



HOME & OUTDOOR SHOW EXHIBITOR RULES



Company: _____ Phone: _____

1. **ASSOCIATION** - The word Association as used herein shall mean Citrus County Builders Association.
2. **PAYMENT** - Any person(s) or corporation engaging space who shall fail to make the payment herein provided shall thereby and thereupon forfeit all rights in and to the use of the contracted exhibit space and the association shall have the right to dispose of such space in such way as it may consider to its interests without any liability on the part of the Association. Full payment shall be due no later than September 22, 2011 unless special permission for an extension has been granted by the committee.
3. **CANCELLATIONS** - Exhibitors requesting cancellation of contracted space prior to September 22, 2011 will receive a full refund of monies paid. After September 22, 2011, refunds will only be issued if booth space is sold prior to the show.
4. **SUB-LEASING & ASSIGNMENT** - Exhibitor may not sublease or assign any portion of his space. Exhibitor also agrees to cover or finish the back of any partition that he may have in his booth.
5. **LIABILITY** - Exhibitors who desire insurance on their exhibits must place the same at their own expense. The Association will not be liable for any loss or damage to the property of Exhibitor or its employees due to fire, robbery, accidents or any cause whatsoever that may arise from use and occupancy of leased space or building. The Exhibitor agrees to indemnify and hold harmless the Association from any act of God, from any accident or mishap directly connected with the operation of our organization during the Home & Outdoor Show. Security for outside booths is not available
6. **NATURE OF EXHIBIT** - The Association reserves the right to prohibit the display of any article that is in its opinion, not in keeping with the nature and character of the exhibit or not in harmony with the other exhibits and the decoration of the exhibition. The Exhibitors agree that the Association may in order to ensure proper product mix, limit the space made available to any one applicant. All Exhibitors not conducting themselves in a professional manner will be asked to leave the exhibition and its premises subject to the discretion of the Association.
7. **BOOTH** - Applications for space will be granted on a first come, first serve basis. If requested space is already committed, the Association will assign booth space. All decisions of the Association regarding the eligibility of a proposed exhibit and the space to be made available to an Exhibitor are final. Exhibits must remain open during show hours. **Booths that are not manned during all show hours and mixer hours will not be eligible for show awards.** No moving, dismantling, etc. may take place during show hours. The driving of nails, tacks, screws or use of any method of attaching material to floors or railings of the armory is **PROHIBITED**. Low tack tape such as painters tape is allowed on the **FLOOR ONLY. DO NOT FASTEN ANYTHING TO THE WALLS OF THE ARMORY.** Exhibitor may commence setting up their displays at 9:00 a.m. on Thursday, November 10, 2011. If there is no activity or notice given to the Association by the aforementioned date, exhibitor's space will be forfeited and no refunds will be given. The Association reserves the right to resell the exhibit space. Exhibit must be completed by 4 p.m. on Thursday, November 10, 2011. Exhibitor will not be allowed to give away food or beverages unless it is in the demonstration of a product displayed and with the advance approval of the Association. Exhibitor may give away food in exhibit at the Chamber Mixer on Thursday, November 10, 2011.
8. **EXHIBIT REMOVAL** - No exhibit may be torn down before 3 p.m. on Sunday, November 13, 2011. Any exhibitor who starts breaking down prior to official close of the show will be fined \$250.00 and may be denied any participation in future shows. **Exhibits that are torn down before 3pm on Sunday will be disqualified from all show awards. YOU MUST DISMANTLE YOUR BOOTH AND HAVE IT OUT OF THE ARMORY BY 5 PM ON Sunday, November 13, 2011.** Please have adequate staff available to fully remove your booth on Sunday, November 13, 2011. **Booths materials not removed by 5pm on Sunday, November 13, 2011 will be subject to disposal at Committee and/or Armory's discretion.**
9. **GIVEAWAYS** - All giveaways, gifts, drawings, contests, or interactive activities given by Exhibitor **MUST** be submitted to committee in writing by 12 noon on November 3, 2011 and approved by the Association. (attach on separate sheet)
10. **PRODUCT SALES** are allowed from your CCBA Home & Outdoor Show booth during show hours with the exception of the Chamber Mixer on Thursday, November 10, 2011, however, by signing below you acknowledge and agree to hold CCBA harmless from responsibility for all sales tax due, warranty, returns and any other issues pertaining to the sale of products from the booth that you have rented from the CCBA for this show.
11. All booths must refrain from emanating excessive noises of any kind such as banging, bumping, clanging, singing, or music playing that may cause a disturbance to your neighboring booths. Disco or other strong beam lighting is also considered interference to neighboring booths.
12. Minor children must be attended by a parent or guardian at all times
13. **NO VERBAL AGREEMENT CONTRARY TO THE ABOVE WILL BE RECOGNIZED BY THE ASSOCIATION**
14. **AMENDMENTS** - The Association, through its Home & Outdoor Show Chairperson and Executive Officer, shall have full power in the interpretation and enforcement of all rules contained herein and the power to make such reasonable amendments thereto and such further rules and regulations as it shall consider necessary for the proper conduct of the show provided same do not materially alter or change contractual rights of the Exhibitor.
15. The aforementioned rules shall also apply to outside exhibitors.
16. You must be an Active/Paid member of the CCBA thru November 13, 2011, to participate in the show at the Member rate.

Signature and Title: _____ Date: _____

Return this agreement to: CCBA, 1196 S Lecanto Hwy, Lecanto FL 34461 or Fax to: (352) 746-9029