



2012 Home Show Application & Contract for Exhibitor Space

This application for exhibitor space at the **Willmar Civic Center** on **March 31 - April 1, 2012** for the WCBA Home Show will become a contract between the West Central Builders Assoc. (hereinafter called "WCBA") and the undersigned representative below (hereinafter called "Exhibitor") upon acceptance by WCBA and is based upon the terms set forth below and on the enclosed **"Rules & Regulations"** which must be strictly adhered to by the exhibitor, their employees and representatives.

Date _____ Business Name: _____

Type of Business: _____

List of products/service to be exhibited: _____

Contact person: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Builder/Remodeler License Number: _____

Special Request :(Note: The WCBA Home Show Committee has final approval on all booth spaces):

Booth requests: 1st choice _____ 2nd choice _____ 3rd choice _____

Total Booth Cost \$ _____ Booths (Booth prices listed on map)

Total Equipment Rentals \$ _____ (Enter total from Equipment Rental Form)

Non-Member Add \$310 \$ _____

Total Amount Enclosed: \$ _____

*** No refunds after February 15, 2012**

Full payment is required with this application & is **due by February 15, 2012.**

Make checks payable to: WCBA Home Show
P.O. Box 447
New London, MN 56273

Signature: _____ Print Name _____

The Board of Directors reserves the right to reject any application that does not relate to the building trades.
All decisions of the WCBA Board of Directors will be final.

For Office Use Only:			
Date Received: _____	Check # _____	\$ _____	Booth Assigned _____





WCBA 2012 HOME SHOW

March 31-April 1, 2012

WILLMAR CIVIC CENTER

Home Show Dates & Times

Friday, March 30 (set up) 8:00 a.m. -- 5:00 p.m.
Saturday, March 31 (show) 9:00 a.m. -- 4:00 p.m.
Sunday, April 1 (show) 11:00 a.m. -- 4:00 p.m.

Sunday, April 1 (tear down) 4:00 p.m. -- 6:00 p.m.
Monday, April 2 (tear down) 8:00 a.m. -- Noon

An Exhibitor Reception will be held at the Willmar Civic Center after the show closes on Saturday evening (4:30 - 6:30 pm). More information will be enclosed in the Booth Confirmation mailing.

Please find enclosed the following forms:

- **2012 Home Show Application & Contract for Exhibitor Space**
- **Floor Layout**
- **Equipment Rental Form**
- **Rules & Regulations**

Please complete and mail with full payment by **February 15, 2012** to:

**WCBA Home Show
P.O. Box 447
New London, MN 56273**

Applications will be accepted in the following order:

- 1st - WCBA members that were 2011 Home Show participants.
(Members must be current with association dues.)
- 2nd - Current WCBA members or 2011 Home Show participants that have applied for a WCBA membership.
- 3rd - All others on first come, first serve basis.

All entries are due by **February 15, 2012**

The postmark on the envelope will be used as the date of application.



**WCBA 2012
HOME SHOW**
March 31-April 1, 2012
WILLMAR CIVIC CENTER

RULES & REGULATIONS

Upon signing the **2012 Home Show Application & Contract for Exhibitor Space**, exhibitor agrees to the following:

1. **Your registration fee includes pipe and drapes, and folding chairs.**
Drape colors will be **Blue & White**. Booths are 8' deep & 10' wide.
2. **Tables are not included with registration fee.** Tables and all rental items must be ordered at time of registration on the Equipment Rental Form.
3. **Carpet** is available as an equipment rental but is not mandatory. Any carpet installed shall not extend beyond the booth boundaries and be secured to the floor.
4. **Booths must be staffed during show hours.**
5. **No part of your exhibit or product may block the view of the exhibit next to you and must not extend beyond the 8' x 10' booth area.** Exhibitor must finish/paint any portion of the exhibit exposed to an adjacent booth or to the public. Each exhibitor must conduct their booth so as to not interfere with adjacent booths (including noise level). Displays that are out of regulations must be re-worked or removed at the exhibitor's expense.
6. Signs are only allowed within your designated display area. Only professional looking signs are allowed.
7. **NO LP GAS CYLINDERS** or flammable products are allowed inside the Civic Center. Use of solid fuel burning appliances shall not be allowed. This means no corn burners, etc.
8. No merchandising or distribution of food or beverages will be allowed without prior permission from the Home Show Committee and Civic Center personnel.
9. If you ordered electricity, please bring your own extension cord, as none will be available at the Home Show. Any other special electrical needs such as 220-240 volt range hookups must be done by an electrician at the exhibitor's expense. All electrical equipment must be turned off at the end of each day.
10. No soliciting or setting literature outside of your designated booth area. All exhibits are for display purposes only. No high pressure sales tactics. WCBA must approve any items to be sold at the show.
11. Any exhibitor causing damage will be responsible for any costs incurred (i.e. spills, punctures, tears, etc.)
12. Each exhibitor is responsible for their own rubbish and should dispose of it properly. This includes any materials left over after the Home Show closes on Sunday.
13. **All exhibitors, employees & representatives are to park at the back of the lot to leave the main parking for the public attending the Home Show.**
14. Subletting of booth space is prohibited.
15. Pets and animals are not allowed within the Home Show booths.
16. **No refunds** after the registration due date of February 15, 2012.
17. West Central Builders Association is not responsible for lost or stolen articles.
18. The Kandiyohi County Sheriffs Reserve will provide security Friday and Saturday during the overnight hours (no security Sunday night).
19. To fully indemnify and hold harmless the West Central Builders Association sponsoring this show, Willmar Civic Center, and the City of Willmar, its officers, agents and employees from any actions, suits, claims, payments and expenses including, without limiting the foregoing, the expense of defense of any suits or claims which may be brought or made against the said sponsors, jointly or separately for which they or any of them may pay, sustain, or incur by reason of the use of the exhibit space at the Willmar Civic Center premises, or arising out of or in any way connected to the use of the aforesaid premises and facilities located hereon.

Violations: Exhibitor shall be bound by the rules and regulations set forth herein, and by such additional rules and regulations which may be established by WCBA. All matters and questions not covered by the above will be subject to final judgment and decision by WCBA. Any violations by Exhibitor of any terms of conditions herein shall be subject to the cancellation of the contract to occupy exhibitor space, and forfeiture of any monies paid on account thereof upon due notice of such cancellation. WCBA shall have the right to take possession of Exhibitor's space, remove all persons and properties of Exhibitor, and hold Exhibitor responsible for risks and expenses incurred in such an event.

In addition to the above, all exhibitors must adhere to all rules and regulations of the Willmar Civic Center.

ANY QUESTIONS?

Please contact:

Nancy Lohn, WCBA Office 320-354-7373



WCBA 2012 HOME SHOW

March 31-April 1, 2012

WILLMAR CIVIC CENTER

Equipment Rental Form

This form must be submitted by **February 15, 2012**. After this date, rental equipment may not be available.

<u>EQUIPMENT</u>	<u>PRICE</u>		<u>AMOUNT</u>	<u>TOTAL</u>
ELECTRICITY:				
20 Amp Service	\$15	X	_____	= _____
*220-240 Volt Service (Panel)	\$75	X	_____	= _____
(*Must be done by electrician at Exhibitor's Expense)				
SKIRTED TABLES: (Booth fee does NOT include skirted table)				
Standard Height (30"H)				
6 Foot	\$25	X	_____	= _____
8 Foot	\$30	X	_____	= _____
Counter Height (42"H)				
6 Foot	\$33	X	_____	= _____
8 Foot	\$35	X	_____	= _____
CARPETING:				
10' X 8'	\$55	X	_____	= _____
20' X 8'	\$100	X	_____	= _____
30' X 8'	\$150	X	_____	= _____
FURNISHINGS:				
Padded Chair	\$20	X	_____	= _____
Padded Stool	\$25	X	_____	= _____
Total Equipment Rentals				= _____

Enter amount of **Total Equipment Rentals** on the enclosed **2012 Home Show Application & Contract Form** and submit full payment at time of registration.

Company Name: _____

Contact Person: _____ Phone: _____

