



Exhibitor Space Application/Contract  
NEW RIVER VALLEY HOME SHOW  
"2019 Home Expo"  
March 8-10, 2019  
Christiansburg Recreation Center

**IN ORDER TO RETAIN YOUR BOOTH SPACE FROM LAST YEAR AND PAY EARLY BIRD PRICES, YOU MUST HAVE YOUR APPLICATION AND FULL PAYMENT MADE BY May 18th**

The New River Valley Home Builders Association (the "Association") will provide to the Exhibitor (hereafter defined) space, as indicated above, for an exhibit in the New River Valley Home Show-Home Expo (the "Show") to be held in the Christiansburg Recreation Center in Christiansburg, Virginia, on the dates shown herein, subject to the following:

**GUIDELINES:**

1. **EXPO HOURS:** Hours will be Friday 3/8/19 4:00 PM to 8:00 PM, Saturday 3/9/19 9:00 AM to 7:00 PM, Sunday 3/10/19 12:00 PM to 5:00 PM. **NOTE: EXHIBITS MUST BE MANNED AT ALL TIMES DURING SHOW HOURS.**
2. **INSTALLATION OF EXHIBITS: ALL EXHIBITS MUST BE COMPLETED BY 3:00 PM ON FRIDAY 3/8/19.** All items which require an opening over six feet wide must be in the exhibit area prior to **12 noon on Friday 3/8/19.** Vendors may use hand trucks to carry items into the exhibit hall, once the garage door is closed. ***No Vehicle may be driven onto the exhibition floor. No forklifts are available.***
3. **REMOVAL OF EXHIBITS: *ABSOLUTELY no breakdown or move out is allowed prior to the Show closing at 5 PM on Sunday 3/10/19.*** Exhibitors must remove exhibits immediately at close of Show 5 PM on Sunday 3/10/19 and have until 8 pm to do so. All booth construction waste is to be disposed of in designated receptacles. Exhibitors will be fined for ignoring the policy and will reimburse the Association for any cost and expenses of removal.
4. **EXHIBIT CONSTRUCTION:**
  - A. **Hollins Exhibits** will install booths using drape material with 8' backdrops and 3' sidewalls on a metal framework (**8' sidewalls are available be at the additional expense of the Exhibitor through Hollins Exhibits**)
  - B. Adjoining Exhibitors may, and are encouraged to, work together in construction of exhibits to make common use of side walls. Common use of back walls is NOT to be permitted as a utility passageway must be provided between the rear of exhibits.
  - C. Maximum height of exhibits, including signs and roofing, is twelve (12) feet
  - D. Booth space will be carpeted by Hollins Exhibits.
  - E. **Space Measurements:** Size of exhibit is measured as OUTSIDE dimensions. Constructed exhibits must be constructed so that their outer width and depth do not exceed the size of the purchased space, indicated at top of this Application/Agreement. All parts of exhibit must stay within the inside of exhibit space.
  - F. **Exposed Construction and Exhibits:** Exposed backsides of back walls, side walls, and /or exhibits, in all areas, must be covered in a NEUTRAL COLOR, so as not to be offensive to other exhibits or exhibitors.
  - G. **Side Wall Heights:** Side walls, space dividers and/or exhibits along sides of exhibit space, may be NO higher than height of back wall or roof of constructed exhibits and may be the same height for entire depth of exhibit.

**5. HEALTH AND SAFETY:**

- A. All cooking at exhibits must meet standards of and be approved by the Fire Marshall and/or Commonwealth of Virginia Health Dept.
- B. All use of oil, gasoline, natural or bottle gas, open fires and/or cooking heat must meet standards of and be approved by the Town of Christiansburg Fire Marshall.
- C. All Exposed electrical wiring used by exhibitor must be covered and/or taped down.
- D. Exhibitors shall take every possible precaution in and around their exhibit area to protect the health and safety of the general public.
- E. **Food and Drinks (other than water) are prohibited in the Rec Center by the Town of Christiansburg, unless part of an approved event by the Health Department. The food attracts pests and rodents and the Town prohibits food and drinks in the Expo area.**

- 6. **ELECTRICAL REQUIREMENTS:** All exhibitors will be provided ONE 110v outlet per booth at no cost. Additional or special requirements will be handled by the exhibitor directly with Hollins Exhibits (540-362-3940).
- 7. **DRAPERIES, DECORATING AND RENTALS:** Hollins Exhibits is the official rental agency for Home Expo. No other rental agency will be allowed in the Christiansburg Recreation Center during the Expo dates. Exhibitors may rent all decorating equipment, carpeting, tables, chairs, trash cans, etc., from Hollins Exhibits if you do not provide your own. A packet will be sent to each exhibitor by Hollins Exhibits 3-4 weeks prior to show.
- 8. **EXHIBITOR IDENTIFICATION:** Exhibitors will receive a hand stamp upon check in at the Expo each day.
- 9. **SUBLET OF EXHIBIT SPACE:** Exhibitors shall not assign or sublet any part of exhibit space herein contracted without written consent of the Association. Nor shall Exhibitor allow any other individual, firm, business or organization to exhibit or be promoted by name or name sign within Exhibitor's exhibit space without consent of Expo Management. Booth space may not be transferred to another exhibitor without written permission from the NRVHBA.
- 10. **LIABILITY INSURANCE:** The New River Valley Home Builders Association and the Christiansburg Recreation Center each have general liability insurance. Each exhibitor is required to have their own comprehensive general liability insurance with at least \$1,000,000 in coverage. NRVHBA hereby informs Exhibitor there is no additional general liability insurance coverage available to you under our policy for any bodily injury or property damage to the premises or attendees in your exhibit area during the Show, including move-in and move-out dates. FIRMS WITHOUT PROPER INSURANCE WILL NOT BE ALLOWED TO EXHIBIT IN THIS SHOW. When you submit this contract, please have your insurance agent email or mail a current Certificate of Liability Insurance listing NRVHBA as an additional insured from Wednesday, March 6 - Sunday, March 10, 2019. Exhibitor shall keep in force and maintain said insurance during and throughout the event. Proof must be provided to NRVHBA with agreement/contract and again 30 days prior to event. Exhibit space agreement/contracts will not be considered complete until NRVHBA receives the Certificate of Insurance.
- 11. **SECURITY:** The Association will not be responsible nor will they guarantee the Exhibitor against loss of any kind. The Exhibitor may, at Exhibitor's expense, employ an approved watchman or guard to protect Exhibitor's interest.
- 12. **LITERATURE AND GIVEAWAYS:** Exhibitor may distribute literature, brochures, samples, giveaways, etc., from exhibit space. However, no exhibitor will be permitted to perform any of these acts outside the confines of their exhibit space, unless otherwise agreed to in writing. Please no balloon giveaways.
- 13. **DEMONSTRATIONS:** Unnecessary noises, loud attention getters, loud radios, TV, music or other types of noisy demonstrations are forbidden without the expressed written approval of the Association.
- 14. **APPEARANCE OF EXHIBIT:** Exhibitor will remove all excess display material, packing/storage cases, etc., from Expo exhibit area. Exhibitor space **must** be kept neat, orderly and clean at all times. Hollins Exhibits will provide, at exhibitor's expense, a cleaning service if ordered in advance.

- 15. PARKING:** All Exhibitors are to park in the area designated to “exhibitor only”. Any exhibitors parking in Home Expo guest parking will be towed at their own expense. Parking details to follow in exhibitor packet.
- 16. ELIGIBILITY AND ASSIGNMENTS:** The Association reserves the right to determine the eligibility of any firm or product; to make space assignments and arrangements as necessary in the Association’s sole discretion.
- 17. MISCELLANEOUS:** No representations or promises have been made by any party hereto other than those contained in the Agreement, which cannot be altered except in writing, and which is governed by Virginia Law. Any dispute between the parties shall be decided only in the courts of Montgomery County, Virginia, and the parties waive any objection to jurisdiction or venue thereof.
- 18. CANCELLATIONS:**
- A.** If, in the **event of emergency**, it becomes necessary to postpone or completely cancel the Expo for any reason, **any fees paid by the Exhibitor to the Association for space will not be refunded.** The Exhibitor hereby waives any claim for damages, including consequential damages.
  - B.** In the event Exhibitor wishes to cancel participation, the Association will refund one- half (1/2) of the payment, if the WRITTEN notice of cancellation is received by the Association by Dec. 31, 2018, and if the Association is able to resell the said exhibit space. Refunds will be made upon completion of THE HOME EXPO.
- 19. INDEMNIFICATION:** Exhibitor agrees to indemnify and hold harmless the Association and Hollins Exhibits and/or their assigns for any claim for damages or loss, or any claim, cause of action or cost whatsoever (including attorney’s fee) which may arise from the Exhibitor’s acts or omissions, the use of the exhibit space, or operation of the exhibit.

\_\_\_\_\_ (“Exhibitor”) must enclose the total cost of the exhibit space requested as set forth below. NRVHBA membership must be current in order for NRVHBA Member rates to apply.