

2024 ANNUAL LEARNING EXCHANGE & LBM EXPO

February 7-8, 2024

Hickory Metro Convention Center, Hickory, North Carolina

Each year we strive to bring members a valuable experience with exhibits that feature the latest and greatest in the LBM industry, pertinent educational programming and networking opportunities. The 2024 Expo will be no exception as we will be in a ***new space*** with a ***new floor plan*** and ***new opportunities***!

We are encouraging exhibitors to offer Show Specials that we will gladly help you market to Dealer attendees. We are also offering demo space for service providers in the new Expo Hub. There will be Prime and Standard Booths available on a first come, first served basis. Booth pricing will include the following:

- 10 x 10 Space with pipe and drape
- 6 ft skirted table with 2 chairs
- Waste basket
- Booth identification sign
- Complimentary wireless internet service in the exhibit hall and common areas (password provided on-site)

Electricity is available for a fee, please designate the number of drops you need on your Booth Registration Form. Please note that the **exhibit hall floor is NOT carpeted**, it is concrete. Please plan accordingly. Carolina Tradeshow Decorators has been chosen for our Exhibit Services Company. They will provide information on ordering additional furniture, carpet, freight, etc.

All booth personnel must be pre-registered, whether they are an employee of your company or a manufacturer's representative. There will be a $250 co-exhibiting fee for any non-exhibiting vendors that are not pre-registered to work in an exhibitor's booth. Non-exhibiting vendors who are not working an exhibitor's booth will not be allowed into the show at all.

2024 Annual Learning Exchange & LBM Expo – Exhibitor Registration

Company Name (*exactly as it should appear on all show promos):* _____

Address: _____ **City:** _____ **State:** _____

Contacts	Name	Email	Phone
Booth Set up			
At-Show Contact			
Billing/Accounts Payable			

Main Competitors: _____

Booth Type	Member	Non-Member	Number of Booths	Total
Standard	$1000	$1500		$
Prime	$1200	$1700		$

10% Discount for Multi-Booth Registrations

Electrical Drop ☐ Yes No ☐ $75 each # of Drops_____

Demo Space ☐ Yes No ☐ (Service Providing Members Only)

BMSA Members ONLY!
Secure your Summer Conference Booth or Tabletop NOW to receive the **Lowest Early Bird Rates**
July 25 – 28, 2024 in Chattanooga, TN

_____ $650 Booth **_____ $550 Tabletop**

Balance Due:

Booth Subtotal	**$**
Electrical Drop Subtotal	**$**
2024 Summer Conference Early Bird Subtotal	**$**
Balance Due	**$**

Once Registration Form is received, BMSA will send an invoice that can be paid online via ACH or Credit Card or you can print the invoice and mail in a check.
Please see Rules & Regulations for Payment Terms and Cancellation Policy

Preferred Booth Numbers

_____ **1st** _____ **2nd** _____ **3rd**

I understand this application becomes a binding contract when accepted by BMSA. I understand that no final booth assignment will be made without the above payment in full. I agree to abide by the Rules & Regulations attached to this contract and published in the Exhibitor Kit. I also agree not to sublet my space or share it with non-exhibiting suppliers.

_____ Signature

_____ Date

RULES AND REGULATIONS

SPONSORSHIP AND MANAGEMENT

At BMSA's 2024 Learning Exchange & LBM Expo, exhibit space is under the control of the Building Material Suppliers Association, Inc. Each exhibitor is required to sign the application and contract for booth space. By doing so, he subscribes to this *Rules and Regulations* as a part of that application and contract.

WHAT MAY BE EXHIBITED

The Learning Exchange & LBM Expo is designed for the education and benefit of the LBM industry attendees, and all exhibits must lend themselves to the purpose of the show. BMSA reserves the right to decline exhibit space to any applicant that does not meet the purposes and design of the Expo.

PAYMENT, CANCELLATION, WITHDRAWAL OR DEFAULT

Payment in full is due by December 1st. Booth space not paid IN FULL by December 15th my be given to another exhibitor.
An exhibitor may cancel or withdraw his application for exhibit space subject to the following conditions and restrictions:

- The exhibitor shall give BMSA notice in writing to cancel or withdraw the application.
- In the event said notice is received before November 15th, a full refund will be given.
- If notice is received between November 15th and 30th, the exhibitor shall receive a refund of 50%.
- No refund will be issued after November 30th for booth space cancellation.

Any exhibitor failing to occupy the space assigned by 11:00 am on February 7, 2024, if he has not canceled his application, is obligated to pay the full cost of said space. In any of these events, BMSA shall have the right to use the space.

BUILDING OCCUPANCY

In case the premises of the Hickory Metro Convention Center shall be destroyed or damaged, or if BMSA's annual show fails to take place as scheduled, or is interrupted and/or discontinued, or access to the premises is prevented, or by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by government agency, or for any other reason, this contract may be terminated by BMSA. In the event of such termination, the exhibitor waives any and all damages and claims for damages and agrees that the full liability of BMSA shall be to refund to each exhibitor the space payment less his pro-rata share of all costs and expenses incurred and committed by the Association.

EXHIBIT HOURS

Each exhibitor is required to keep at least one attendant in his booth during all hours which the exhibits are to be open, subject to the removal of his exhibit from the space at his expense. The official opening will be at Noon Wednesday, February 7, 2024. The official hours of the open space will be Noon – 5 pm, Wednesday, February 7, 2024, and 9 am – Noon, Thursday, February 8, 2024.

INSTALLATION

The exhibit space will be available for installation of exhibits from 9 am - 5 pm Tuesday, February 6, 2024, and 8 am – 11 am, Wednesday, February 7, 2024.

DISMANTLING

Dismantling may start at Noon on Thursday, February 8, 2024, and continue until 4 pm. Dismantling early is strictly prohibited. The penalty, should violation occur, is $250.00 and may include loss of 2025 booth rental privileges.

ARRANGEMENTS OF EXHIBITS

All exhibitors shall arrange their displays so they utilize only the booth area for which they contracted and in such manner as to recognize the rights of other exhibitors, and to conform to the overall pattern developed for the exhibit area.

SERVICE ORGANIZATIONS

Where union or other personnel are required by the Hickory Metro Convention Center or by contractor involved, the exhibitor shall have the responsibility to comply with such requirements. In no event shall BMSA be responsible for the conduct of contractors or their employees or of exhibitors and BMSA assumes no responsibility for failure to perform by contractors or contractors' charges or for any matter relating to contractors or the convention center.

SAFETY, FIRE AND HEALTH

The exhibitor must comply with safety, fire and health ordinances regarding installation and operation of exhibit materials. All display exhibit materials and equipment must be reasonably located and protected by safety guards and fire proofing to prevent fire hazards and accidents. Materials used for displays must be flame retardant. Emergency and fire-fighting equipment must not be blocked.

CARE OF BUILDING

No exhibitor may allow an article to be brought into, nor permit any act to be done in the Hickory Metro Convention Center which will increase the premiums or void policies of insurance held by BMSA. No exhibitor may permit any act by its employees by which the premises may be marred or defaced, nor any other act which constitutes improper conduct. Exhibitors must surrender the space occupied by them in the same condition as at the commencement of the operation. Any damage done to the premises by the exhibitor shall be made good to BMSA or to the Hickory Metro Convention Center, as their interest may appear.

INSURANCE

BMSA will not be liable for damage or loss to exhibitors' property through theft, fire, accidents, or any other cause. Each exhibitor should insure his own exhibit and display materials. BMSA will not assume liability for any injury that may occur to visitors to the exhibitor's space or the exhibitors or their agents or employees.

EXPO REGISTRATION

The convention is not open to the general public. Admission to any of the expo functions and activities, including but not limited to the exhibit area, is limited to those individuals who have properly registered and who are identified with a name badge as industry related.

LIABILITY

In the event that BMSA shall be held liable for any event which might result from a particular exhibitor's action or failure to act in any manner whatsoever, such exhibitor shall reimburse BMSA and hold it harmless from liability resulting there from.

GENERAL

All matters or questions not covered by this document are subject to the decision of BMSA.