



49th Annual
NH STATE HOME SHOW
MARCH 18–20, 2016
 Radisson Hotel / Center of NH
 700 Elm Street, Manchester, NH
www.nhstatehomeshow.net

Office Use Only
 Booth(s) Assigned:

New England Made Area Craft Artisan / Food VENDOR AGREEMENT

Return with payment to:

NH Home Builders Association
 119 Airport Road, Concord, NH 03301
 Tel: (603) 226-6538 Fax: (603) 228-1877
 Email: nhstatehomeshow@nhhomeshow.net

Company _____
 Display Name _____
 Contact _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____
 Cell _____
 Fax _____
 Email _____
 Web _____

BOOTH SIZE: 6'w x 6'd, includes 6 ft table
COST: \$175.00 per booth
\$75.00 deposited PER TABLE required along with signed agreement to reserve space.
FINAL PAYMENT DUE: February 12, 2016

ELECTRIC / INTERNET

**Pre-order & prepay by 3/1/15. No refunds after 3/1/16. Prices subject to change.*

10 amp/1200 watts \$75.00 \$ _____

Add internet to electric order, 1 access code \$20.00 \$ _____

Internet Only \$75.00 (3 access codes) \$ _____

**After March 1, 2016 orders are placed directly with Radisson Hotel. Rates increase if orders are placed less than 3 days prior to setup.*

PAYMENT METHOD

Check enclosed (payable to NHHBA) \$ _____

NHHBA is authorized to process credit card \$ _____

Visa MasterCard Amex Discover

Card# _____

Exp. _____ CVC _____

Card Billing Address _____

City _____ State _____ Zip _____

Card Holder's Name _____

Signature _____ Date _____

PRODUCT / SERVICES TO BE DISPLAYED

If offering food samples, a **Temporary Food Permit** **MUST** be sent to the Manchester Health Department 2 weeks prior to the event. A link to download the form is on the NH State Home Show website www.nhstatehomeshow.net

Were you in last year's show? Yes No

Would you like same location? Yes No

Special Request: _____

By signing this agreement the Exhibiting Company agrees to the Terms and Conditions on page 2 and all other rules the NH Home Builders Association / NH State Home Show may reasonably require. **Sign and date Terms and Conditions and return a copy with this agreement.**

TERMS AND CONDITIONS

EXHIBIT SPACE: In consideration of the total sum timely paid by exhibitor to NH Home Builders Association (NHHBA) as shown on Exhibitor Agreement, but subject to the terms hereof, exhibitor shall be allowed to display its products or services at the NH State Home Show to be conducted March 18-20, 2016 at the Radisson Hotel Manchester, NH. Exhibitor acknowledges and agrees that although NHHBA will use its reasonable efforts to comply with exhibitor's preference, NHHBA retains the right to assign booths at its sole discretion in the best interests of the NH State Home Show.

INSTALLATION OF EXHIBITS: The installation of standard exhibits may begin on Thursday, March 17th at 7:00 AM – 7:00 PM, and Friday, March 20th at 7:00 AM and be completely assembled and ready by 12 noon.

Each exhibitor agrees to set up exhibits with the perimeters of his or her assigned space only. Sides of exhibit limited to 3 ft. for open site distance to next exhibit, and back height restricted to 8 ft. Any exceptions to this must be submitted in writing with design drawings and explanation to show manager for permission, no later than January 1, 2016. Any exhibitors in violation will be asked to remove their display. Exhibitors with end caps please be courteous of neighbors behind you. In order to keep consistency and present a professional show to the public for you, these guidelines will be strictly enforced by NHHBA.

LARGER EXHIBITORS MAY REQUEST A SPECIAL MOVE IN TIME.

This is by appointment only. Contact the NHHBA to schedule time. Exhibitors arriving at a non-scheduled set up time will have to wait until exhibitors scheduled for set up are complete.

RENTAL SPACE OCCUPATION & CARE: It is the responsibility of the exhibitor to ensure that their exhibit area is appropriately staffed at all times during which the show is open to the public. In the event that the booth is found to be unattended for an extended period during show hours, the exhibitor will be deemed in breach of this agreement, the contents of their space placed in storage, and the space relet. If such breach occurs, the exhibitor will forfeit all rental payments and hereby grants the owner a security interest in all its property and the owner may seize such property of exhibitor and hold it until any unpaid rental and other charges are fully settled together with accrued storage charges, moving costs, attorney's fees, collection fees, court costs and any other fees.

All exhibits must be ready for display one (1) hour prior to the show each day. Exhibits must remain intact on closing day. No exhibits can be broken down before 4:00 pm on Sunday, March 20, 2016 without written permission of NHHBA. Exhibitor is required at all times to cooperate with NHHBA by maintaining its exhibit throughout the exhibition in perfect condition. In the event that exhibitor should breakdown its exhibit prior to 4:00 pm on Sunday, without written permission, exhibitor shall not be allowed to participate in the following year's home show.

SOUND CONTROL: Loud speakers, radios, computer/monitors, TV sets, or the operation of any machinery or equipment which is of sufficient volume as to be annoying to neighboring exhibitors will not be permitted. Public address systems used to attract the attention of people passing in front of your booth will not be permitted.

DISTRIBUTION OF LITERATURE & SOUVENIORS: Printed advertising, souvenirs, etc. may be distributed by exhibitor from its own space only. Any souvenir or advertising that is of an objectionable or undignified character will not be permitted. Souvenirs should not be of the noise making variety. All such advertising and souvenirs are subject to the approval of NHHBA.

SUBLETTING OF BOOTH(S): Exhibitor shall not assign or sublet said space, or any part thereof, without the written and duly signed consent of NHHBA.

REMOVAL OF EXHIBITS: Exhibits not removed by 12:00 AM, March 20, 2016 will be subject to a \$1,950 drayage fee. Exhibits shall not be removed from the building at any time after installation until final closing of the show, unless special permission in writing is obtained from NHHBA.

CANCELLATION AND TERMINATION: If agreement is canceled by exhibitor for any reason, or by owner (known as NH Home Builders Association) because of exhibitor's default, violation of this agreement or otherwise, monies paid to owner (NHHBA) by exhibitor shall be dispersed as follows: If cancellation occurs prior to February 29th, exhibitor shall be entitled to a refund of monies paid. If cancellation occurs after February 29th owner shall NOT be entitled to full rental fees. The retained rental shall be partial damages for the direct and indirect costs incurred by owner for organizing, setting up and providing space for exhibitor, and for losses and additional expenses caused by exhibitor's withdrawal or removal, including the subletting of space. All cancellations must be in writing. There will be a \$50.00 charge for any check returned by bank.

LIABILITY: Exhibitor specifically releases NHHBA, its members, employees, and agents from any and all liabilities for damages to property or injury to person(s) arising out of or which is alleged to arise out of exhibitor's participation in the NH State Home Show, and further specifically agrees to indemnify, defend and keep harmless NHHBA, its members, employees, and agents to comply with the terms of this exhibitor's agreement.

CERTIFICATE OF LIABILITY INSURANCE: Exhibitor shall secure and maintain during the NH State Home Show, commercial liability insurance against claims for personal injury, death or property damage occurring upon, in, or about the premises of the NH State Home Show. Said insurance to have a limit of not less than five hundred thousand (\$500,000) each occurrence in respect to injury, death, or property damage, and to the limit of not less than one million dollars (\$1,000,000) aggregate. Said insurance shall also provide coverage with respect to exhibitor's obligation hereunder relative to indemnification. Certificate of liability insurance must be filed with NHHBA no later than March 1, 2016.

EVENTUALITIES: In case the exhibition shall be destroyed by fire, or the elements, or by any other cause, or in case any other circumstances, i.e. "Act of God", shall make it impossible for the NHHBA to permit the contracted space to be occupied by the exhibitor, then said rental agreement between exhibitor and NHHBA shall terminate and exhibitor waives any and all claim for damages or compensation of the amount paid for space rental.

ACKNOWLEDGEMENT: I have read and agree to the Terms and Conditions of the Exhibitor Agreement. Return copy with Agreement.

Company _____

Signature _____ Date _____