

# 2021 Louisville, Home, Garden & Remodeling Show

## Application for Indoor Exhibit Space

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

Company Name \_\_\_\_\_

BIA of Greater Louisville Member in good standing?  Yes  No

*Members of the BIA of Greater Louisville receive a \$300.00 discount for the 2021 Show.*

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Primary Contact Full Name \_\_\_\_\_ Title \_\_\_\_\_  
(The main person staffing the show)

Primary Contact Email: \_\_\_\_\_  
(The main person staffing the show)

Primary Contact Primary Phone Number: \_\_\_\_\_  
(The main person staffing the show)

Website \_\_\_\_\_ Instagram \_\_\_\_\_ Facebook \_\_\_\_\_

Other social media: \_\_\_\_\_

Please describe your product(s) and/or services:  
\_\_\_\_\_  
\_\_\_\_\_

Please email a high-resolution logo to [katie@bialouisville.com](mailto:katie@bialouisville.com) as soon as possible so we may start marketing your participation.

### 2. SHOW CONTACT & MAILING INFORMATION (If different from above.)

Show Contact Person's Name \_\_\_\_\_ Title \_\_\_\_\_

Show Contact Person's Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_



## 2021 Home, Garden & Remodeling Show – Rules & Regulations – Partial Listing

The Exhibitor Kit will be online approximately 6 weeks prior to show opening and will be a part of this 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 2021 Booths are in-line booths.** All booths have 8' high back drapes (black) and divider drapes (black) between each exhibitor –the dimensions of which are subject to regulations at time of show. Booths should not exceed 8' in height – including signage. 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.
4. **Signs & Flags: Overhead signage is not be permitted for exhibitors and will be limited to sponsors and show management usage.** 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.
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, 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/Home Show Management reserves the right to determine the display eligibility of any company 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 July 1, 2021.
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 Home, Garden & Remodeling Show 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 Home, Garden & Remodeling Show 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 [Katie@bialouisville.com](mailto:Katie@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 2021. If the BIA and Exhibitor are unable to agree on a replacement value for the year 2021, the exhibitor will be granted a full refund less the \$100.00 non-refundable, non-transferable deposit. 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 of \$100.00 must be submitted with the completed application to be considered for space. This deposit will be deducted from the total booth space. Applications received after June 1, 2021 require full booth payment with application. After June 1, 2021, all payments must be made by valid credit card (Visa/MC), certified check or cash. Make checks payable to the Building Industry Association of Greater Louisville. All outstanding booth balances are due no later than June 1, 2021. 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 \$100 administration fee will be charged to the exhibitor.

**19. Exhibitor Cancellations:** If the Exhibitor cancels for any reason at any time, exhibitors forfeit their \$100.00 non-refundable and nontransferable deposit. Exhibitor cancellations made on or before April 1, 2021 will be refunded in full less the 100.00 non-refundable and nontransferable deposit. Exhibitor cancellations made between April 1, 2021 and June 1, 2021 will be refunded at 50% plus the 100.00 non-refundable and nontransferable deposit. There will be no refunds given for exhibitor cancellations made after June 1, 2021. Please allow up to 8 weeks for refunds.

**20. Show Dates/Hours:** Hours are subject to change. Friday, July 30, 2021, noon – 8 pm, Saturday, July 31, 2021, 10 am – 7 pm, Sunday, August 1, 2021 10 am – 4 pm.

**21. Exhibitor Move-In:** Begins Wednesday July 28, 2021 hours to be determined.

**22. Exhibitor Move-Out:** Sunday, August 1, 2021 4 pm – midnight – **NO move out on Monday, August 2, 2021**

**23. Exhibitor's Manual:** The 2021 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 6 weeks prior to show.

**24. Amendments:** The BIA shall have full power to interpret and amend the rules at anytime. 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.

### 3. EXHIBIT BOOTH SPACE REQUEST AND INFORMATION

The following is included in your booth rental for the 2021 Home, Garden, and Remodeling Show:

Physical Booth on the Show Floor:

- Pipe and Drape
  - 8 foot high back white drape
  - Side dividers between each booth to meet COVID-19 regulations at the time of the show
  - 7" x 44" Identification Sign

Also includes but not limited to:

- 1 Multi-Day Parking Pass (additional passes may be purchased)
- 3 Exhibitor Passes 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 per day (due to current regulations)
- 10 Complimentary One Day Entry Tickets to the Show
- 2 Drive-In Floor Passes to set up booths - for booths over 10 x 10  
(*Drive in passes will be available for an additional 100.00 for 10 x 10 booths*)
- Digital/Online show promotion beginning on or before April 1<sup>st</sup>

Booth space size and pricing (all booths are in-line)

*Please note, BIA Members in good standing will receive a one-time \$300.00 discount on the rates below.*

Check Booth Option(s) You are requesting	Booth Size Inline Only	Early Bird Cost On or before May 5, 2021	On Time Cost On or After May 5, 2021
	10 x 10	\$1,000	\$1,300
	10 x 20	\$2,000	\$2,300
	10 x 30	\$3,000	\$3,300
	10 x 40	\$3,600	\$3,900
	10 x 50	\$4,200	\$4,500
	Corner	Add \$250	Add \$350
	Two Corner(s)	Add \$500	Add \$650

Please note corners are limited.

**Total Booth Cost (Including requested corners)**

\$ \_\_\_\_\_

**BIA Member Discount: \$300.00**

-\$ \_\_\_\_\_

**Total Booth Amount Due:**

\$ \_\_\_\_\_

**\*Non-Refundable / Nontransferable Deposit Amount Due Now \$100.00**

-\$ \_\_\_\_\_

**Balance Amount Due (on or before June 1, 2021):**

\$ \_\_\_\_\_

\*At this time, you are only responsible for paying a \$100.00 Non-Refundable / Nontransferable deposit for the 2021 Home, Garden and Remodeling show. We know circumstances surrounding in person trade shows are still changing. As association leaders of the Building Industry – we are committed to helping promote your brand, services, and company through the 2021 HGRS and that means using digital as well as on-line marketing.

**Click here to view the 2021 Floor Plan** and list your top 5 booth choices below. All booths are in-line no islands.

Booths may be combined in 10' increments only with sides remaining 10' i.e. 10' x 20', 10' x 30' etc. We will make every effort to accommodate one of your choices below.

**This document must be signed to be accepted by BIA.**

I hereby acknowledge that I have received and reviewed and will comply with all terms, regulations and rules as set forth in this document and those set by Show Management for the 2021 Home, Garden and Remodeling Show. 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's compliance with the terms hereof.

Printed Name:

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Title:

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Signature:

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Date:

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**Please email the completed application to Katie Haller: [katie@bialouisville.com](mailto:katie@bialouisville.com)**

**You may also mail the completed application to:**

**Katie Haller  
BIA of Greater Louisville  
1000 N. Hurstbourne Pkwy.  
Louisville, KY 40223**

**Please make all checks payable to BIA of Greater Louisville**

Please use this space for any other information: