



2019 FESTIVAL PARADE OF HOMES

Welcome Home Ladies

VENDOR APPLICATION

The Home Builders Association of NWI would like to invite you to be a part of the biggest event in 2019! The Festival Parade of Homes is a 10-Day Event, that features themed days, from October 10th – October 20th. 5 Builder Homes are showcased, and tours of the homes will be part of this exciting event!

The Home Builders Association of NWI is celebrating women in the region! Join us at the Festival Parade of Homes, as we host "Welcome Home Ladies," a fun, stress-free day of Wine, Appetizers, Entertainment, Home Tours, Drawings, and a variety of vendors including: Retail, Spa Treatment, Massage, Hair, Nail, Health, Wellness, and much, much more!

Vendor space is available and FREE! We ask that you place a \$250 deposit, which you will get back after obligations have been satisfied. You have the option to donate all or some of the deposit to the charity sponsor of the day: St. Jude House of Crown Point, a non-profit organization, serves as a safe shelter for victims of domestic violence and sexual assault and their dependent children.

Vendor space is limited, so register today!

Welcome Home Ladies

Wednesday, October 16th 2019

12:00 pm to 8:00 pm

LOCATION: Doubletree Lake Estates: 10222 Randolph St, Crown Point, IN 46307

Event Day Vendor Set-Up Time: 9am – 11:30am

EXHIBITOR BOOTH SPACE

- Regular booths are 8'x10' and mini-booths 5'x8' / One 8ft table for 8'x10' booth, and one 6ft table for 5'x8' booth, with 2 chairs are provided. If you should need to make other arrangements, please let us know.
- The booth spaces are reserved on a first come, first-served basis with a paid application (HBA Members will get priority).
- The deadline to reserve space for this event (with deposit) is September 20th, 2019.
- Deposits will be forfeited if you cancel after October 1st and/or you do not show up for the event. (The deposit will then be automatically donated to St. Jude House)
- If you have a Mobile Booth, please let the HBA know right away, so arrangements can be made to allocate an area for you, or decline based on size and availability of space.
- You are obligated to help promote and market the Festival Parade of Homes by posting marketing materials in your workspace, and by "Sharing" info on Social Media

Home Builders Association of Northwest Indiana
800 East 86th Ave., Ste. A, Merrillville, IN | email hbanwioffice@hbanwi.com

**Festival Parade of Homes | Welcome Home Ladies
 Exhibitor Booth Registration Form**

OFFICE USE: Memb. Exp _____ Agreement <input type="checkbox"/> Paid in full <input type="checkbox"/> Date Rec _____ COI <input type="checkbox"/> Booth _____

Member of HBA of NWI? Yes No

Product or service promoted at the booth _____

Company _____ Contact _____

Billing address _____

City _____ State _____ Zip _____

Office Phone _____ Cell Phone _____

Email Address _____

Social Media Pages Include: _____

Please reserve the following booth space(s) for my company's use during the 2019 Festival Parade of Homes in DoubleTree Lake Estates. I have read and understand the Rules Governing Festival Parade of Homes 2019 Exhibition Space (attached). I understand that the exhibition spaces are reserved on a first come, first-served basis with a paid application (members first, then non-members), and the HBA of NWI has the right to put my booth in a different location if my first two choices are not available. I will provide a certificate of insurance proving \$1,000,000 in liability coverage.

Signature: _____ Date _____

LIMITED BOOTH SPACE AVAILABLE FOR THIS ONE DAY EVENT:
14 – 8’X10’ Booths & 12 – 5’X10 Booths available only (first come first serve)
 A map of booth assignment will be sent two weeks before the event day.

Please mark booth size needed below
 Please mark how much of your deposit you would like to donate to St. Jude House

Vendor Booths	Quantity	Cost
<input type="checkbox"/> Vendor Booth – Regular (8’x10’ Booth)		
<input type="checkbox"/> Vendor Booth - Mini-Booth (5’x8’ Booth)		
\$250 Deposit with reservation of booth		
Check how much to donate from \$250 deposit:		
<input type="checkbox"/> Donate 100% of Deposit		
<input type="checkbox"/> Donate 50% of Deposit		
<input type="checkbox"/> I would not like to donate at this time		
Each electrical outlet: \$25 (No returns for electrical)		
TOTAL		

You can also donate \$25 with coupon, or marketing insert, for Swag Bag to be distributed

- All vendors get to donate items for the Swag Bag for free
- We also ask that you bring one door prize for drawings
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Check enclosed payable to the HBA of NWI, 800 E. 86th Ave., Ste. A, Merrillville, IN 46410
 I will call 219-464-2944 with my credit card information or register online at www.hbanwi.com

Rules Governing Festival Parade of Homes 2019 Exhibition Space

1. Payment for space: If contract is not paid in full as agreed, monies heretofore paid shall be retained by the Home Builders Association of Northwest Indiana (HBA OF NWI). All payments made to the 2019 Festival Parade of Homes are non-refundable after October 1, 2019.
2. Character of exhibits: The HBA OF NWI reserves the right to decline any exhibits or proposed exhibits which, in the opinion of the HBA OF NWI, are not suitable for the exhibition. This reservation concerns persons, things, conduct, printed matter, souvenirs, catalogues, and all other things which affect the character of the exhibition.
3. The HBA OF NWI reserves the right to move exhibitors to alternative locations at any point during the Festival Parade of Homes show.
4. All vendors must be present, and all displays, and materials will be ready for presentation to the public by no later than one half-hour before the show opens on the event day.
5. Exhibitors shall not sublease or otherwise share booth space with others without written consent of HBA OF NWI. The HBA OF NWI shall not be held responsible for the profits or losses of said exhibitor(s).
6. Claims and liabilities: Exhibitor agrees to indemnify and hold the HBA OF NWI harmless by reason of any claim or liabilities imposed by law on account of property damage or bodily injuries, including death resulting from sustained, or alleged to be sustained by any person or persons, whether they be members of the public visiting the show, employees of the HBA OF NWI, or other exhibitors, occurring at or connected with the preparation or presentation of the show, resulting from the sale or contributory negligence of exhibitor, its agents, employees, or persons performing services for it, or resulting from any equipment. NOTE: Insurance is a condition of participating as an exhibitor in the Festival Parade of Homes. You are required to provide a certificate of insurance (copy provided to the HBA OF NWI 15 days prior to the commencement of the show) which will show \$1,000,000 of liability insurance is carried by your firm. Also, the HBA OF NWI shall be named as the certificate holder. Any property placed on premises of the 2019 Festival Parade of Homes will be the responsibility of the exhibitor with the Home Builders Association of Northwest Indiana assuming no liability or responsibility for its loss or damage.
7. Exhibitors shall build and decorate booths as desired; however, you must design your exhibit so as not to block out the booths next to you. The HBA OF NWI reserves the right to have changed or removed any installation deemed detrimental to the best interest of the show or the HBA OF NWI at any time. No combustible oils or gasses can be used as a part of the exhibit. No open flames will be permitted. All deliveries for exhibits must be made ONE hour prior to the opening of each morning's show or ONE hour after the show closes.
8. Exhibitors may distribute literature regarding their products from inside their booth only and may not any display any exterior signage on Parade grounds, including outside the homes.
9. Removal of exhibits: No equipment, goods or other display items may be removed from the booths until the close of the show without written consent of the HBA OF NWI. All display items and equipment must be removed during the designated tear-down time. If such is not done, the HBA OF NWI may remove, or cause to be removed, items belonging to exhibitor that may be remaining, and the cost of such moving and/or storage shall be paid by the exhibitor. The HBA OF NWI shall not be responsible for loss or damage to exhibitor's property.

10. Your exhibit time is set for Wednesday, October 16, 2019 from 12pm – 8pm. The HBA OF NWI may, at its discretion, change show hours, and exhibitors agree to abide by such without recourse to the HBA OF NWI.

11. Exhibitor agrees that he/she and his/her employees and/or other representatives will not perform any act, physical or otherwise, that might damage or be detrimental in any way to the 2019 Festival Parade of Homes or the HBA OF NWI.

12. Alcohol is strictly prohibited inside/outside vendor tent or on the grounds of DoubleTree Lake Estates Festival Parade of Homes. Any exhibitors who choose to ignore this rule will forfeit their privilege to exhibit.

13. In the event Parade officials find it necessary to change dates, hours, or cancel all or any part of the show due to acts of God or other causes beyond its control, the HBA OF NWI shall not be held liable by exhibitors for any loss or damage resulting from such cancellation or change.

14. The exhibitor will always be responsible for proper maintenance and appearance of their booth during the Festival Parade of Homes. The exhibitor is highly encouraged but is always not required to staff the booth; however, the exhibitor understands that the appearance of an abandoned booth will be removed from the Parade without refund of the entry fee. An abandoned booth is defined as any booth that is in disarray or has no materials for the public and is unmanned for an extended period.

15. Exhibitor agrees to limit the number of booth staff to two at a time (unless preapproved by the Parade committee), and staff must check in at the admission gate when coming and going. Booth staff will have free access to the Parade, but friends and family members of staff must pay the admission fee.

16. Exhibitor agrees to abide by these rules and to accept these terms, and in the event of any controversy, to accept the decision of the HBA OF NWI and abide by such a decision, all without any recourse. The exhibitor's signature shall denote acceptance of the foregoing rules and/or terms.

Exhibitor Company Name

Exhibitor Contact – Print Name

Exhibitor Signature

Date