



**2022 Spring Product Showcase**  
**May 20-22, 2022**  
**Kentucky Exposition Center | North Wing**  
*A Home, Garden, and Remodeling Show Event*  
Application for Exhibit Space

Please email completed application to:  
Lauren Manning [lauren@bialouisville.com](mailto:lauren@bialouisville.com)

**1. COMPANY INFORMATION (as it WILL appear on ALL Show Collateral i.e. ID Sign, Print etc).**

Company Name:

Address:

City:

State:

Zip code:

Phone Number:

**2. PRIMARY CONTACT INFORMATION (The main person who will be staffing the show).**

Primary Contact Full Name:

Title:

Primary Contact Email Address:

Primary Contact Phone Number:

Primary Contact Mobile Number:

**3. SHOW CONTACT AND MAILING INFORMATION (If Different from above).**

Show Contact Full Name:

Title:

Show Contact Email:

Show Contact Phone Number:

Show Contact Mobile Number:

Show Contact Address:

City:

State:

Zip Code:

#### 4. EXHIBIT BOOTH SPACE REQUEST AND INFORMATION

The following is included in your booth rental for the 2022 Spring Product Showcase:

Physical Booth Space on Show Floor:

##### INLINE BOOTHS

- Pipe and Drape
- 8-foot-high back drape
- 3-foot -high side dividers
- 1 (one) 7" x 44" Identification Sign

##### ISLAND/BULK BOOTHS

- 1 (one) 7" x 44" Identification Sign

##### ALSO INCLUDES BUT NOT LIMITED TO:

- 1 (one) Multi-Day Parking Pass (additional passes may be purchased from show management for \$20.00 each)
- 3 Exhibitor Passes/Wristbands Per Day Per 10 x 10 Booth (i.e. 10 x 20 will receive 6 etc.)
- Exclusively for those staffing your booth
- Not to exceed 10 exhibitor passes/wristbands per day
- Additional Exhibitor Passes/Wristband will be available for purchase for \$5.00 if lost or if needed for extra staff

##### DIGITAL FLOOR PLAN

- Included – each exhibitor will be provided with a link and will be responsible for updating and adding to their digital information
- Addons are available for each exhibitor at additional costs

#### 5. PRICING

BIA of Greater Louisville Members Receive \$200.00 Discount.

BOOTH SIZE/TYPE	ON-TIME ON or BEFORE 5.10.22	LATE AFTER 5.10.22
<b>INLINE (Feet)</b>		
10 x 10	\$1,300	\$1,600
10 x 20	\$2,300	\$2,600
10 x 30	\$3,300	\$3,600
10 x 40	\$4,300	\$4,600

**Corner**                      Corners add \$250 one corner add \$450 for two corners INLINE Only

<b>ISLANDS/BULK (Feet)</b>		
20 x 20	\$3,500	\$3,800
20 x 30	\$5,100	\$5,400
20 x 40	\$6,200	\$6,500
40 x 40	\$6,700	\$7,000

If you are interested in other booth sizes please email or call Katie or Lauren.

Katie Haller | (502) 429-6102

[katie@bialouisville.com](mailto:katie@bialouisville.com)

Lauren Manning | (502) 614-4146

[lauren@bialouisville.com](mailto:lauren@bialouisville.com)

2022 Spring Product Showcase  
Exhibit Booth Worksheet

Booth Space Size \_\_\_\_\_

Booth Cost \_\_\_\_\_

BIA of Greater Louisville Member Discount (\$200.00) \_\_\_\_\_

Sub Total \_\_\_\_\_

50% deposit \_\_\_\_\_

Number of Corners (INLINE only) Paid in Full

    One Corner Add \$250 \_\_\_\_\_

    Two Corners Add \$450 \_\_\_\_\_

Extra Multi Day Parking Passes (\$20.00 per pass)

    Number of Passes \_\_\_\_\_

    Sub Total for Extra Parking Passes (\$20.00/per pass) \_\_\_\_\_

Deposit Due \_\_\_\_\_

Balance of payment is due on or before April 1, 2022 \_\_\_\_\_

Four Choices of Booth Location Click [HERE FOR FLOORPLAN:](#)

\_\_\_\_\_

Description of Products and/or Services:

Will you have direct sales at your booth?:

Additional Booth Location Requests (i.e., exhibitors you would like to be located near or away from):

Please note: Show Management will notify you once your application has been reviewed and accepted. Final booth location will be made on or before May 1, 2022.

Note: All exhibitor communications are delivered via email. Please be certain your email address listed is correct and notify Show Management of any change. The Exhibitor Kit(s) will be made available at [www.springproductshowcase.com](http://www.springproductshowcase.com) approximately 4 weeks prior to show opening.

If you are interested in the Marketplace (Artisans, Kentucky Local/Handmade Products) area, please contact us directly [lauren@bialouisville.com](mailto:lauren@bialouisville.com) or [katie@bialouisville.com](mailto:katie@bialouisville.com).

This document must be signed to be accepted by Show Management for the 2022 Spring Product Showcase.

I hereby acknowledge that I have received and reviewed and will comply with all terms, regulations, rules, and conditions as set forth in this document and those set by Show Management for the 2022 Spring Product Showcase. I represent that I am authorized to execute this application and contract on behalf of the company identified as the exhibitor, and I acknowledge that I am responsible for my company' and my company's representatives' compliance with the terms hereof.

Printed Name:

Title:

Signature

Date:

Once application has been reviewed and accepted.

Checks for space should be made payable to:  
BIA of Greater Louisville Attn: Spring Product Showcase  
Mail to 1000 North Hurstbourne Pkwy, Louisville, KY 40223

### **Credit Card Payments**

Or complete the credit card information below:

Cardholder Name:

Card Number:

Expiration:

Code (3 digits on back):

Billing Address:

Billing Zip Code:



**May 20 - 22, 2022**

**Kentucky Exposition Center | North Wing**

2022 Spring Product Showcase – Rules, Regulations, Terms and Conditions – Partial Listing. The Exhibitor Kit will be online at least 4 weeks prior to show opening and will be considered a part of your contract.

1. The terms BIA of Greater Louisville, BIA, and Show Management are used interchangeably throughout this document and are one in the same. The term exhibitor refers to all entities and individuals related to the company named in this document.

2. Rules & Regulations: Exhibitor agrees to abide by and adhere to all laws of the Commonwealth of Kentucky, Jefferson County, and all pertinent ordinances thereof. Exhibitor also agrees to abide by all official Show Rules & Regulations set forth by BIA of Greater Louisville and the Kentucky Exposition Center (Including but not limited to the State Fire Marshall Requirements and Policies). Said Rules & Regulations & Exhibitor Kit are hereby made a part of the exhibit space agreement. If found to be in violation exhibitor may be subject to eviction without refund.

3. Booths: All in-line booths have 8' high back drapes and divider drapes between each exhibitor. Booths should not exceed 8' in height (unless approved by show management) – including signage. Exhibits may extend one half of depth of booth (5' from rear to front) at 8' height. Remaining front half of booth depths shall not exceed 48" in height. All "end cap" booths are required to submit a drawing that will be subject to approval for participation. Tables are not included in booth rental. Tables are required to be draped with a cloth material that is fire retardant – no plastic. All booth materials must be fireproof and conform to the appropriate municipal Fire Department requirements. No fireworks, open flames, liquefied petroleum gas or flammable liquids are allowed. All exposed parts of the display partitions must be finished or covered at the exhibitor's expense, so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Any additional equipment or drape is to be at the expense of the exhibitor. The space rented is to be returned to its original condition. Please refer to the Exhibitor Manual for drawings and additional information on booth set-up.

4. Signs & Flags: Overhead signage will not be permitted for in-line or "end-cap" exhibitors. All flags and signage in booths are subject to all booth rules and regulations and cannot be in the front of a booth blocking the line of sight or above the approved height. Flags and signage must not extend outside of the allotted booth space. ONLY bulk booths(islands) are permitted to hang overhead signage from the ceiling at additional charge paid directly to the service contractor.

5. Electricity/Water/Other Services: Electricity/Water/Other Services are not provided in the booth rental cost. Electrical outlets, carpenter work, shelving, forklift rental and decorative features are additional charges through the appropriate service contractor. Charges for special facilities or services shall be payable by the exhibitor directly to the service contractor. Exhibitors are prohibited to bring in their own fork trucks into the facility.

6. Character & Eligibility of Exhibits: 1) Loudspeakers and high-volume sound equipment are prohibited. Audio video equipment must be restricted in volume so as not to disturb other exhibitors. Management reserves the right to enforce these restrictions at its own discretion, including the use of microphones. 2) Exhibitors may distribute literature and demonstrate products or services in booth confines. 3) Exhibitors conducting any type of drawing must first notify Show Management in advance of the Show. Giveaways involving a vehicle are prohibited unless approved by Management. 4) The Management reserves the right to decline or prohibit or remove from exhibit floor at exhibitors' expense, any exhibit or part of exhibit, which is not in keeping with the character of the general exhibits; this also refers to conduct or attire of persons, printed matter, souvenirs, or anything that may be classed as undesirable. Any mechanical devices must be operated in such a way as not to interfere with the exhibits of others. 5) The BIA/Show Management reserves the right to determine the display eligibility of any company, service, person, or product. 6) Dispensing of refreshments of any kind is subject to prior written consent of Show Management. Exhibit facilities have dedicated caterers who have the exclusive right to dispense food and beverages.

7. Exhibit Space/Floor Plan: Exhibit space must be staffed during show hours. The contracted space is to be used solely by the exhibitor whose name appears on the contract & no other portions can be sublet or assigned. No booth space may be assigned, sublet, or shared either partially or in its entirety, without the written consent of Show Management. No exhibitor shall exhibit in their space any other goods, apparatus, service, advertising signs, etc., other than those items or displays that have been approved by Show Management on the signed contract. All promotional and sales activity must be confined to the approved booth space. Space Guarantee: This agreement does not reserve, nor guarantee to the exhibitor any space, a specific area or space priority, right of first refusal or any other manner of participation in any future show. The floor plan is subject to change without notification to the exhibitor. Assignment of exhibitor space is within the sole discretion of Show Management, which reserves the right to alter the location of booths if deemed in the best interests of the overall show. Please note notification of final booth location will be made on or before May 1, 2022. Show management reserves the right to limit the number of exhibitors within a like category.

8. Aisles: Exhibitor's must remain inside allotted rental space. Failure to abide by this rule will result in a minimum fine of \$1,000. Any expenses and liability claims arising out of said space violation are the full responsibility of the exhibitor. Aisle space shall be under the exclusive control of the Building Industry Association of Greater Louisville. The minimum fine will be charged to the credit card on file.

9. Automobiles/Tents/Sand: Helium balloons, automobiles, tents, and sand are NOT ALLOWED. Any vehicle that is a part of a display must be approved by Show Management.

10. Other Shows & Events: It is not permissible to promote any other Show or Event at the Spring Product Showcase unless otherwise approved by show management in writing.

11. Exhibitor Passes and Parking Passes: Each exhibitor will be provided with a limited number of Exhibitor Passes to the Spring Product Showcase at no charge. Each exhibitor will be provided **with 1**

**(one) Multi Day Parking Pass.** Additional Multi-Day Parking Passes may be ordered and purchased by the exhibitor. Parking Passes are limited and once they are sold out additional passes must be purchased through the facility for their current list price.

12. **Materials Subject to License/Restriction and Sales Tax:** The exhibitor agrees to obtain, at its own expense, any licenses or permits from government bodies which may be required for the operation of its trade or business during the show and to pay all taxes that may be levied as a result of the operation of its trade or business in the space. Show management will distribute KY Sales Tax information prior to the opening of the show.

13. **Security:** Although security (overnight and daily) is provided for normal protection, the BIA, Kentucky Exposition Center, and the security contractor does not assume responsibility for lost, stolen or damaged items. Valuables should not be left in the booths unguarded at any time. Exhibitors are encouraged to lock up or remove small valuables in the booth each night and anytime booth is unattended.

14. **Insurance:** Exhibitors shall secure and maintain liability insurance, at its own expense, naming the BIA and the Kentucky Exposition Center as additional insured. Exhibitor will be required to furnish a certificate of insurance to Show Management prior to the first show date. The Insurance Certificate can be emailed to [lauren@bialouisville.com](mailto:lauren@bialouisville.com).

15. **Indemnification:** Exhibitor agrees to indemnify, defend and hold harmless the Building Industry Association of Greater Louisville, Inc. (BIA) and its agents, employees, officers, directors, representatives and affiliates, including the Show Director, against all loss, costs, damages, liabilities, actions, causes of action, demands, claims or injury of any nature whatsoever brought or asserted by any person and in any way connected with, arising out of or claimed to be arising out of, exhibitor's booth or any rental space used by exhibitor. This agreement to indemnify, defend and hold harmless extends to all claims of injury or damage related to your actions or the booth rented by exhibitor, whether direct or indirect, incidental, or consequential, regardless of whether they are the result of the negligence of BIA. This agreement to indemnify, defend and hold harmless also includes, without limitation, (1) all claims, demands and actions arising out of or in any way related to any license, copyright, trademark or patent rights or laws, and (2) all claims, demands and actions related to any theft or claim of theft of any personal property. This indemnification carries over to all COVID-19 risks that may be associated due to your participation in the show.

16. **Facility Contract:** Neither the Building Industry Association of Greater Louisville (BIA), The Kentucky Exposition Center, nor the Show Management will be liable for the fulfillment of this agreement for rental or space if non-performance is due to strikes, acts of God, the authority of the law, or any cause beyond their control. Exhibitors hereby waive all claims for damage or compensation in the premises.

17. **COVID-19 clause:** All parties to the contract expressly acknowledge that the current worldwide Coronavirus Disease (COVID-19) pandemic (the "Pandemic"), with related ongoing and changing national, state, and local governmental executive orders, directives, and policies, is impacting every aspect of our association in unprecedented ways. All parties further acknowledge that the unforeseen and unanticipated consequences of the Pandemic may render performance by show management of certain obligations under this agreement difficult or even impossible to perform. Restrictions on travel, mandatory quarantines, closure of businesses and facilities, social distancing, reduced operational

capacities for businesses and facilities, compliance with CDC guidelines and similar governmental orders, directives and policies will all have unforeseen and unanticipated consequences with respect to show management's performance under the terms and conditions of this agreement, both now and in the future. Therefore, all parties expressly agree that BIA shall not be liable to the exhibitor for any damages resulting from BIA's failure to perform or delay in performing any of the terms and conditions of this agreement if such failure is directly or indirectly due to the Pandemic or the governmental orders, directives and policies related to the Pandemic, or any circumstances set forth above. Should the terms and conditions of this agreement be modified due to the Pandemic, BIA will make every effort to provide exhibitor with opportunities of equal or greater value in 2022. If the BIA and Exhibitor are unable to agree on a replacement value for the year 2022, the exhibitor will be granted a full refund less a \$100.00 administration fee. Please allow up to 8 weeks for refunds. Furthermore, all exhibitors agree to abide by and follow all facility rules, posted instructions and protocols as defined at the time of the show. If exhibitor is found in violation of these rule, protocols, and regulations they will be asked to leave the show immediately leaving their display up until the scheduled move-out time. The exhibitor will not be granted a refund and may be charged a fine.

18. Terms of Booth Payment: A deposit equal to 50% of your booth fee must be submitted to be considered for space. Corner booths must be paid in full at the time of application submittal and be considered part of your deposit. This deposit will be deducted from the total booth space. Applications received after April 1, 2022, require full booth payment with application. After April 1, 2022, all payments must be made by valid credit card (Visa/MC) or certified check. Make checks payable to the Building Industry Association of Greater Louisville. All outstanding booth balances are due no later than April 1, 2022. Show Management reserves the right to re-sell the booth space with no obligation to exhibitor. NSF Checks: If the exhibitor's check is returned by a bank due to insufficient funds, a \$200 administration fee will be charged to the exhibitor.

19. Exhibitor Cancellations: If the Exhibitor cancels for any reason on or before March 1, 2022, exhibitor will forfeit their deposit. If Exhibitor cancels between March 1 - 30, 2022 exhibitor forfeits 75% of total registration fee. If cancellation occurs following April 1, 2022, exhibitor will forfeit entire registration fee. There will be no refunds given for exhibitor cancellations made after May 1, 2022. Please allow up to 8 weeks for refunds.

20. Show Dates/Hours: Hours are subject to change. Friday, May 20th Noon - 7 pm | Saturday, May 21st 10:00 am - 7 pm | Sunday, May 22nd 10:00 am - 4:00 pm

21. Exhibitor Move-In: Begins Wednesday, May 18th hours to be determined.

22. Exhibitor Move-Out: Sunday, May 22nd, 2022, beginning at 4 pm – Monday, May 23rd, 2022, ending at 6 pm.

23. Exhibitor's Manual: The 2022 Exhibitor's Manual, as established in writing for all exhibitors by Management, is part of this agreement. The Exhibitor's Manual will be made available on-line at least 4 weeks prior to show.

24. Amendments: The BIA shall have full power to interpret and amend the rules at any time. Wherever these rules do not cover a situation, the BIA may make rulings it considers to be in the best interest of the Show, and the exhibitor agrees to abide by the rulings.

Show management maybe reached at (502) 429-6000.

12.2021