

## Rules and Regulations

### The Home Show - February 9, 10, 11, 2018

#### Exhibit Space Application

The application for exhibit space must be submitted to the HBA office with 50% of the non-refundable fee for the exhibit space by November 1, 2017. The remaining 50% of the non-refundable fee is due no later than 35 days prior to the show. The assignment of exhibit space and the HBA's acceptance of the Exhibit Space Application will constitute acceptance into the show, subject to the payment of the non-refundable deposit and the exhibitor's adherence to the terms of the Application and Rules and Regulations of the Show. There are no cancellations. Booths will be sold on a first come first served basis. Booths not meeting these requirements contact the HBA office.

#### In-Line Exhibits

Attention should be paid to neighboring exhibitors when constructing exhibits. Side walls may carry the 8 foot height only 7 feet from the back of the booth. Booths with a visible unfinished back of the exhibit must be either finished or covered with drapery material which can be ordered at the exhibitor's expense from the rental company. Exhibitors are not to display promotional materials on the back of booth sidewalls. Displays should be 4 inches narrower than the designated space to assure proper fit.

#### Signs

All signs must be professionally designed and displayed. A standard identification sign featuring the company name and booth number will be furnished by the HBA. Anyone wishing to have signs hung from the ceiling must get the permission of the HBA prior to installing the signs. The HBA will not be responsible for hanging your sign and will not pay for the equipment needed to hang the sign.

#### Booth Space Assignment

The HBA reserves all rights to assign booth locations but will attempt to separate exhibitors from their direct competition. A copy of the floor plan will be available from the HBA.

#### Assignment of Space

Assigning your space to another exhibitor is not allowed under any circumstances without the express written consent of the HBA. Companies that have committed to the feature space may utilize subcontractors to complete the space.

#### Exhibit Safety and Accessibility

All materials used in the Exhibit Hall or any other room of the hotel MUST be non-flammable to conform with the Fire Regulations of Coralville, Iowa. Electrical wiring and equipment installation must conform to appropriate Coralville, Iowa codes. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Convention Service Manager of the Coralville Marriott and Convention Center. No combustible oils, gases or materials can be used as a part of the exhibit. No other materials may be used or stored in the exhibition hall. Exhibitors must specifically comply with all the rules and regulations of the applicable fire department and with all other safety requirements relative to the facility. Vehicles must be pre-registered and inspected by the City of Coralville Fire Department once placed inside the Convention Center. There is a \$50.00 permit fee per vehicle that will be collected by the Fire Department. Obstructions that hinder the effective operations of the automatic sprinkler system are not permitted unless the sprinkler system is extended to include the area(s) below the obstruction (this includes pop up tents, roofs, etc.).

#### Installing and Removing Exhibits

Exhibits must be completely assembled and ready for viewing by the general public by the times designated by the HBA. Exhibits must be removed when instructed by the HBA, and may not be removed any time after installation until final closing of the Show. Your booth must be set-up on time. The HBA reserve the right to replace or take down a booth that is not set-up on time. Exhibitors will not be allowed to set-up if all fees are not paid in full. Removing your exhibit prior to the end of the show will result in your company not being eligible for an exhibit the following year.

#### Set-Up

February 7, 8, and 9, 2018 has been reserved for set-up (Load-in and load out information will be sent prior to set-up dates). Pipe and drape will be set during load in, but floors will be clearly marked. A detailed map will be available at the show to direct you to your space. The doors to the Exhibit Hall are 8' tall and 3' wide. The overhead door is 20' wide x 15'4" high. There is a ramp to load and unload products. Forklifts will be rented and drivers must sign a waiver for liability. Forklifts can be used on a first come first serve basis.

## Electrical

Standard electrical is included in your registration fees. Special electrical needs must be reserved through the Marriott.

## Distribution of Literature, Souvenirs.

Helium balloons are not permitted. Souvenirs are acceptable for show attendees. However, any food or beverage dispensed or given away at the booths must be purchased from the Coralville Marriott Hotel or approved by the Marriott.

## Receipt of Freight

Merchandise should not be shipped directly to the facility as it will be refused. Your company is responsible for setting up all materials at the designated set-up time. The Hotel has no facilities for the storage of exhibits. All shipments for an exhibit must be directed to the official drayer. Shipments that arrive prior to the show date will be directed to the official drayers warehouse for storage and delivery to the exhibitors booth on show date.

## Booth Staffing

Booths must be staffed during all show hours. Exhibitor badges must be worn at all times and exhibitors must display their badges for admission. Exhibitors should arrive 30 minutes prior to the opening of the show. Booths unstaffed or taken down before the show hours will not be allowed to exhibit the following year. This will be enforced and companies tearing down earlier will lose their spot next year. No exceptions.

## Rental Company

A rental company will be on site. (Spielman's Event Services will assist you with additional furniture rentals, drapes, chairs, and tables). You will be billed directly for all services contracted through Spielman's Event Services.

## Parking

Vendors will be given parking vouchers with their Vendor Packet. Additional parking fees associated with the parking ramp or lot adjacent to the hotel are the responsibility of the exhibitor. All exhibitors are encouraged to park in the ramp located on the North side of the hotel. The parking lot available near the entrance of the convention center is reserved for consumers.

## Information Booth

The HBA will provide an information booth at the show and HBA officials will assist the exhibitors and the general public.

## Security

Although overnight security is provided for normal protection, the HBA does not assume responsibility for lost, stolen, or damaged items. Valuables should not be left in the booths at any time.

## Insurance

Exhibitors must supply a certificate of insurance detailing a liability limit of \$1,000,000 or higher per occurrence and \$2,000,000 aggregate and list The Greater Iowa City Area Home Builders Association as an additional insured with their application. No exceptions, your application will be returned without this certificate. If your insurance renews in January of 2018, please note that on your application and instruct your insurance agent to fax the certificate at least 30 days prior to the show. This is an important criteria for the show.

## Amendments

The HBA shall have full power and authority, in its sole discretion, to interpret, modify or add to these Rules and Regulations from time to time. The exhibitor must abide by these Rules and Regulations at all times.

