

It's All About Living Spring Home Show
March 24-26, 2023 Salem Civic Center

**WE FURTHERMORE AGREE TO THE FOLLOWING CONDITIONS, RULES
AND REGULATIONS #1 - #22 on pages 1 – 5 BELOW:**

1. SHOW HOURS: The hours will be **Friday, 3/24/23- 2pm to 6pm, Saturday, 3/25/23, 10am to 5pm, Sunday, 3/26/23, 12 noon to 5pm. NOTE: EXHIBITS ARE TO BE MANNED AT ALL TIMES DURING SHOW HOURS.**

2. INSTALLATION OF EXHIBITS: ALL EXHIBITS MUST BE COMPLETED by 12 NOON ON FRIDAY, 3/24/23 – NO EXCEPTIONS.

****FORK LIFT:** There will be a fork lift & operator available on move-in and move-out days at no extra cost to exhibitors.

- **Arena (booths #201-906)** - Wednesday, 3/22/23, from 8am - 8pm; Thursday, 3/23/23, from 8am – 8pm (All vehicles must be removed from the building by 3pm on Thursday & will not be allowed to re-enter, to allow set-up of the rear arena. Exhibitors may continue to work on setup until 8pm.
- **Rear Arena** will move in from 5-8pm Thursday, and Friday from 8am – 12 noon.
- **Lobby, Hallways, and Parlor A** - Wednesday, 3/22/23 and Thursday, 3/23/23, 8am - 8pm.
- **Outside Exhibitors** - Thursday, 3/23/23, 7am - 8pm; if *Wednesday, 3/22/23, setup is necessary exhibitor must receive prior approval from Show Management.*

3. REMOVAL OF EXHIBITS: ABSOLUTELY no breakdown or move out will be allowed prior to the Show closing at 5pm on Sunday, 3/26/23. EXHIBITS NOT REMOVED BY DEADLINES RISK IMPOUNDMENT BY CITY OF SALEM & EXHIBITOR WILL BE LIABLE FOR ANY AND ALL RELATED FINES. At close of Show, all exhibitors are encouraged to remove all items that could be easily broken or removed by someone other than the exhibitor.

- **Arena (booths #201-906)** - Monday, 3/27/23, 8am - 5pm. Note: Items may be hand carried out on Sunday after Show closes, if necessary. **Rear Arena – if added - Exhibitors must remove exhibits immediately at close of Show, 5pm on Sunday, 3/26/23 and will have until 10pm to complete removal.**
- **Lobby, Hallway, and Parlor A** - may begin move-out AFTER 5pm Sunday, 3/26/23 & must have exhibits removed completely by 5pm on Monday, 3/27/23.
- **Outside Exhibitors** may begin move-out AFTER 5pm Sunday, 3/26/23 & must have exhibits removed completely by 5pm on Monday, 3/27/23.

4. INSURANCE: Each exhibitor is required to have **CURRENT** comprehensive general liability insurance covering dates of the Show (*listing RRHBA as an additional insured 3/22/23 through 3/27/23*) with at least **\$1,000,000 in coverage**. Exhibitor shall keep in force and maintain said insurance during and throughout the event. **A copy of the required certificate of insurance must be received by RRHBA no later than 3/1/23, the same date as the balance due, to avoid contract cancellation.**

5. EXHIBIT CONSTRUCTION:

A. Arena Exhibit Areas:

1. Show Management will install booths using drapes (8' back walls and 3' side walls; 8' side walls will be at the expense of the exhibitor) supported on metal framework, provide each booth with **access to one (1) 110v** electric outlet and furnish a one-line sign showing the name of each exhibitor. ***Additional 110v and/or 220v outlets must be ordered from and fee paid to the Salem Civic Center by the exhibitor at least 2 weeks prior to move-in.*** **ELECTRICAL REQUIREMENTS: INSIDE Exhibitors will be provided access to one 110v outlet per space at no additional cost.**

2. Adjoining Exhibitors may, and are encouraged to, work together in construction of exhibits to utilize common use of side walls; however, common use of back walls cannot be permitted as utility passageway must be provided between backs of exhibits.

3. Exhibitors using exhibit space facing on two aisles must design exhibit to allow for a door or other acceptable access to the utility passageway.

4. Exhibitors in this area are encouraged to pre-wire their exhibits with outlets along back and/or sides as needed, so that only one electrical connection is necessary from the Civic Center.

5. Maximum height of exhibits (except those listed below), including signs and roofing, shall be 15' (unless preauthorized by Show Management).

6. No floor covering will be furnished in any exhibit spaces areas by Show Management.

7. **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 exhibits.

B. Lobby and Hallways: Same as "A. 1." above.

C. Parlor A (if added): No pipe and drape provided. Wall outlets available for exhibitor use.

D. Space Measurements: Size of exhibit is measured **OUTSIDE dimensions**. Constructed exhibits must be built so that their outside or extreme width and/or depth does **not exceed size of space purchased**. **All parts of exhibit, including any carpet, must stay within the INSIDE dimensions of exhibit space. Allowances should be made for pipe & drape base at each corner.**

E. 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.

6. OUTSIDE EXHIBIT SPACE:

A. Outside exhibit space is unstructured and in the open on the grass or asphalt. It is intended for large exhibits, such as heavy machinery and equipment, spas, landscaping, etc. There is no cover provided.

B. Show Management reserves the right to assign location of space and gives no guarantee, warranty or refunds due to inclement weather.

C. **OUTSIDE Exhibitors will pay \$40 to RRHBA for each standard 110v access required; this fee (if applicable) will be paid with and considered part of the exhibit space cost.** *All other electrical requirements will be handled by the Exhibitor directly with Salem Civic Center electrician by calling 540/375-3004.* **NOTE>>>> Outside exhibitors who purchase access to one standard 110v outlet must provide their own weatherproof extension cord. 220v availability is determined by the Salem Civic Center when ordered from and paid to them (prepaid).**

7. HEALTH AND SAFETY:

A. All cooking in exhibit must meet standards of and be approved by the City of Salem and/or Virginia Health Depts.

B. All use of oil, gasoline, natural or bottled gas, open fires and/or cooking heat must meet standards of and be approved by the City of Salem Fire Marshal.

C. All exposed edges of carpeting and/or other floor coverings used by Exhibitor must be taped down.

D. All exposed electrical wiring used by Exhibitor must be covered and/or taped down.

E. Exhibitor shall take every possible precaution in and around assigned exhibit area to protect the health and safety of the attendees.

8. INTERNET ACCESS: Wireless internet access is provided to exhibitors at no additional cost.

9. DRAPERIES, DECORATING AND RENTALS: Hollins Exposition Services is the official rental agency for the SPRING Home Show. No other rental agency will be allowed in the Salem Civic Center during show dates. Exhibitors may bring their own, or rent all decorating equipment, floor covering, tables, chairs, trash cans, etc. from Hollins Exposition Services. A packet will be emailed to each exhibitor by Hollins Exposition Services 3-4 weeks prior to show; order forms will be included in such packet. *Show Management does not require exhibitors to have floor covering in their exhibit area but does encourage it to enhance the appearance of the exhibit to attendees & exhibitors may bring their own or rent from Hollins Exposition Services.*

10. EXHIBITOR IDENTIFICATION: Show Management will provide each Exhibitor with Official Show IDs for persons manning the exhibit space. These ARE NOT to be used by persons not actually manning the exhibits.

11. ORGANIZATION EXHIBITORS: Trade associations or organizations, other than the RRHBA, may promote only their organization/association and will not be allowed to promote individually named members/firms.

12. SUBLET/SHARING OF EXHIBIT SPACE: Exhibitor shall not assign or sublet any part of exhibit space herein contracted, nor shall Exhibitor allow any other individual, firm, business, or organization to exhibit or be promoted by name, name sign, or any type of literature within Exhibitor's exhibit space, without permission from Show Management. Violation of this rule may result in exhibitor not being allowed to participate in future RRHBA shows. *IMPORTANT NOTE: Only ONE exhibitor per space unless special arrangements have been made. Show Management MUST be made aware of exhibitors who are sharing space when space agreement contract is submitted. If one of the exhibitors sharing the exhibit space is not a member of RRHBA, the non-member pricing will apply.*

13. SECURITY: Show Management will employ security during the entire Show. However, Show Management will not be responsible for, 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.

14. LITERATURE AND GIVEAWAYS: Exhibitor may distribute literature, brochures, samples, giveaways, etc., from their assigned exhibit space. However, ***no Exhibitor will be permitted to perform any of these acts outside the confines of their exhibit space, unless special arrangements have been made with Show Management.***

15. DEMONSTRATIONS: Unnecessary noises, loud attention getters, loud radios, TV, music, or other types of noisy demonstrations are forbidden without the expressed written approval of Show Management.

16. APPEARANCE OF EXHIBIT SPACE: Exhibitor will remove all excess display material, packing/storage cases, etc., from Show exhibit area. Exhibit space must be kept neat, orderly, and clean at all times.

17. ELIGIBILITY AND ASSIGNMENTS: Show Management reserves the right to determine the eligibility of any firm or product, and to make space assignments/changes and arrangements as necessary in Show Management's opinion. *****There is no product exclusivity clause – i.e., two exhibitors with same product may participate in the Show.**

18. ARBITRATION: No verbal agreements shall be recognized by Show Management. *All disagreements will be arbitrated by Show Management and Show Management decisions shall be final.*

19. CANCELLATIONS:

A. If it becomes necessary to postpone or completely cancel the Show for an emergency or any other reason, all monies paid by the Exhibitor to Show Management, for space, will be refunded, unless the reason for the postponement or cancellation is not covered by the Show Management Event Insurance Policy, in which case the Exhibitor shall and does hereby waive any claim for damages.

B. In the event Exhibitor wishes to cancel participation, Show Management will only refund one-half (1/2) of the monies paid, if the WRITTEN notice of cancellation is received by Show Management by December 31, 2022, providing Show Management is able to resell the said exhibit space. Refunds will only be made upon completion of the Spring Home Show. Furthermore, should Show Management be unable to resell exhibit space, Exhibitor shall make payment of the balance due under this agreement.

20. INDEMINIFICATION: Exhibitor agrees to indemnify and hold harmless the Roanoke Regional Home Builders Association, Inc. (Show Management) and/or their assigns for any claim for damages or less, or any claim, cause of action or cost whatsoever in connection with the Show.

21. MEMBER PRICING REQUIRMENT:

****** RRHBA membership must be CURRENT as of 3/1/23 for RRHBA Member exhibit RATES to apply. Balance due on 3/1/23 will be based on current member status. If membership has lapsed, the non-member rate will apply and must be paid prior to exhibit setup****.**

22. BEHAVIORS AND CONCERNS:

- Exhibitors and their representatives are expected to always maintain professional conduct. Should conduct be determined, by Show Management, to be inappropriate or detrimental to the Spring Home Show, a Security Officer will ask the individual(s) to vacate the premises.
- Exhibitors and their representatives, who have concerns regarding the exhibit content or promotional material of another exhibitor, shall address their concerns directly with the other exhibitor. The Roanoke Regional Home Builders Association, Inc. (Show Management) does not have a dispute settlement system.