HOME SHOW RULES & REGULATIONS

BOOTH RESERVATIONS

- Payment for space rental and proof of insurance must be submitted with your contract for your booth to be reserved.
- All booth money is to be retained by the Racine Kenosha Builders Association if the exhibitor fails to fulfill the contract.
- No refunds will be granted for cancellations of contract after December 1st. **No Deposits will be refunded.**
- RKBA will try to give you the booth you have requested however, due to special needs and trying to keep competing companies separated, we reserve the right to move your booth without notice.
- In the event the Home Show is not held, the rental and lease of space to the exhibitors shall be cancelled and terminated upon the return of the deposit and/or rental paid by the exhibitor for space for this specific event. Return of money will terminate any liability upon the Racine Kenosha Builders Association. No refunds will be given due to weather or other circumstances beyond the Home Show Committee's control.

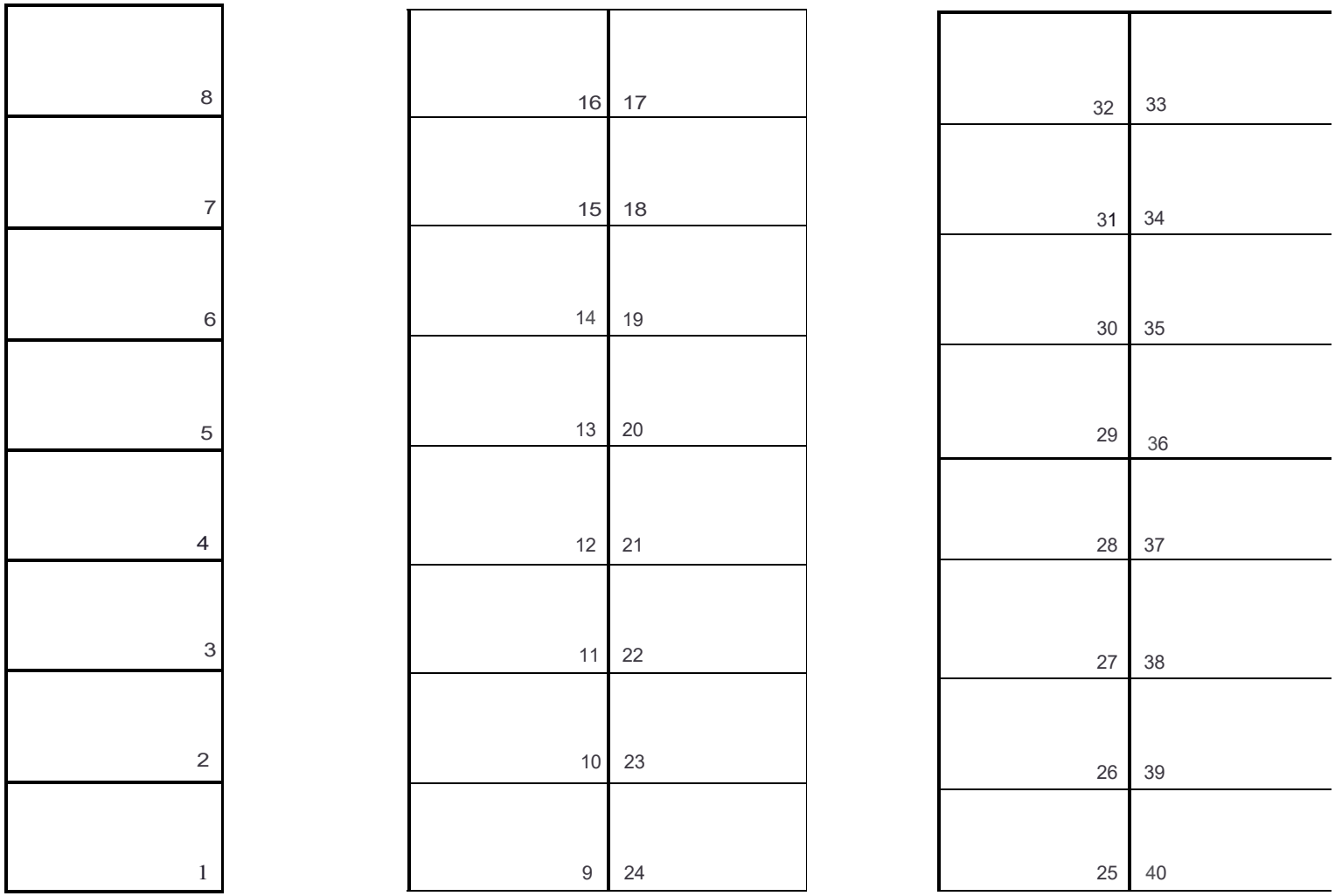
USE OF SPACE—BOOTH RESTRICTIONS

- **Set up and tear down:** All exhibits must be completely installed by 3:00 pm Friday. The show will close at 2:00pm on Sunday. NO exhibit will be dismantled or removed from the building prior to that time. All exhibits must be removed from the location by 11:00 am on Monday or you will be billed for removal of your display.
- All booths include an 8' back drape and 3' side drapes. If your display extends beyond the curtains provided, the sides facing other booths must be finished or covered. 8' side drapes are available. Please let the association know.
- Electrical Service: Booths are limited to one 110-volt outlet service per exhibitor. The exhibitor must provide their own extension cords. The cords must also be secured down to the floor.
- All demonstrations or other sales activities must be confined to the limits of the exhibit booth. Distribution of circulars or promotional material may be made only within the space assigned to the exhibitor presenting such material. No exhibitor shall assign, sublet or share the space allotted without knowledge and written consent of the show management.. Exhibitors must show only goods manufactured or dealt with by them in the regular course of business.
- No flyers may be distributed on cars parked at the Show.
- Sales of product at the show is not allowed.
- All booths shall be staffed during show hours.
- The exhibitor is charged with the knowledge of national, state and local legal restrictions on any merchandising, advertising or promotional scheme which involves attracting visitors to the exhibitor's location, by an inducement which might be construed as a lottery.
- Exhibitors will refrain from using excessive noise or disruptive lighting noise and disruptive lighting will be determined by the Home Show committee. Complaints will be handled on an individual basis. All decisions of the Home Show committee are final.
- The Home Show committee reserves the right to restrict exhibits which, because of noise, method of operation, materials, or for any other reason become objectionable, and also to prohibit or to evict any exhibit, which in the opinion of the management, may detract from the general character of the Home Show as a whole. In the event of such restriction or eviction, the Home Show committee and/or RKBA is not liable for any refunds, all money will be retained if any exhibitor fails to fulfill this contract.
- **LIABILITY AND INSURANCE**
- Neither the Home Show, employees, officers, volunteers of RKBA, show sponsor's or the event location are responsible for the safety and security of the property of exhibitors, unless caused by their negligence.
- The RKBA is not responsible for an exhibitor's negligence that leads to an injury. This includes, but is not limited to, improper setup of its booth. RKBA will defend any claims brought against the association. Costs to defend the exhibitor will be the exhibitor's responsibility.
- Exhibitors are required to carry floater insurance to cover exhibit material against damage, loss, and public liability insurance against injury to person
- and property of others. Exhibitors must provide RKBA with a certificate of insurance with a minimum $300,000 in coverage.
- The exhibitor is charged with knowledge of all local laws, ordinances and regulation pertaining to health, fire prevention and public safety while participating in this showing. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.
- Fire Prevention-All booth decorations must be flame proofed and all hangings must clear the floor. Electrical wiring must conform with National Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of his exhibit as may be irregular.
- Care of Building-Exhibitors or their agents shall not injure or deface the walls, ceilings, or floors of the building, the booths or the equipment of the booths. When such damage appears, the exhibitor is liable to the owner of the property for such damages.

These Rules & Regulation become a part of the contract between the exhibitor and the RKBA and have been formulated for the best interest of all concerned. All points not covered are subject to the decision of the Home Show committee. Any violation of this contract may result in forfeiture of the floor space in any future show.

BAR AREA

Vendor Lunch Area



Ticket Table