



PA HOME & GARDEN DESIGN EXPO™

February 27 - March 1, 2020

PA Farm Show Complex - Main Hall

Maclay Street Entrance

VENDOR REGISTRATION FORM

By completing this application, you affirm that you have read and understand all information provided. Submission of this application acknowledges all rules, provisions, terms, and show regulations as published and included. Furthermore, I acknowledge that the HBA has full authority to change any condition or regulation as considered necessary for the safe and reasonable execution of the event. Reasonable notice will be provided to all early registrants in the event of any change.

Early Bird Registration Deadline - September 30, 2019

Deposit: 50% due within 10 days of invoice date.

Payment in Full - Due no later than February 1, 2020

Make Checks Payable to "HBA"

Cancellation - Must be made in writing to show director. 30% of total booth price retained for any cancellation made prior to February 1, 2020.

Contact Show Director / Return Application To

Douglas Vu
2416 Park Drive
Harrisburg, PA 17110
(717) 232-5595 ext. 103
doug@harrisburgbuilders.com

Disclaimer - The HBA reserves the right to decline any exhibitor request for space and the right to assign or otherwise relocate booth rental spaces as needed for the successful execution of the show

Approval - Booth reservations are considered provisional until both an application and a deposit is received. Returning exhibitors must complete a new application for the 2019 Expo. If either is not received by the appropriate deadline, the booth may be made available for another exhibitor.

FOR HBA USE ONLY	
Date Approved:	Booth Number:
Notes:	
Signature:	

BOX A: EXHIBITOR CONTACTS AND AUTHORIZATION

Please Print Legibly

Date: ____ / ____ / ____

Company Name: _____

Display Name (if different): _____

Company Address: _____

City: _____ State: _____ Zip: _____

Public Contact: _____

Public Email: _____

Billing Contact: _____

Billing Email: _____

Setup Contact: _____

Setup Email: _____

Public Number: (_____) _____

Secondary Phone Number: (_____) _____

Referred by (Company Name) _____

Authorization Signature: _____

Print Name: _____

BOX B: MEMBERSHIP STATUS

Active Member: Non Member:

Check to receive information about joining the HBA:

BOX C: BOOTH CONFIGURATION

HBA may review and make changes to the floorplan before registration opens for general exhibitors. Reasonable notice will be made of any booth configuration changes. Applications received after 12/31/2019 will be assigned booths by the HBA.

To View Map, Visit www.shows.map-dynamic.com/pahgde2020

Booth Number(s) Requested: _____

Number of square feet requested: _____

Check if interested in the following configurations (additional charges apply for corner and endcap spaces):

Corner Booth	<input type="checkbox"/>	Endcap Booth	<input type="checkbox"/>
Booth along a wall	<input type="checkbox"/>	Near Tiny Home	<input type="checkbox"/>
Near Votech Schools	<input type="checkbox"/>		

BOX D: ELECTRICAL

Electricity is NOT included in your booth fee. Complete the information below for additional electrical needs only. Rates below reflect advanced pricing. Prices may vary if on site.

110v 20 amp plug	# _____ x	\$150/per unit = _____
208v Single Phase 20 amp	# _____ x	\$180/per unit = _____
208v Single Phase 30 amp	# _____ x	\$190/per unit = _____
208v Single Phase 50 amp	# _____ x	\$295/per unit = _____
208v Single Phase 60 amp	# _____ x	\$330/per unit = _____
208v Single Phase 100 amp	# _____ x	\$455/per unit = _____
208v Three Phase 20 amp	# _____ x	\$230/per unit = _____
208v Three Phase 30 amp	# _____ x	\$280/per unit = _____
208v Three Phase 50 amp	# _____ x	\$355/per unit = _____
208v Three Phase 60 amp	# _____ x	\$405/per unit = _____
208v Three Phase 100 amp	# _____ x	\$505/per unit = _____
208v Three Phase 200 amp	# _____ x	\$805/per unit = _____
Electrician	hrs _____ x	\$155/per hour = _____
Electrician Helper	hrs _____ x	\$80/per hour = _____
Total Electrical =		_____

BOX F: PIPE AND DRAPE / EQUIPMENT

All booths must include at least an 8' wall covering the rear side of their display. If constructed, all exposed sides must be covered. 3' side rails are not required but are recommended. Prices increase if ordered at the show **(ALL PRICES LISTED FOR A SINGLE 10' SECTION) CHECK ALL THAT APPLY**

DRAPE (IN BLUE ONLY)

- Standard Package - includes 6' table, 8' back wall, 3' side rail, 2 chairs, waste basket / \$60.00
 Economy Package - includes 8' back wall, 3' side rail / \$30.00
 Rear Wall Only - 8' back wall / \$20.00

FURNITURE (Prices Shown for entire Expo Duration)

- | | | |
|--|--|--|
| <input type="checkbox"/> Counter Stool w/ Back / \$40.00 | <input type="checkbox"/> Arm Chair / \$30.00 | |
| <input type="checkbox"/> Easel / \$20.00 | <input type="checkbox"/> Bag Holder / \$40.00 | |
| <input type="checkbox"/> Literature Rack / \$40.00 | <input type="checkbox"/> Clothes Rack / \$28.00 | |
| <input type="checkbox"/> Pedestal Table 24"D 40" H / \$45.00 | <input type="checkbox"/> Waste Basket / \$12.00 | |
| <input type="checkbox"/> Table 4' / \$45.00 | <input type="checkbox"/> Table 6' / \$55.00 | <input type="checkbox"/> Table 8' / \$65.00 |
| <input type="checkbox"/> Table Draped 4' / \$65.00 | <input type="checkbox"/> Table Draped 6' / \$75.00 | <input type="checkbox"/> Table Draped 8' / \$85.00 |

- CARPET (10'x10' Nylon)** Select color in Black / Red / Blue / Grey \$75.00 per section

Additional services (charges will apply - circle to be contacted with more information)

- Drayage Services Sign Hanging Booth Cleaning Sign Orders

BOX H: ADDITIONAL INFORMATION

Preferred Website: _____
 PA Sales Tax ID: _____
 Federal EIN: _____
 Check if Exempt:
 Contractor License # (if applicable): _____

BOX E: BOOTH RATES

Booth Size	Member	Non-ember
100 Sq. Ft.	\$1,300	\$2,125
200 Sq. Ft.	\$2,200	\$3,025
300 Sq. Ft.	\$3,000	\$3,825
400 Sq. Ft.	\$4,000	\$4,825
500 Sq. Ft.	\$5,000	\$5,825
600 Sq. Ft.	\$6,000	\$6,825

Contact HBA for pricing on booths larger than 600 sq. ft. Prices shown above assume in-line position for booths with one open side (1). Add \$100 per additional open side. Annual HBA Dues= \$655.00

BOX G: BOOTH FEE CALCULATION

Base Booth Rate (Box E) _____
 Upcharge for corner (\$100)
 or endcap (\$200) + _____
 Electricity (Box D) + _____
 Pipe and Drape (Box F) + _____
 Subtotal _____

Early Bird Registration - \$100.00
 (If dated and submitted no later than 09/30/2019)
 Early registrants will also receive complimentary tickets, based on the date of their application.

Check to receive an Invoice
 Check to pay via Credit Card

3% Credit Card Fee (if checked) + _____

Grand Total
 (Add all lines above) _____

BOX I: CREDIT CARD INFORMATION

HBA required credit card information to be provided with all applications, in the event of late or non-payment. HBA will notify prior to any charge, and will send receipts.

Name on Card: _____

Card Num: _____

Expiration (MM/YY): _____

Security Code: _____

Billing Zip Code: _____

3% convenience fee applied to all credit card transactions



This will be reflected on the www.pahomeandgarden.com website and on all applicable PA Home Show materials. HBA will select the most appropriate categories if left blank or if more than 2 categories are chosen.

BOX J: EXHIBITOR CATEGORIES

Check Only Two (2)

- | | |
|--|--|
| <input type="checkbox"/> Air Purification | <input type="checkbox"/> Heating & Air Conditioning |
| <input type="checkbox"/> Appliances | <input type="checkbox"/> Home Builder |
| <input type="checkbox"/> Basement Waterproofing , Foundation | <input type="checkbox"/> Home Designer , Interior Decorating |
| <input type="checkbox"/> Bath & Kitchen Contractor , Plumbing Fixtures | <input type="checkbox"/> Home Entertainment & Electronics |
| <input type="checkbox"/> Beds & Mattresses | <input type="checkbox"/> Home Safety |
| <input type="checkbox"/> Cabinets, Manufacturer | <input type="checkbox"/> Installation & Service |
| <input type="checkbox"/> Cable | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Cash & Carry | <input type="checkbox"/> Kitchens |
| <input type="checkbox"/> Closet Organizational Systems | <input type="checkbox"/> Landscape Design & Service |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Lasik & Vision |
| <input type="checkbox"/> Contractor General | <input type="checkbox"/> Lawn & Garden Services |
| <input type="checkbox"/> Countertop Manufacturer | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Log Homes |
| <input type="checkbox"/> Driveway Installation | <input type="checkbox"/> Masonry Services |
| <input type="checkbox"/> Educational Display & Resources | <input type="checkbox"/> Other |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Patio Furniture |
| <input type="checkbox"/> Energy Saving Products & Services | <input type="checkbox"/> Patio Installation & Service |
| <input type="checkbox"/> Environmental Products & Services | <input type="checkbox"/> Pest & Rodent Control |
| <input type="checkbox"/> Fencing & Railings | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Financial Services & Loans | <input type="checkbox"/> Pools, Spas, Hot Tubs & Saunas |
| <input type="checkbox"/> Flagpoles | <input type="checkbox"/> Remodelers |
| <input type="checkbox"/> Floor Coverings, Carpet, Laminate | <input type="checkbox"/> Roofing Services & Products |
| <input type="checkbox"/> Food & Beverage Sales & Service | <input type="checkbox"/> Solar |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Sunrooms & Greenhouses |
| <input type="checkbox"/> Garage Doors & Openers | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Gas | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Gazebos, Garages, Sheds | <input type="checkbox"/> Vacuum Systems |
| <input type="checkbox"/> Generators | <input type="checkbox"/> Water Filtration |
| <input type="checkbox"/> Geothermal Installation & Service | <input type="checkbox"/> Water Treatment |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Gutters | <input type="checkbox"/> Wineries & Distilleries |
| <input type="checkbox"/> Hardscape | |

BOX L: NOTES & COMMENTS

Use the space provided to leave additional notes, or requests

PA HOME & GARDEN DESIGN EXPO™

TERMS AND CONDITIONS

As of 07/2019

Purpose and Cancellation

The purpose of the PA Home & Garden Design Expo (Hereafter called “Expo”) 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 Expo depends upon the quality and responsibility of the Exhibitors. Accordingly, each vendor booth in the Expo will be inspected and reviewed. 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 conduct not in the best interest of the Expo. 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 an Expo Committee to administer fully these Regulations and the Expo 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 Expo. 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 the view or mar general harmony of the exposition. All back walls and perimeter walls must be constructed or draped to a minimum height of eight (8) feet. Maximum height, excluding signage, is ten (8) 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, tarps, baffles or suitable devices.

Signage

Exhibitor agrees to cover double printed signs, banners any other type of signage / promotional materials that are against the back of their booth or above another exhibitor's booth (s). Signage may be assembled higher than exhibit wall, at the expense of the exhibitor. Ceiling and venue limitations may apply. Contact expo director for more information. HBA reserves the right to revise, adjust, or otherwise manipulate exhibitor signage based on what is in the best interest of the expo.

Music at the Expo

Music played must be non-licensed – needle drop music. Due to the licensing restrictions of ASCAP/BMI, recorded, commercially prepared music cannot be played in your exhibit space for the entertainment of expo visitors. This includes music from a radio or personal music player. Further, should fines be levied by these licensing organizations, they are the responsibility of the individual exhibitor who violates the licensing terms and not the responsibility of the Home Builders Association of Metropolitan Harrisburg or the Pennsylvania State Farm Expo Complex.

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, unless sold by an approved merchant. 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 expo 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 demonstrating and using a microphone. If you are demonstrating and/or using a microphone then you will be at the discretion of the expo management.

Payment

Make all checks payable to "HBA" or "HBA of Metro Harrisburg". All exhibitors hereby acknowledge the 3% convenience fee applied to all credit card transactions. 50% deposit due

within 10 days of the invoice date. No space will be awarded to an exhibitor with an outstanding balance with the HBA.

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. Vendors submitting applications after 12/31/2019 will have booth locations assigned by 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 Expo.

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 Expo and when the Expo is being dismantled. All goods, products and merchandise of any kind placed in the Expo 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 which are highly subject to change. HBA will notify applicable exhibitors if their setup times have been revised. Specific times will be designated for vehicle unloading. Move-in schedules are dependent on weather conditions. All work must be completed no later than 8:00 p.m. on Wednesday, February 27, 2019 as outlined in the Exhibitor's Manual. No exhibits may be removed before 6:00 p.m. on Sunday, March 1, 2020. All materials must be removed and the booth space restored by 5:00 p.m., Monday, March 2, 2020. Exhibitor agrees to observe designated hours of the Expo 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 Expo 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 Expo as herein provided, or is compelled to postpone or relocate said Expo 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

Dates include 2/26 through 3/2. 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 Expo, 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 Home Builders Association of Metropolitan Harrisburg (HBA) to be an additional insured on such policy and 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: February 1, 2020. (See sample in Exhibit Manual)

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 Expo.

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 Expo Regulations, it may result in the HBA immediately canceling exhibit space requiring Exhibitor to immediately remove its property. In failing to do so, 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 Expo Regulations

Any Exhibitor violating the Expo Regulations shall, upon verbal notification by the HBA, forthwith comply with such Expo Regulations or, if so directed by the HBA, immediately remove the exhibit from the Expo. 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 Expo. All Exhibitors agree to conform and abide by such supplemental regulations promptly upon receipt of same.