



Show Dates & Times:
Sat., March 7, 2026- 9am to 5pm
Sun., March 8, 2026 - 10am to 3pm
Location- Sunnyview Expo Center - Oshkosh

PLEASE PRINT

Company: _____

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 | \$600 | \$900 | |
| Double Booth | 10 x 20 | \$1100 | \$1600 | |
| Table | 8' skirted | \$60 | \$70 | |
| Chairs | 2 per booth | \$10 | \$15 | |
| Carpet(s) | | \$95 per booth | \$105 per booth | |
| Need overhead doors for large display | | | | YES NO |

If you need more than 2 booths, please contact Jodi to discuss pricing and location.

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 – 238 N Koeller St, Oshkosh, WI 54902
 Phone: 920-235-2962 fax: 920-235-1461 or email: 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 238 N Koeller St, Oshkosh, WI 54902

Credit Card payment - MasterCard VISA

Name on Card: _____ Card Number: _____

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

Signature: _____

The signature of the person authorizing the reservation agrees to comply with the provisions of this contract and the enclosed Rules & Regulations of the 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 proof by furnishing a certificate of insurance. This certificate should be forwarded to: **WHBA – 238 N Koeller Street, Oshkosh, WI 54904 or jodi@whba.net**

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 electricity.**

The following information to be used for booth placement.

PRODUCTS: _____ **SHOW SPECIALS:** _____

CANCELLATION No refunds will be granted to exhibitors on cancellation of contract. WHBA reserves the right to cancel the WHBA show. If the 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

*****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****

2025 Rules & Regulations for the WHBA Spring Expo

At the Sunnyview Expo Center

500 E County Road Y

Oshkosh, WI

Show Dates & Times:

Sat., March 7, 2026- 9am to 5pm

Sun., March 8, 2026- 10am to 3pm

Booth Set-Up Schedule:

Thur., March 5 – 1pm – 3pm – Large booths only

Fri., March 6 – 9:00 am to 5pm

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

Booth Take-Down Schedule: Sun., March 8 – 3pm to 7pm **(NOT BEFORE 3PM)**

Mon., March 9– 8am to Noon – Thank you for cleaning up your space!

(There will be a \$2500 charge for booths not broken down/removed by Noon!)

Exhibitors must remove all their displays and equipment by noon, Monday, March 10, 2024. Anything remaining will be removed at the owner's expense of \$2500. 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 the 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 trash cans and all cardboard needs to be placed in the dumpster. You will be charged for unnecessary cleanup 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 the 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 the 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 sides 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 that cause the show to be canceled, the exhibitor shall pay for the 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 person(s) staffing the booth during show hours. Any violations must be immediately reported to the 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 their 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.

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 at no cost.

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 the booth 10 minutes before Show Day Openings. **Booths MUST BE staffed at all times during Show hours.** Promotional give-a-ways and/or drawings are permitted and encouraged.

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 an 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 the 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 the written permission of the Home Show Committee. Exhibitors must comply with all Oshkosh Fire Department regulations.

No exits, fire extinguishers, doorways, windows, 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 the 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(s) from the exhibit building.

SPONSORSHIP

Contact Jodi at the WHBA Office - jodi@whba.net or 920-235-2962

CANCELLATION No refunds will be granted to exhibitors on cancellation of the contract. WHBA reserves the right to cancel the WHBA show in the event it is not fully booked. If the 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 RULES & REGULATIONS**

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• 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. WE ALSO WILL POLICE SOLICITING OUTSIDE OF YOUR BOOTH(S) AND MAY ASK THE VENDOR TO LEAVE THE EVENT.

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 the floor – there will be a \$1,000 charge for removal.