, or broadcasted in any manner) is prohibited on The Show floor unless the Exhibitor displays a valid license to play music. Exhibitors who violate this section shall defend, indemnify, and hold Show Management harmless against any and all claims or penalties that may be assessed as a result of Exhibitor's playing of music.

20. **NOISE LEVEL:** Exhibitors are expected to ensure the noise levels from demonstrations or amplified sound systems is kept to a minimum and does not interfere with other exhibitors or visitors to The Show. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

21. **PAYMENT SCHEDULE.** A Deposit of \$250 per 100 square feet of booth space leased is required at time of application. Any remaining balance is due on or before the Final Payment Deadline established on the Application and Contract for Exhibit Space. Exhibitors who do not pay in full for their leased space by the Final Payment Deadline may lose their assigned space and be moved to another area on The Show floor and will not be allowed to move in to The Show until payment in full is received.

22. **PRIZE DRAWINGS:** Show Management facilitates door-prize drawings at the entrance to The Show. Exhibitors may contribute door prizes to Show Management's prize drawings. Exhibitors also may conduct a drawing for prizes at their booths, and award a prize, if one is advertised during the show. Signage must be displayed inside the booth stating the nature of the prize and how it will be awarded. No fee may be charged for entry into a prize drawing.

23. **PUBLIC AREAS:** The aisles, lobbies, entrances, passageways, and overhead spaces shall remain under the control of Show Management. No signs, decorations, banners, or advertising material will be allowed in these areas without the consent of Show Management. Firms or individuals not assigned space are not permitted to advertise or solicit business within The Show or on the premises of the TD Convention Center. Any exhibitor or individual who violates these rules will be asked to leave The Show immediately without recourse.

24. **REFUND POLICY:** Deposits and Payments are non-refundable.

25. **SECURITY:** Show Management will employ security during the course of The Show but assumes no responsibility for loss or damage as result of any cause. Each exhibitor is responsible for safeguarding its property.

26. **SOUTH CAROLINA SALES TAX and RETAIL LICENSE:** Exhibitors selling tangible personal property are required to register with the South Carolina Department of Revenue for the purpose of reporting and paying sales tax at the appropriate rate. The requirements regarding retail licenses, as provided by the South Carolina Department of Revenue, as well as forms and instructions for a Retail License, are available for download at www.SouthernHomeandGardenShow.com.

27. **CITY BUSINESS LICENSE:** Show Management will provide a business license from the City of Greenville that covers all exhibitors for business conducted on The Show floor during the published hours of The Show.

28. **SUB-LEASING OF SPACE:** Exhibitors may not assign or sublet any space assigned to them, and may not advertise or display goods or services other than those sold by the business listed on the Application and Contract for Exhibit Space.