



Produced by the Home Builders Association of Jackson  
 P.O. Box 1860 • Ridgeland, MS 39158 • 601.362.6501

**Show Dates & Times**

Saturday, January 25, 2020: 10 a.m. - 5 p.m.  
 Sunday, January 26, 2020: 10 a.m. - 5 p.m.

**Exhibitor Contract - Deposit due at time of contract**

**BOOTH SPACE REQUEST:**

Today's Date: \_\_\_\_\_  
 Quantity of booths requested: \_\_\_\_\_  
 Booth #(s) requested: \_\_\_\_\_  
 Total Price: \_\_\_\_\_

This agreement covers the rental space in The Home Show to be held at the Mississippi Trade Mart in Jackson, Mississippi on January 25-26, 2020.

**Company:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Credit Card Information (please check one):**  MasterCard  American Express  Visa **3-digit code:** \_\_\_\_\_

**Card #:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

All rules and regulations of The Home Show are accepted by Exhibitor and made a part of this contract, and we agree to comply with them, taking the space for display purposes under the terms and upon the conditions set forth in said rules and regulations listed on the second page of this contract. The Home Show agrees to give Exhibitor the use of the space above designated to be used by Exhibitor in consideration of, and for the purpose and time aforesaid. The Home Show agrees to the terms herein stated, and to the terms and conditions set forth in said rules and regulations.

**Exhibiting firm please sign and return a copy along with the deposit check by the date required.**

**Return to: HBAJ, P.O. Box 1860, Ridgeland, MS 39158 or email: [brandy@hbajackson.com](mailto:brandy@hbajackson.com) (\*Make checks payable to HBAJ)**

More exhibitor information is available on our website: [homeshowjackson.com](http://homeshowjackson.com)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b> <i>(please do not write in this space)</i>	<b>Booth numbers assigned:</b> _____ <small><i>(only assigned when deposit has been paid)</i></small>
<b>Deposit=</b> _____	<b>Booth Fee =</b> _____ <b>Corner (\$50) =</b> _____ <b>Balance Due =</b> _____

**FEES:**

**Member Booth Fees:**

Paid **Before** December 2, 2019  
 \$625 Furnished Booth  
 \$600 Each Additional Furnished Booth  
 \$100 Off For First Time Participant

Paid **After** December 2, 2019  
 \$725 Furnished Booth  
 \$700 Each Additional Furnished Booth

**Corner Booth(s):**

Add \$50 per booth

**Non Member Fees:**

Paid **Before** December 2, 2019  
 \$775 Furnished Booth  
 \$750 Each Additional Furnished Booth

Paid **After** December 2, 2019  
 \$875 Furnished Booth  
 \$850 Each Additional Furnished Booth

**Deadlines:**

September 20, 2019: ***1st right of refusal for 2019 participants***

**Deposit Due**

December 2, 2019:

***Balance of all fees due, including fees for booth space. After December 2, 2019, alternate rates apply.***

**Booth Construction:**

The height restriction for all exhibits or portions thereof, including sign, is 10 feet. Exhibitors must consult management regarding heights over the regulation 10 feet. All signs must be printed by a professional sign shop. Any exhibitor having signs which are, or look amateurish and detract from the overall dignity and refinement of the show will be asked to remove said signs from the booth. **All HELIUM balloons are strictly prohibited.**

Each exhibitor must have a background and side railing. Custom-built displays are desirable and more effective because of their eye appeal. Any portion of the exhibit, including the back or side of a custom-built display that is exposed to the adjacent booth or to the public must be finished with an appropriate material.

**Standard Equipment:**

Furnished booths include 8' back drape, 3' side drapes, 7" x 44" company sign, one 6' draped table, two chairs and standard carpet. Contact Convention Display Service for removal of any items. Additional equipment may be rented from Convention Display Service.

**Terms, Conditions & Stipulations:**

- A deposit of \$300 is required for the first booth plus \$100 for each additional booth. **All deposits are non-refundable.** Booths sold two weeks prior to show opening must be paid in full by cash or credit card.
- No booth will be reserved until a deposit and signed Exhibitor's Agreement are received. Failure to pay for booth space by date specified on contract will result in the loss of booth space and the total deposit.
- The Home Builders Association of Jackson, as show manager reserves the right to refuse, change or modify space and booth assignments, floor plans and show conditions, without notice at its sole discretion.
- Exhibitor agrees to conduct promotional activity within contract space only.
- Exhibitor agrees to staff display during all show hours.
- Exhibitor agrees to adhere to move-in and move-out schedule.

**Contracted Services:**

Additional booth equipment, such as tables, chairs, carpet or special electrical connections can be contracted in advance or at the show from Convention Display Services. CDS may be reached at 601-948-4228 or 908 Larson Street, Jackson, MS 39202.

**Sub-letting Space:**

Exhibitors must contract individually. An exhibitor may not sublet space to another exhibitor.

**Advance Planning:**

Advance shipment and storage arrangements can be made through Convention Display Service, 601-948-4228 or 908 Larson Street, Jackson, MS 39202

**Liability:**

Neither the Home Builders Association of Jackson, the employees thereof, nor their representatives, the management of the MS Trade Mart, nor any member of The Home Show Committee, will be responsible for any injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever, prior, during or subsequent to the period covered by the exhibit contract. The exhibitor on signing contract expressly released the foregoing-named association, individuals and firm from any and all claims for such loss, damage or injury. Security will patrol booths at night giving ordinary care. If insurance is desired, it must be placed by the exhibitor.

**Move-In and Move-Out:**

Thursday move-in is reserved for exhibitors with three (3) or more booths. Friday move-in is for all exhibitors. No vehicles are allowed inside the Trade Mart after noon on Thursday. Dismantling of booths is not permitted until the show closes on Sunday. The building will remain open for move-out following the close of the show on Sunday from 5:30 p.m. - 9 p.m. Monday move-out is from 8 a.m. - 11 a.m.

**Information Booth:**

The Home Builders Association of Jackson staff will be on site during show hours, including move-in. The HBAJ staff will be on hand to answer questions that you may have, and to insure that all exhibitors experience a productive show. These hours are: Thursday: 9 a.m. - 5 p.m., Friday: 9 a.m. - 5 p.m., Saturday 9 a.m. - 5 p.m. and Sunday: 9 a.m. - 5 p.m.

**Congestion:**

To avoid congestion, please remove all vehicles promptly from loading dock and unloading areas.

**Fire & Safety:**

To avoid any alteration of constructed booths, build your exhibit to comply with fire and safety regulations.

- Combustible oils, gases, charcoal and bottled gas are prohibited in the Trade Mart.
- Any inflammable materials must be fire-proofed.

**During the Show:**

- Distribution of literature and promotional materials is restricted to the confines of exhibitor's booth and limited to material pertaining to exhibited products.
- Security is provided by the show manager 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.
- Food: The Mississippi Fair Commission does not allow food to be sold in any booth area that would be in competition with its own food sales (popcorn, peanuts, cokes, etc.).
- Noise level of electronic devices must be kept at a reasonable level as not to disturb neighboring exhibitors. Public address systems are restricted.

**Removal from Show:**

The Home Show officials have the authority to remove from the show any exhibitor, display or literature they deem inappropriate.

Exhibitor understands and agrees to abide by the terms and conditions set above.

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

Date: \_\_\_\_\_

Additional information can be found online at [homeshowjackson.com](http://homeshowjackson.com)

***We will be using our website and email as our major form of communication. Please make sure we have your correct contact information. Thank you.***