



Pennsylvania Home Show  
 March 6 - March 14, 2010  
 Farm Show Complex - Harrisburg, PA



**APPLICATION CONTRACT FOR EXHIBIT SPACE**

The undersigned hereby makes application for space in the PENNSYLVANIA HOME SHOW (check for 50% of the total booth rental made payable to the HBA is enclosed). See reverse side for Show Regulations

*Member Discount Booth size & price\*:*  
 \_\_\_\_\_ 10'x10' one side open \$ 1,075.00  
 \_\_\_\_\_ 10'x10' two sides open \$ 1,130.00  
 \_\_\_\_\_ 10'x20' one side open \$ 1,670.00

*Member Discount Booth size & price\*:*  
 \_\_\_\_\_ 10x20' two sides open \$ 1,770.00  
 \_\_\_\_\_ 10'x20' three sides open (end cap) \$ 1,870.00  
 \_\_\_\_\_ 20' x20' three sides open (end cap) \$ 3,635.00

**NON MEMBERS ADD \$400 TO THE PRICE OF ONE BOOTH.**

A service fee of \$35.00 will be charged for all checks returned to the Association Office.

***I am / I am not a member of the HBA of Metropolitan Harrisburg (circle one)***

**Applicant agrees that:**

1. I have read, understand and agree to abide by all the provisions of the Show Regulations as published on the back of this application and any information in the Show brochure and in the Exhibitors Manual shall be part of this contract.
2. **Payment is due in full by January 6, 2010.** Cancellation of exhibit area must be made in writing. Thirty percent (30%) of the total price of booth (s) will be charged for cancellations made before January 6, 2010. After January 6, 2010 and until February 2, 2010, refund minus thirty percent (30%) of the total price of the booth (s) will be made only if booth is re-rented. After February 2, 2010, absolutely no refunds will be made.

**The HBA reserves the right to decline any request for space and the right to assign/allocate booth rental space .**

*Complete all of this information. Type or print clearly*

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

Print it as you want it to appear on the website and the ShowGuide

Form of Business Entity (Corporation, Partnership, Sole Proprietorship) \_\_\_\_\_

Company Address \_\_\_\_\_

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

Phone (\_\_\_\_) \_\_\_\_\_ Emergency No. ( ) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_ www. \_\_\_\_\_

**COMPLETE THE ATTACHED KEYWORD FORM & PA SALES TAX FORM and return with the signed contract & deposit.**

Name & title of person to receive all Home Show mailings \_\_\_\_\_

Signed by: \_\_\_\_\_  
Authorized Signature Required Print Name and Title Date

**SELECT A TOTAL OF (2) TWO CATEGORIES ONLY** which will be displayed in the Show Guide, Patriot News Home Show section and the PA Home Show website. *Do not make your own categories--they will not be used.* Show Management will choose for you if the following section if it is left blank..

- |                                                                   |                                                                |                                                                                        |
|-------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Appliances-Electric/Gas                  | <input type="checkbox"/> Fencing-Wood/Metal/Composite/Other    | <input type="checkbox"/> Real Estate                                                   |
| <input type="checkbox"/> Automotive/Recreational Vehicles         | <input type="checkbox"/> Floor Coverings                       | <input type="checkbox"/> Recreational Equipment/Tools                                  |
| <input type="checkbox"/> Banks/Mortgages                          | <input type="checkbox"/> Furniture - Interior                  | <input type="checkbox"/> Remodelers                                                    |
| <input type="checkbox"/> Baths/Kitchens/Plumbing Fixtures         | <input type="checkbox"/> Garages/Garage Doors                  | <input type="checkbox"/> Restorations                                                  |
| <input type="checkbox"/> Basement Water Proofing/Foundations      | <input type="checkbox"/> Heating/Air Conditioning              | <input type="checkbox"/> Roofing/Roofing Products                                      |
| <input type="checkbox"/> Building Materials/Lumber/Millwork       | <input type="checkbox"/> Home Builders                         | <input type="checkbox"/> Safety-Fire Sprinklers/Radon                                  |
| <input type="checkbox"/> Cabinets                                 | <input type="checkbox"/> Home Decorating                       | <input type="checkbox"/> Security                                                      |
| <input type="checkbox"/> Charity Booth                            | <input type="checkbox"/> Home Entertainment/Electronics        | <input type="checkbox"/> Siding-Brick/Stone/Stucco/Vinyl                               |
| <input type="checkbox"/> Closets                                  | <input type="checkbox"/> Home Improvements-Exterior            | <input type="checkbox"/> Special Services                                              |
| <input type="checkbox"/> Contractors - General                    | <input type="checkbox"/> Home Improvements-Interior            | <input type="checkbox"/> Stoves/Fireplaces                                             |
| <input type="checkbox"/> Countertops                              | <input type="checkbox"/> Insurance/Title/Warranty              | <input type="checkbox"/> Sunrooms/Greenhouses                                          |
| <input type="checkbox"/> Decks/Patios                             | <input type="checkbox"/> Landscaping/Nurseries/Lawn Care/Ponds | <input type="checkbox"/> Utilities—Cable/Telephone/Internet/<br>Satellite/Electric/Gas |
| <input type="checkbox"/> Designers                                | <input type="checkbox"/> Lawn/Garden Equipment                 | <input type="checkbox"/> Vacuum Systems                                                |
| <input type="checkbox"/> Driveways                                | <input type="checkbox"/> Log Homes                             | <input type="checkbox"/> Vendors/Demonstrators                                         |
| <input type="checkbox"/> Educational Displays                     | <input type="checkbox"/> Masonry/Concrete                      | <input type="checkbox"/> Wall Coverings/Paint/Faux/Wall Paper                          |
| <input type="checkbox"/> Electrical Contractors & Supply/Lighting | <input type="checkbox"/> Modular/Prefab Buildings              | <input type="checkbox"/> Water Treatment/Water Filtration                              |
| <input type="checkbox"/> Energy Savings Products & Services       | <input type="checkbox"/> Outside Furniture/Storage             | <input type="checkbox"/> Windows/Doors/Screens                                         |
| <input type="checkbox"/> Environmental Products/Services          | <input type="checkbox"/> Pools/Spas/Hot Tubs                   |                                                                                        |

**FOR HBA USE ONLY:** \_\_\_ M \_\_\_ Non Mbr \_\_\_ Sponsor \_\_\_ New Mbr

Booth #: \_\_\_\_\_

Booth Size: \_\_\_\_\_

New Member Dues: \$ \_\_\_\_\_

Non Member add \$450: \$ \_\_\_\_\_

Total Booth Rental: \$ \_\_\_\_\_

GRAND TOTAL: \$ \_\_\_\_\_

Deposit Received: \$ \_\_\_\_\_

Date: \_\_\_\_\_ Accepted by: \_\_\_\_\_

**Checks should be made payable to: HBA**

**Return signed contract with your check to:**

**PA Home Show  
 Attention: Linda McMasters  
 2416 Park Drive  
 Harrisburg, PA 17110**

**Phone: (800) 281-5539 or (717) 232-5595  
 Fax: (717) 232-5605**

# UPDATED SHOW REGULATIONS

## Purpose and Cancellation

A prime purpose of the Home Show is to educate and make the public aware of products and services available by and related to the housing industry. Exhibitor agrees to install an attractive and educational display of its products or services. The prestige and integrity of the Show depends upon the quality and responsibility of the Exhibitor. Accordingly, a review and inspection is made of all Exhibitors who are in the Show. The Home Builders Association of Metropolitan Harrisburg (hereinafter "HBA") reserves the right to refuse any exhibit, or any Exhibitor, or any Exhibitor's employee, which or who, in the sole opinion of the HBA, display and/or conduct is not in the best interest of the Show. Furthermore, HBA may, at any time, without assigned cause and without notice, cancel this Agreement and remove the Exhibitor, his agents and property from the building, in the event the Exhibitor fails to do so promptly upon direction from HBA. In the event of cancellation, the Exhibitor waives any claim for damages or injuries or for the recovery of any rental monies. It is noted that HBA has organized, designated and authorized a Show Management Committee to administer fully these Regulations and the Show in general.

## Construction and Location of Exhibit

The exhibit will be built within the area designated by HBA. HBA reserves the right to rearrange the floor plan, to make adjustments of space allotments and relocate any exhibit as it deems necessary for the best interest of the Pennsylvania Home Show. Booth size will be limited. Exhibitors can only expand into another aisle if a full aisle is not available or if there is not enough space in that one aisle to equal the total square footage allowable.

Exhibitor agrees to arrange a display so as not to obstruct, view or mar general harmony of the exposition. All back walls and perimeter walls must be constructed or draped to a height of eight (8) feet. Maximum height, including signage, is twelve (12) feet. It is the responsibility of the Exhibitor to finish any exposed back or sidewalls and the HBA reserves its right to do the aforementioned at the expense of the Exhibitor.

Exhibitor agrees to confine all activity concerning its display within the limits of its exhibition space; working the aisles is strictly prohibited.

The Exhibitor will be required to replace, repair or otherwise assume the expense for any defacement or injury of premises caused by its exhibit or its representative. The driving of nails, screws, or use of any method of attaching materials to walls, floors or railings is prohibited.

Heavy materials or equipment shall not be dragged, skidded or rolled over the floors, but will be carried or moved on wheels of such size and type as will not cause scratches or mars not removable by ordinary routine methods of cleaning.

Materials and equipment that might cause a stain, mark or discoloration of the floors or walls shall be protected against such damage by water-tight pans, shields, baffles or suitable devices.

## Operation of Exhibit

Open flames are not permitted within the building except by the consent of the HBA. Helium-filled balloons or bumper stickers are not permitted within the building. Liquor or intoxicating beverages are not permitted in the building or on the grounds at any time. Activities accepted within the definition of gambling or small games of chance are not permitted in the building or on the grounds. Highly flammable or explosive materials are not permitted either for decoration, display or use within the building. The use of paper or fabric display materials is not permitted unless considered flame-proof by the HBA or fire officials.

All TV, stereo, musical instruments and other machines producing sound or vibration must be kept to a volume or level not to disturb neighboring exhibitors and show attendees.

Exhibitors may not allow any article to be brought into or any act to be done upon the premises that will deface any part of the building or permit anything to be done by its employees or its agents by which the premises may be in any manner injured, marred or defaced. Violations of the Regulations will give the HBA the right to terminate the Exhibitor's Agreement, and the Exhibitor will forfeit to the HBA all monies which may have been paid for rental and must reimburse the HBA for the cost of repairing such damage to the building.

## Direct Sales

Direct Sale vendors are not restricted, unless they are a Demonstrator and will be in the hall connecting the Expo Hall and Equine Arena.

## Assignment

No Exhibitor shall assign, sublet or apportion the whole or any part of its allotted space, nor display any goods other than those manufactured or sold by them in the regular course of business without the express written approval of the HBA.

## Identification of Displays/Listing of Products

Exhibitor agrees to provide a complete list of products and serial numbers it will display, if requested, as a part of this contract agreement. All exhibits must conform strictly to the terms covered in this contract. The HBA reserves the right to reject or prohibit any exhibit, part of an exhibit or proposed exhibit, including persons, things, conduct, printed matter, catalogs or souvenirs which, in its opinion, are not suitable to and in keeping with the character of the Pennsylvania Home Show.

## Risk of Loss

The HBA shall not be responsible for loss or damage of any Exhibitor's merchandise, display material or personal property. To the extent that "security rooms" are provided, THIS AGREEMENT DOES NOT CREATE A BAILMENT RELATIONSHIP. Exhibitors are cautioned to use care in safeguarding exhibit materials and property during the installation period, during the Show and when the Show is being dismantled.

All goods, products and merchandise of any kind placed in the Show are understood to be at the owner's risk, and by submission of the Application, Exhibitor releases and holds HBA harmless of and from any liability for damage, injury or loss to any such goods, products and merchandise from any cause whatsoever.

## Limited Janitorial Services

Those services furnished by the HBA include janitorial services (aisles only) and general lighting, all within the limits of the facilities of the building.

## Move-In Times

Exhibitors will be advised of their move-in times. Specific times will be designated for vehicle unloading. Move-in schedules are dependent on weather conditions. **All work must be completed no later than 6:00 p.m. on Friday, March 5, 2010** as outlined in the Exhibitor's Manual. **No exhibits may be removed before 6:00 p.m. on Sunday, March 14, 2010.** All materials must be removed and the booth space restored by 5:00 p.m., Monday, March 15, 2010. Exhibitor agrees to observe designated hours of the Show as shown on the brochure which is incorporated herein by reference.

## Cancellation

It is understood and agreed that in case the HBA shall fail to open the Pennsylvania Home Show as herein provided, or to furnish the space to the Exhibitor herein described, or comparable space as herein described, it will refund to the Exhibitor all sums paid hereunder, which sum shall be in full liquidation of all loss or damage suffered by the Exhibitor. If, however, the HBA is unable to open the Pennsylvania Home Show as herein provided, or is compelled to postpone or relocate said Show on account of strikes, fires, casualties, acts of God or other causes beyond the HBA's control, then it shall not be in any manner financially liable to Exhibitor.

## Insurance

The Exhibitor, at Exhibitor's expense, shall obtain and maintain in effect a commercial general liability insurance policy, written on an occurrence basis, that provides coverage against claims for personal injury, death or property damage occurring on the premises of the Home Show, including, without limitation, the building and parking lots. Such policy shall afford protection with a limit of not less than One Million Dollars (\$1,000,000.00) combined single limit with respect to bodily injury, personal injury or damage to property in any one occurrence. Exhibitors shall cause the HBA and the Pennsylvania State Farm Products Commission to be an additional insured on such policy and upon request shall deliver to the HBA a certificate of insurance evidencing said coverage. Failure by the Exhibitor to comply with the provision of this section shall result in the termination of this Agreement upon written notification to the Exhibitor by the HBA and, should such termination occur, the Exhibitor shall not be entitled to a refund of any part of the rental fee. Deadline: January 29, 2010.

## Liability and Indemnity

The HBA will not in any way be liable for both personal and/or property injury that may occur to an Exhibitor, its employees or its agents, nor for the safety of any exhibit against accident or any other destructive causes. The Exhibitor shall indemnify and hold harmless the HBA and the Pennsylvania State Farm Products Commission from and against any and all claims, liabilities, losses, costs, damages, expenses, including reasonable attorney's fees, obligations or charges of any kind whatsoever made against or suffered by the HBA in any way connected with or relating to the Exhibitor's participation in the Home Show.

## Nonpayment

IF THE EXHIBITOR FAILS TO TIMELY MAKE ALL PAYMENTS FOR SPACE OR ANY PAYMENT FOR SERVICES ORDERED, THE EXHIBITOR WILL NOT BE PERMITTED THE USE OF ANY BOOTH SPACE. Furthermore, if the Exhibitor fails to comply with the Show Regulations, it may result in the HBA immediately canceling exhibit space requiring Exhibitor to immediately remove its property. In failing to do such, the HBA is given the right to remove such with all charges, moving costs, storage fees, reasonable attorney's fees and collection and court costs to be borne by the Exhibitor. A violation of these Regulations by Exhibitor shall not be construed as creating a duty by HBA to mitigate or affect the obligation of the Exhibitor to receive any refund.

## Discriminatory Conduct

Exhibitors shall not engage in any conduct or display any items which have a tendency to belittle or discriminate against individuals because of their race, creed, color, national origin, sex, age or disability. HBA management at its sole discretion may require any such conduct to cease immediately and the removal of any such items. The HBA disclaims any responsibility for violations of this policy.

## Violation of Show Regulations

Any Exhibitor violating the Show Regulations shall, upon oral notification by the HBA, forthwith comply with such Show Regulations or, if so directed by the HBA, immediately remove the exhibit from the Show. Upon failing to do so, Exhibitor hereby grants HBA the right to do so and hold Exhibitor's property until all unpaid charges are fully satisfied, together with accrued storage charges, moving costs, reasonable attorney's fees, collection costs and court costs, if any.

## Distribution of Literature and Souvenirs

No Exhibitor shall distribute any printed advertising souvenirs, etc., other than from their own exhibit space. Any souvenir or advertising that is of an objectionable or undignified nature, in the sole opinion of HBA, shall not be permitted and may be cause for termination of the exhibit space. Souvenirs should not be of a noise-making variety.

## Additional Regulations

HBA reserves the right to adopt and promulgate such further reasonable rules and regulations as shall be reasonably necessary for the convenience and safety of all Exhibitors and promote the purpose of the Show. All Exhibitors agree to conform and abide by such supplemental regulations promptly upon receipt of same.



CREDIT CARD AUTHORIZATION  
FORM for  
BOOTH RENTAL ONLY:

If you wish to use this method of payment for you home show booth, please complete the information requested below and return the completed form along with your Home Show contract.

1. Booth number: \_\_\_\_\_ Hall: \_\_\_\_\_  
(If your booth number and hall have been selected please completed)

2. Company name as listed in the show:  
\_\_\_\_\_

3. Company name if different than listed in show:  
\_\_\_\_\_

4. Email Address: \_\_\_\_\_

5. Amount invoicing on credit card: \$ \_\_\_\_\_

6. Payment Method:  VISA      or       MASTERCARD

7. CC: \_\_\_\_\_

8. CRV# (last 3 security code digits on back of card): \_\_\_\_\_

9. Ex. Date: \_\_\_\_\_ / \_\_\_\_\_ (MM/YYYY)

10. Credit Card Billing Address, City, State: (no PO Boxes)  
\_\_\_\_\_

11. Billing Zip Code: \_\_\_\_\_

12. Name on Credit Card (The name &/or company name the card was issued to):  
\_\_\_\_\_

13. Signature: \_\_\_\_\_

Mail to: PA Home Show  
Home Builders Association of Metropolitan Harrisburg  
2416 Park Drive  
Harrisburg, PA 17110

Telephone: (717) 232-5595, ext. 104      Fax: (717) 232-5605