

**Home Builders Association of Wayne County**  
**P. O. Box 744, Goldsboro, NC 27533**  
**919-766-5027**

November 17, 2016

Dear Exhibitor,

**The 2017 Home & Garden Expo** will be held at the Wayne **Regional Agricultural Fairgrounds on Saturday, March 25, 2017 – 9 a.m. to 4 p.m. and Sunday, March 26, 2017 – 12 noon to 4 p.m.** This is a tremendous opportunity to market your products and/or services and a great image builder for the Home Builders Association of Wayne County as well as for every Vendor and Exhibitor involved.

Thanks to all who participated in our 2016 show. Last year was our second spring show and was our best show yet! We have received great feedback on the success of many of our vendors and hope you had similar results. We are making some changes including starting earlier and requesting a 50% deposit for booth space. All this will help the HBA in advertising and planning for the show so we can make the 2017 Expo the best ever! At the end of January we will be sending you a layout of the show floor. We will call each vendor who has returned their deposit the first week of February to assign floor space. Assignments will be made by seniority and then by the date your deposit is received. So if you want to be in a particular space, be sure to get your deposit in soon.

We have a wonderful location and have planned early to avoid conflicts with other local events. We look forward to your participation in the 2017 Home & Garden Expo! **If you have questions or need information please call me or any of our committee chairpersons.**

Sincerely,

Megan L. Middleton, EO  
Home Builders Association of Wayne County  
701 Patetown Road, Suite 1, Goldsboro, NC 27530-8139  
P.O. Box 744, Goldsboro, NC 27533-0744  
Phone 919-766-5027

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Website - [www.hbaofwaynecounty.com](http://www.hbaofwaynecounty.com)

**Committee Chairpersons:**

Jim Malpass  
919-922-7400

Sheri McDonald  
919-738-0165

Mike Gurley  
919-920-2117

**Home Builders Association of Wayne County**  
**Home & Garden Expo Rules and Regulations**  
**March 25 & 26, 2017**

**Character of Exhibits**

It is understood and agreed by each exhibitor that the Home & Garden Expo is undertaken by the Home Builders Association of Wayne County, Inc. as a membership service, to educate the general public and to serve as a source of revenue for the Association. Each exhibitor agrees that:

Due to the great number of companies exhibiting similar or related product lines, the Home Builders Association cannot guarantee that a company exhibiting similar products or a company's competitor will not be located in a nearby or adjoining booth space.

**Exhibit Regulations**

In order to provide a well balanced, well regulated, attractive and successful Home & Garden Show, no exceptions to the following rules will be permitted. The Home Builders Association reserves the right to enforce strict compliance with these rules and regulations.

1. The use of loudspeakers, recording equipment, televisions and radios or the use of operating machinery which is of sufficient volume to annoy neighboring exhibitors will not be permitted. Exhibitors using audio systems and/or live entertainment must keep amplification at a conversational level. Failure to do so will result in the immediate discontinuation of all amplification. Sound from any and all audio presentation must not spread beyond the immediate area of the display.
2. Product demonstration and/or live amplified shows shall not in any way obstruct the aisles or interfere in the orderly transaction of business in neighboring exhibits. The Home Builders Association shall have the right in its sole discretion to enforce noise levels.
3. Exhibitors that require electricity must bring a heavy duty grounded extension cord and be responsible for its installation. 'Gorilla Tape' is recommended instead of 'Duct Tape' for securing the cord to the floor to prevent tripping hazards.
4. Small prepackaged food items are permitted and food samples are allowed. **Call office for further information as there are certain cooking restrictions in the main exhibit hall.** Alcohol is prohibited. The Home Builders Association may operate booths for sale of foods and beverages as a source of revenue. Vocational groups and other non-profit organizations may be given the opportunity to operate a food booth for the purpose of raising money for that group.
5. Booths must be open and staffed during all show hours.
6. Exhibitors must abide by all fire regulations and/or decisions of representatives of the local fire department. No open flames are permitted.
7. Nothing shall be nailed, stapled, or otherwise attached to the curtains, walls, floors, or other parts of the Expo building.
8. Exhibitors shall distribute printed matter or other articles only within the limits of their space. Aisle space may not be used by exhibitors.
9. Exhibitors are responsible for keeping their area clean during all show hours.
10. Exhibitors may not sublet or apportion space without the prior approval of the Home Builders Association.
11. An Exhibitor's booth must not interfere with adjacent exhibits in any way. All booths are expected to be setup and decorated professionally and attractively. Use of balloons is prohibited.
12. Exhibitors planning to award door prizes must notify the Home Builders Association office prior to the opening of the Expo. The Home Builders Association office must be notified of the winners and the items awarded at the closing of the Expo on Sunday. **Exhibitors and their staff will be asked not to register for prizes to be given away at other exhibitor's booths.** The Home Builders Association encourages having gifts for visitors in each booth whether it be logo merchandise advertising your company or other handouts.

## Installation and Removal of Exhibits

### Move-In

Construction and installation of exhibits will be allowed from 10 a.m. to 5 p.m. on Friday, March 24, 2017. Construction and installation of exhibits must be entirely completed and the exhibit must be made clean and tidy prior to the opening of the Expo on Saturday.

### Move-Out

Tear-down and move out may begin immediately following, but no earlier than, the close of the Home & Garden Expo on Sunday, March 26, 2017. The exhibit must be completely removed no later than 12 noon on Monday, March 27, 2017. Exhibitors not in compliance with this stipulation will be subject to an appropriate fine.

### Parking

Due to fire regulations, no parking is permitted in the exhibitor areas. No vehicles of any kind will be permitted in the building at any time. Parking for exhibitors will be only in designated 'Exhibitor Parking' area.

### Liability

1. Neither the Home Builders Association, the owner of the facility, members of the Home & Garden Expo Committee, nor the officers, directors, employees, or agents of any of them shall have any liability for any personal injury to the exhibitor or any of its officers, guests, agents, or employees or to any other person in attendance at the Home & Garden Expo; whether such injury or damage is caused by action of the elements or by acts of omission of any such parties, whether any such injury or damage occurs prior to, during, or after the Home & Garden Expo, unless such injury or damage is the direct result of the gross negligence or willful act of one or more of such parties.
2. The exhibitor on signing the contract expressly releases such parties from and agrees to indemnify them against any and all claims for such injury or damage and hereby waives same.
3. It is **required that each exhibitor have liability insurance covering public liability and loss, including damage and theft, to protect against possible claims arising out of the operation of his exhibit.** Home Builders Association will not be responsible for any thefts, incidents or damage to exhibits.
4. Exhibitors are discouraged from leaving anything of value in their booth at any time.
5. Exhibitors must hold all necessary license(s) to perform his/her trade.

### Cancellations and Refunds

Exhibit spaces not occupied by 9:00 a.m. on the opening day of the Home & Garden Expo may be filled by standby exhibitors with NO refund being given to the original contracted exhibitor. Cancellations must be received thirty days in advance of Expo for refund to be given. All booth fees are non-refundable except in the cancellation of the Home & Garden Expo.

Home Builders Association reserves the right to prohibit any exhibit that violates the spirit or letter of these stipulations and the character of the Home & Garden Expo.

Home Builders Association reserves the right to change the floor plan, without notice, if in its absolute discretion it deems necessary to do so to provide, in its judgment, a more satisfactory, attractive and successful Home & Garden Expo.

Home Builders Association, through its Home & Garden Expo Committee and staff shall have full power in the interpretation and enforcement of all rules contained herein and the power to make such reasonable amendments therein, and such further rules and regulations as it shall consider necessary for the proper conduct of the Home & Garden Expo, provided same do not materially alter or diminish the contractual rights of the exhibitor.

**Home Builders Association of Wayne County, Inc.**

**Contract for Exhibit Space**

**2017 Home & Garden Expo  
March 25 & 26, 2017**

Contact Person \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_ \

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone- Office \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail Address \_\_\_\_\_

This agreement covers rental of Booth Space in the Home & Garden Expo sponsored by the Home Builders Association of Wayne County to be held at the Wayne Regional Agricultural Fairgrounds on March 25 & 26, 2017.

Exhibitor agrees to comply with and accept the rules and regulations of the Home & Garden Expo, and such other rules or operating procedures as the Home & Garden Expo Committee may reasonably require for orderly construction, conduct and dismantling of the Home & Garden Expo.

By signing this contract, Exhibitor understands and agrees to the rules and regulations as attached.

Exhibitor agrees to pay for this space rental with this application in the amount required. All booth spaces are 10' x 10' (100 sq.ft.) and are \$250 for members of the Home Builders Association and \$300 for non-members. Two or more booth spaces will be \$225 each for members of the Home Builders Association and \$275.00 for non-members. 15' by 25' Pavilion spaces are available with a sheltered roof only, no walls, for \$200.00 for the first space and \$150.00 for each addition space. Call for information on other outdoor spaces that we have available. 50% deposits are due by January 1, 2017. Balance is due by February 25, 2017.

Checks must be made payable to the Home Builders Association of Wayne County and mailed to **Home Builders Association of Wayne County, P.O Box 744, Goldsboro, NC 27533**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

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**Home & Garden Expo  
March 25 & 26, 2017**

**Liability Insurance Waiver**

TO: The Home & Garden Expo Exhibitor

Thank you for your interest in and support of our Home Builders Association of Wayne County and our 2017 Home & Garden Expo.

Since we have not received your Certificate of Liability Insurance, it is necessary for us to get a waiver signed by you to transfer any liability from our association to you. Please sign the waiver below and return to us as soon as possible.

Anyone who is providing food will be required to have a Certificate of Insurance.

By signing the waiver agreement, you and your company are assuming any liability that arises from any accident or incident that may occur at or as a result of your rented space or elsewhere at our Home & Garden Expo during the days prior to setup, during the Expo, and the day following for teardown and removal of your Exhibit Space contents – March, 24, 25, 26 & 27, 2017, thereby releasing the Home Builders Association of Wayne County and its Board of Directors and Committees, the Wayne County Regional Agricultural Fairgrounds, and the Livestock Development Association of Wayne County from any such liability.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Builders Association Representative