



WINNEGAMIE HOME BUILDERS ASSOCIATION

**Everything Spring Expo**

**Show Dates & Times:**

**Sat., March 9, 2024 - 9am to 5pm**

**Sun., March 10, 2024 - 9am to 3pm**

**Location- Sunnyview Expo Center - Oshkosh**

PLEASE PRINT \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Person in Charge of Event: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**\*\*\*We do not honor vendor exclusivity\*\*\***

ITEM	SIZE	WHBA MEMBER FEE	NON-MEMBER FEE	TOTAL DUE
Standard Booth with Electric	10 x 10	\$700	\$900	
Double Booth	10 x 20	\$1200	\$1600	
Table	8' skirted	\$60	\$70	
Chairs	2 per booth	\$10	\$20	
Carpet(s)		\$95 per booth	\$105 per booth	
<b>Need overhead doors for large display</b>				<b>YES NO</b>

**Total Due \$ \_\_\_\_\_**

Please reserve the following exhibit space as checked below for our use in the WHBA HOME SHOW. In making application, we agree to exhibit under and comply with all terms and conditions as stated on the attached Rules & Regulations and Policies, which terms and conditions is by reference a part of this contract. *Booths are assigned on a first come, first reserved basis and as necessary for the overall benefit of the show and all participants. WHBA reserves the right to move exhibitors. Please note to receive membership pricing you must be in good standings with WHBA, and membership dues paid in full through March.*

Please make check payable to Winnegamie Home Builders Association - 4041 State Rd 91, Suite A—Oshkosh, WI 54904

Phone: 920-235-2962 fax: 920-235-1461 or email: [jodi@whba.net](mailto:jodi@whba.net)

**PAYMENT: A full payment of the total amount must accompany this contract to bind your booth reservation.**

Certificate of insurance can be mailed, faxed, or emailed-jodi@whba.net

Check enclosed, make all checks payable to: WHBA - 4041 State Road 91, Suite A - Oshkosh, WI 54904

Credit Card payment -  MasterCard  VISA

Name on Card: \_\_\_\_\_ Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ V-Code: \_\_\_\_\_ Billing Address with zip code: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature of person authorizing reservation agrees to comply with provisions of this contract and the enclosed Rules & Regulations of Show.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**INSURANCE REQUIREMENTS:** Proof of liability insurance must be submitted for an amount of not less than \$500,000.00. Your insurance carrier provides the proof by furnishing a certificate of insurance. This certificate should be forwarded to: **WHBA - 4041 State Road 91, Suite A - Oshkosh, WI 54904 Fax: 920.235.1461**

**ELECTRICAL SERVICE:** Multiple plugs & extension cords are the responsibility of the exhibitor. **220-volt outlets and other Exhibitor special electrical requirements to be billed at cost. Please note NOT ALL booths have electrical.**

Following information to be used for booth placement and in-Home Show printed materials regarding your display:

**PRODUCTS:** \_\_\_\_\_ **SHOW SPECIALS:** \_\_\_\_\_

**PUBLIC DEMOS/WORKSHOPS:** Check or contact the Home Show committee if you would be willing to present an informational workshop or demo as we will have one staging area set up. The Home Show Committee schedules and approves non-advertorial workshops and demonstrations based upon public interest and popular topics. Email [jodi@whba.net](mailto:jodi@whba.net)

**CANCELLATION** No refunds will be granted to exhibitors on cancellation of contract. WHBA reserves the right to cancel the WHBA show. If show is canceled all money will be refunded. We also reserve the right to reject any application based upon space availability, the nature of the product or service to be exhibited, and the number of other exhibitors with similar products or services and other factors related to the best interest of the show.

**\*\*PLEASE MAKE ALL PERSONS STAFFING YOUR BOOTH AWARE OF ALL EXPO & REGULATIONS\*\***

**••FIRMS AND/OR ORGANIZATIONS NOT ASSIGNED SPACE IN THE SHOW WILL NOT BE PERMITTED TO SOLICIT BUSINESS WITHIN THE EXHIBIT OR CONVENTION AREA. THIS WILL BE STRICTLY ENFORCED.**

**\*TO BE ELIGIBLE FOR MEMBER PRICING, MEMBER DUES MUST BE CURRENT DURING EVENT, AND ANY OUTSTANDING BILLS MUST BE PAID IN FULL.**

**If you are not a member of WHBA and would like to take advantage of the savings, please call, or email the WHBA Office 920-235-2962 or [jodi@whba.net](mailto:jodi@whba.net)**

**\*\*\*WHBA WILL NOT HOLD ANY BOOTH(S) WITHOUT PAYMENT & CONTRACT!!!!**

# PLEASE KEEP THE FOLLOWING FOR YOUR RECORDS

**\*\*PLEASE MAKE ALL PERSONS STAFFING YOUR BOOTH AWARE OF ALL EXPO RULES & REGULATIONS\*\***

## 2024 Rules & Regulations for the WHBA Spring Expo

At the Sunnyview Expo Center

500 E County Road Y

Oshkosh, WI

### Show Dates & Times:

**Sat., March 9, 2024- 9am to 5pm**

**Sun., March 10, 2024- 9am to 3pm**

### Booth Set-Up Schedule:

Thur., March 7 – 1pm – 5pm – Large booths only

Fri., March 8 – 8:00 am to 5pm

### **NO DUCT TAPE or CARPET TAPE ALLOWED**

on Expo floor, walls, or posts. Use blue or green painter's tape to eliminate tape residue. **If tape residue is left on floor – there will be a \$500 charge for removal.**

*Exhibitors - Please contact WHBA regarding any special set-up or takedown needs or timing.*

**Booth Take-Down Schedule:** Sun., March 10 – 3pm to 7pm (**NOT BEFORE 3PM**)

Mon., March 11– 8am to Noon – Thank you for cleaning up your space!

**(There will be a \$1500 charge for booths not broken down/removed by Noon!)**

**Exhibitors must remove all their displays and equipment by noon, Monday, March 20, 2023. Anything remaining will be removed at the owner's expense of \$1500.** Exhibitors should make prior arrangements for special set-up and takedown requirements. Space occupied by the exhibitor must be returned in the same condition it was received at the beginning of show. This includes removal of tape residue or other material used to secure items to the floor and/or walls. ALL trash should be put in trashcans and all cardboard needs to be placed in dumpster. You will be charged for unnecessary clean up of booth space at a cost of what the Home Show Committee determines fair.

**Booth Set-Up:** No hooks, tacks, nails, or screws are to be driven into any walls or woodwork. Exhibitors may not post signs, advertisements, or posters anywhere except in the confines of their booth.

Tables, staging and chairs may not be taped, nailed, stapled, tacked, or glued to affix draping, signs or for any other reason due to rental of these items. *Damages will be billed accordingly.*

No motor vehicles are to be driven into the exhibition area unless the Home Show Chairperson or representative gives permission. All displays, and display materials must be brought through specified entrances. Water closets/restrooms are not to be used for dumping refuse. Any landscaping must have plastic down first!

**Booth Space:** This contract provides for use of an exhibit space as indicated on attached contract together with security service and general clean-up. **Each booth includes two 3-ft or 8-ft side and one 8-ft backdrop curtain.** All dimensions and locations are shown on the official floor plan. These approximate dimensions 8 x 10 are accurate to the best of our knowledge. The Home Show Committee reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit program.

In the event of a fire, strike, or other circumstances beyond the control of the Home Show Committee causes the show to be canceled, the exhibitor shall pay for rental of the exhibitor's space up to the time of cancellation. The exhibitor hereby waives any claim for damages or compensation should this contract be canceled. Additional furnishings, draperies, accessories, signs, etc. are the sole responsibility of the exhibitor. NO person, firm or organization not assigned space in the show will be permitted to solicit business, display, or demonstrate any products, processes, or services, solicit orders, distribute business cards or advertising materials within the show or

convention area. This also pertains to persons staffing the booth during show hours. Any violations must be immediately reported to show officials.

No exhibitor shall sublet, assign, or share any part of the space allocated to the exhibitor without the written consent of the Home Show Committee. Solicitations or demonstrations by exhibitors must be confined within the bounds of the exhibitor's own booth. After the opening of the show, each exhibitor must clean the exhibitor's own booth before opening hours each day and is responsible for the removal of all rubbish from the booth. Rubbish and trash may not be left in the aisle.

Exhibits shall be constructed and arranged so that they do not obstruct the general view, nor hide the exhibits of others. Exhibitors desiring the use other than standard booth equipment, signs or other material conflicting in any way with the above regulations must obtain permission from the Home Show Committee.

Any part of the exhibit, which does not lend itself to an attractive appearance, such as unfinished sides or end panels, must be draped at the exhibitor's expense. The Home Show Committee reserves the right to have such finishing done and the exhibitor agrees to reimburse the show for changes incurred.

*All installations shall be scheduled to be completed **no later than 5pm on FRIDAY March 8<sup>th</sup>, 2024.** Dismantling shall be complete by **Noon on Monday, March 11<sup>th</sup>, 2024.** No exhibit shall be erected after the exhibition opens nor may a display be dismantled before the official closing time. It is the responsibility of the exhibitor to see that all the exhibitor's materials are removed from the exhibit hall by the specified deadline.*

**Construction, installation, and use of exhibits and facilities:** All exhibits shall be to serve the interest of the Home Show and its attendees and shall be operated in a way that will not detract from other exhibits, the exhibition, or the show. The Home Show Committee reserves the right to request the immediate withdrawal of any exhibit which the Home Show Committee believes to be injurious to the show.

## **Electrical: WHBA will supply all booths with 1 electrical outlet.**

Any malfunction of electrical, sound, air handling or plumbing devices and/or any physical damage to facility must be reported to the Home Show Committee. No electrical hookups to power boxes may be made except by authorization of the Home Show Committee. Anyone hooking into or tampering with power boxes will be held liable for all damages resulting from their actions. All electrical boxes are always to remain accessible. Displays shall not be set on top of nor in front of panels. All electrical devices must be UL approved and must comply with all state and municipal electrical codes. All electrical problems must be reported immediately. The Home Show Committee and the owners of the building are not liable for damages resulting from power-related problems beyond their control.

**Exhibits:** Exhibitor's staff should arrive to booth 15 minutes prior to Show Day Openings. **Booths MUST BE staffed at all times during Show hours.** Promotional give-a-ways and/or drawings are permitted and encouraged. Any over-the-counter sales that involve the exchange of currency for goods received during the exhibition must be approved by the Home Show Committee prior to the opening of the show. Bumper stickers or pressure sensitive stickers are not to be passed out, given away or affixed to any surface.

**Exhibitor Parking is FREE: REMIND EMPLOYEES: Exhibitors will park in the designated area.**

**Food & Beverage:** Concessions are contracted, when free samples are available for consumers, it is not intended for vendors. Food or beverages of any kind are not to be sold in exhibitor booths without written permission of the Home Show Committee.

**Noise Level** – **Please limit noise to allow for easy conversation with potential customers.** No Power Tools or Microphones allowed. The Home Show Committee reserves the right to remove any exhibit or portion of exhibit if in their opinion that exhibit interferes with nearby exhibitors by way of lighting, noise, odor, etc.

**Liability:** Insurance and liability are the full and sole responsibility of the exhibitor. All exhibitors must file certificates of insurance showing evidence of single limit liability coverage of not less than \$500,000.00, which shall be submitted with the contract. Exhibitors will use diligence to promote safety and protection of patrons and their exhibits and property on the premises.

**Safety:** Spills on the floor must be reported to the Home Show Committee immediately, especially in aisles and over electrical boxes.

No flammable fluids may be kept in the building without written permission of the Home Show Committee. Exhibitors must comply with all Oshkosh Fire Department regulations.

No exits, fire extinguishers, doorways, window, paths, egress, or ventilation ducts may be blocked at any time. All electrical connections are to be handled per local electrical code. Adding, changing, or tampering with electrical equipment of the building is prohibited.

The security staff of the building handles all building lighting, heat, and sound controls.

Boxes, cups, bricks, or other devices cannot be used to prop open doors or door locks. Doorstops will be available to facilitate loading and unloading.

**Emergencies:** The rules and regulations have been drawn with the single objective of a successful Home Show for the exhibitor and public. In emergencies and wherever the foregoing rules do not cover, the Home Show Committee reserves the right to make such rulings as may appear to be to the best interest of the entire exposition and the exhibitor agrees to abide by such rulings.

*This list is not all-inclusive, but rather is a guideline for safety and efficient operation.*

*The Home Show Committee reserves the right to refuse to admit and/or reject any objectionable or undesirable person or persons from the exhibit building.*

### **SPONSORSHIP**

Please contact WHBA member Bill Schultz, Branding and Marketing Specialist, Cumulus Broadcasting Appleton Oshkosh [920-230-0801](tel:920-230-0801) Cell: [920-419-0425](tel:920-419-0425) or contact Jodi at the WHBA Office - [jodi@whba.net](mailto:jodi@whba.net) or 920-235-2962

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