



You are Invited to be a vendor in the
Northeast Arkansas Homebuilder Association's
2018 Home & Garden Show

April 21st & 22nd
ASU Convention Center

Vendors will include lumber companies, landscaping, windows, house plans, lighting, tile & marble, anything for the home, inside or out...**and YOU!**

Vendor Booths are 12' x 12'

Booth rent for Northeast Arkansas Homebuilder Association members:
\$320.00 (\$295.00 each for 3 or more).

Booth rent for non-members: \$420.00 each (\$395.00 each for 3 or more)
Non-members can save \$100 off booth rent by joining NEAHBA.

See **neahba.org** for Booth Availability and full details.

Questions?: Contact 870-219-2059 or mail@neahba.org

2018 Northeast Arkansas Homebuilders Association Home & Garden Show
Saturday, April 21st, 10:00 to 5:00 pm & Sunday, April 22nd, 12:30 to 4:00
ASU Convocation Center, Jonesboro, AR

SUBLETTING: It is hereby agreed with the exhibitor that he will not sublet space or any portion thereof or place on exhibit any merchandise or manufactured product not ordinarily sold in his regular course of business, except by written consent of the association.

CHARACTER OF EXHIBITS: Items for the home or other nature construed to be of interest of those planning to build or remodel a home should characterize an exhibit. The association reserves the right to decline, reject, eject or prohibit any exhibit not approved by the association.

INSURANCE: All exhibits must furnish the association with a certificate indicating proof of general liability insurance coverage for their exhibit area. This certificate is mandatory and must be received by the association prior to the opening of the show. **Mail your insurance binder to NEAHBA, PO Box 17237 Jonesboro, AR 72403.** Exhibitors will not be allowed entry to the show without a current Certificate of Insurance.

It is hereby specifically understood, and mutually agreed that The NEAHBA shall not in any way liable for any accidents and/or personal injuries that may occur from any cause whatsoever to any exhibitor or his employed persons or for any public liability from any cause sustained within or near the space of exhibitor during the setup or dismantle of booths, nor will the NEAHBA be responsible for accidents incurred to exhibitors or patrons within the booth area of an exhibitor. All merchandise, manufactured products and/or personal property placed on exhibit shall be so placed at the risk of the owner. NEAHBA will not be responsible for the safety of exhibits against fire, water, robbery, accident or any other cause whatsoever. In all cases, exhibitors must insure their exhibits at their own expense.

SECURITY: Security will be provided throughout by Arkansas State University.

SPECIAL RULES: The exhibitors, for themselves and employees, agree to abide by all governing rules and regulations of the home show as well as those which may later be established by the association for the protection of the public. The decision of the Home and Garden Show committee will be accepted as final in any disagreement between exhibitors.

The NEAHBA will not be responsible for any accidents or injuries to the exhibitors or their employees during the setup of booths or taking down of booths, nor will they be responsible for accidents incurred to exhibitors or patrons within the booth area of an exhibitor. Refer to the paragraph above regarding INSURANCE.

Get your reservation request and check turned in ASAP!

Booths WILL NOT be considered reserved until check is received

See Floor Layout and Check for Booth availability: neahba.org

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Saturday, April 21st, 10:00 to 5:00 pm & Sunday, April 22nd, 12:30 to 4:00
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Business Name: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email Address: _____

COMPLETE FOR YOUR STAFF NAME BADGE(S): please print

_____	_____
_____	_____
_____	_____

HBA Member Cost: \$320.00/booth (\$295.00 per booth if you reserve 3 or more booths).
Non-Member Cost: \$420.00/booth (\$395.00 per booth if you reserve 3 or more booths).

Dues must be current with the NEAHBA prior to the show or non-member rates will apply.
JOIN NOW for \$100 per booth savings! Download membership form at www.neahba.org.

I HAVE READ AND AGREE WITH THE TERMS AND CONDITIONS OF THIS CONTRACT.

Signature: _____ Name: _____ Date: _____

Number of booths: _____ Number of tables: ____; chairs: ____

Amount enclosed (Include fee for table and chairs if applicable): \$ _____

SIGN, COPY AND RETURN THIS CONTRACT WITH INSURANCE AND CHECK TO:
NEAHBA
PO Box 17237
Jonesboro, AR 72403

Call for Questions: 870-219-2059 • Fax: 870-932-5609

For Home Show use only:

Date received _____	Paid? ___	Amount \$ _____	NEAHBA Dues Current? Y N
New Member? Y N	Certificate of Insurance Included? Y N	# of Booths _____	
Space #s _____,	_____, _____,	_____, _____,	_____:
Other: _____	_____		

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Complete the attached application and send along with your payment. Space will be reserved on a 1st paid, 1st served basis. Booths will be reserved only upon receipt of payment, application form, and certificate of insurance. Consideration will be given to placement, but final space location will be determined by the Home & Garden Show. The Home & Garden Show reserves the right to deny the application of any potential exhibitor.

VendorBooth Spaces are 12' X 12'

HBA Member Cost: \$320.00/booth (\$295.00 per booth if you reserve 3 or more booths).

Non-Member Cost: \$420.00/booth (\$395.00 per booth if you reserve 3 or more booths).

List at least five choices for your booth space location (see attached floor plan)

Be sure to specify North, South, East or West.

Number of booths requested: _____

Booth #'s Requested: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____

BOOTH LAYOUT: Nails, screws, tape or staples are not permitted on the walls of the exhibit hall.

BOOTH SET UP: The exhibit building will be open Thursday, April 19th and Friday, April 20th, from 8 a.m. until 8 p.m. for exhibitors to set up displays. All displays must be completed by Friday at 8 p.m. The show begins Saturday, April 21st at 10 a.m.

BOOTH REMOVAL: The exhibitors may begin to dismantle immediately following the close of the Show on Sunday, April 22nd at 4 p.m. **Exhibits must not be dismantled early!** The exhibit building will be open on Monday, April 23rd from 8 a.m. until 2 p.m. for booth dismantle and complete removal. Refusal of booth space next year will be strictly enforced for any exhibitor who begins dismantle of their booth prior to the show closing at 4 p.m. on Sunday, April 22nd.

ELECTRICAL: Electricity will be made available upon request to each booth. All special construction and special electrical installations shall be according to all national and local, electrical codes. No electric cables will be allowed in the aisles.

TABLES AND CHAIRS: Rental is \$30 for a six foot table & 2 Chairs. Please complete the area on the next page to reserve your table and chair. They will not be available after set-up begins.

Get your reservation request and check turned in ASAP!

Booths WILL NOT be considered reserved until check is received

See Floor Layout and Check for Booth availability: neahba.org