

29th Annual Southern Home Show

Registration & Show Information

Purpose of Exposition

The purpose of the show is to educate and inform the Greater Savannah area of the products, services, and personnel of the HBAGS and to promote it's members, suppliers, and associates.

Registration

All booth representatives must be registered and wear name badge in booth and to preview reception. Each exhibitor will receive four exhibitor badges for the first booth and 2 badges for each additional booth. Exhibitors that purchase a Island Booth will receive 10 exhibitor badges. There will be a \$7.00 charge for each additional Exhibitor badge above those provided. The badge is good for all three days.

Assignment of Space

Each Application must be accompanied by a deposit check. HBAGS will strive to locate by Exhibitor's preference, and to provide distance from direct competition. However, HBAGS reserves the right to make changes in the floor plan and assignment at its discretion in order to best serve the interests of the Show and its collective Exhibitors.

Space Limitations

No exhibitor will assign, sublet or share allotted space. HBAGS reserves the right to remove any exhibit not conforming to all federal, state, local or Trade Center requirements and laws. All booths must be confined to contracted space, and will not encumber the visibility of adjoining booths.

Parking

All exhibitors will be allowed to park in "Parking Area 7" at no charge.

Booth Furnishings

Each booth includes hardware and drapery for back and sidewalls, and one sign card with company name. Floor is cement, with aisles carpeted. Booth carpeting, tables, chairs and other amenities are available through the official decorator at an individual fee. Water and Electricity are available through the Trade Center at an additional fee. Upon receipt of deposits and contract, Exhibitor will receive information and service kits.

All booths must be carpeted.—You may supply your own or rent from Show Decorator

Installation

Installation and set-up for large exhibits and islands will be Tuesday, April 27th from 8:00 am —7:00 pm. Smaller exhibits will be permitted to move-in on Wednesday, April 28th from 8:00 am —7:00 pm and again on Thursday, April 29th — 7 am —1 pm . **All Exhibits must be completely moved in by 1 pm on Thursday. You may continue to work in your booth making final adjustments until 4 pm.** These hours will be strictly enforced.

All booths must be ready and staffed for the Annual Preview Party which takes place at 6 pm on Thursday, April 29th. Booth judging will take place at 4:30 pm prior to the Preview Party.

Breakdown/Removal

NO DISPLAY MAY BE DISMANTLED OR PACKED PRIOR TO 5 PM SUNDAY, March 11th. To do so voids any opportunity to exhibit in any HBAGS show in the future. All exhibit material must be removed Sunday, May 2nd, 5 PM - 9. It is the Exhibitor's responsibility to pack and remove or consign for shipment of all items prior to leaving booth unattended. If a display cannot be removed prior to 9 PM on May 2nd, arrangements must be made directly with the Trade Center. HBAGS and the Trade Center will not be made responsible for any items left unattended. During move out, no vehicles will be allowed at the back loading gate until your booth is completely disassembled and ready to be loaded.

Booth Staffing

Only registered Exhibitors are allowed to work booths. Booths must be staffed during all show hours. Exhibitors must remain in their booth unless they are taking a break. You are not allowed to roam the isle and hand out business cards, etc. You are absolutely not allowed to go in to the isles and recruit people to come into your booth or take people from someone else's booth to come into yours.

Food and Beverage

No products may be given away or sold in booths that are available through the Trade Center Concession area.

Door Prizes

Exhibitors may provide door prizes. Any signage of description must be professionally printed and any prizes must maintain the professional nature of the Show. For promotional purposes, HBAS must be informed of door prizes. Door prize winners must be drawn prior to the end of the Show, May 2, 2010, in the presence of an HBAGS staff member or home show representative. In addition, door prize winner's names and address must be provided to HBAGS. Failure to comply with above stipulations will result in non-acceptance to future shows.

Deposits / Payments / Cancellations

A deposit of one half of the total booth cost is required with the application to reserve your booth. Balance is due Friday, April 9th . A 10% discount applies if booths) is paid in full by December 29th, 2009. No refund of deposit will be made unless HBAGS declines to offer the space to Exhibitor. Refund requests will be considered on an individual basis by HBAGS.

Badges

Badges are to be worn in all Exhibition and seminar areas. All Exhibitors must enter through the front entrance way of the Trade Center. An Exhibitors Badge Booth will be set up. All badges must be returned at the end of every day.

Restrictions and Security

Security is provided by HBAGS to provide normal protection against loss, although the Home Show officials assume no responsibility for lost or stolen items. Exhibitors are urged to take the necessary measures to prevent such temptations. No distribution of promotional materials outside of booth space will be permitted. All exhibitors are responsible for collecting any appropriate taxes on products sold. Any restriction for use of purchase must be printed and visible for public view. Uniformed police will monitor Show and 24 hour security is scheduled.

Liability Insurance

HBAGS, it's agents, the Trade Center and the official decorator will not assume any responsibility for the safety of the property of Exhibitors from theft, damage by fire, accident, acts of God or other causes. Exhibitors are encouraged to insure any products presented at their own expense.

Trade Center Procedures

The Savannah International Trade and Convention Center is a well maintained municipal building, operating under strict codes and regulations. Its policies and regulations must be adhered to. No smoking is allowed. The use of Helium balloons, pine straw, hay, or any other flammable products will not be permitted in your booth space.

Program

HBAGS will print and distribute 50,000 copies of the official program of the Southern Home Show. HBAGS will contact you to provide information about how your firm can be represented in the tabloid.

Advanced Tickets

Advanced tickets are available to all exhibitors and association members to purchase for their clients, family, etc. at the rate of \$4.50 each. Door cost is \$7.00

Enclosures

Exhibit Booth Application and booth layout are enclosed. Please read all information carefully. Timely information will be mailed to all contracted Exhibitors regarding this Show.

Preview Party

The Official Preview Party will take place on Thursday, April 29th from 6-9 pm. Over 1,000 people will be invited to attend the Preview. Your booth must be staffed during this time.

INSURANCE: Each exhibitor should furnish the Home Builders Association of Greater Savannah, 7116 Hodgson Memorial Drive, Savannah, GA 31406 with a certificate of insurance showing Comprehensive General Liability coverage.

2010 Southern Home Show Application to Exhibit

Name _____

Company _____

Address _____

City _____ State _____ Zip _____ Phone _____

Products/Services to be exhibited _____

Company Representative _____ Title _____

E-Mail _____ Website: _____

Total Number of Booths requested _____

Four Choices of location by booth number (1) _____ (2) _____ (3) _____ (4) _____

Do you plan to exhibit Green Products? _____ If so, Please give a general description of your green products or services: _____

Are you interested in someone contacting you about presenting a seminar about your products? _____

Please note that this will be on a first come, first serve basis.

Booth Prices

10X10 Member - \$645	Non-Member - \$800
<u>\$50.00 Surcharge per Corner Booth (excluding Islands)</u>	
Additional Booth Member - \$595	Non-Member - \$800
20X20 – 4 Booths Member - \$2,200	Non-Member - \$3,100
20X30 – 6 Booths Member - \$3,000	Non-Member - \$4,300
20X40 – 8 Booths Member - \$3,700	Non-Member - \$5,500
20X50 – 10 Booths Member - \$4,500	Non-Member - \$6,800

MEMBERSHIP WITH HBA OF SAVANNAH MUST BE CURRENT IN ORDER TO RECEIVE THE MEMBER BOOTH PRICE.

Booth(s) Total _____

Additional \$50.00 Per Corner Booth _____

Less 10% Discount _____
(If pd IN FULL by 1/29/10)

(____) Additional Badges (\$7.00 each) _____

(____) Advanced Tickets (\$4.50 each) _____

Total _____

Less 1/2 Deposit Enclosed _____

Balance Due by April 9, 2010 _____

This does not include carpet, electricity etc.

Payments may be made by check or credit card. Please make checks payable to:

Home Builders Association of Greater Savannah
7116 Hodgson Memorial Drive
Savannah, GA 31406
Ph: (912) 354-6193 Fax: (912) 354-4153

Credit Card Type _____

Number _____

Exp. Date _____

Name on Card: _____

Signature: _____

Office Use Only		Date received _____
Date 1st Payment Received _____	Amount _____	
Date 2nd Payment Received _____	Amount _____	
Date Final Payment Received _____	Amount _____	