



GMCBA APPLICATION AND CONTRACT

FOR EXHIBIT SPACE

February 23 & 24, 2019

Saturday-8:00a.m.-5:00pm

Sunday-11:00am-5:00pm

Instructions: Please type or print clearly. All applications must be completed, signed and accompanied by a deposit of half of your payment due by November 17, 2018. Your application will not be processed and space will not be assigned until the proper deposit has been received. **Return the first 3 pages** signed and with either credit card information or a check made payable to: The Greater Morgan County Builders Association, P.O. Box 2623, Decatur, Alabama 35602. This agreement will not be finalized until signed by both the Exhibitor and the Home and Garden Show Chairman, but when so signed, shall constitute a binding contract between the parties.

Exhibitor Information: This agreement is made between:

Business

Name: _____

Address: _____

City/State/Zip: _____

(hereinafter referred to as "Exhibitor") and the Home and Garden Show (hereinafter referred to as "GMCBA")

Mailing Information: (All further show information will be sent to the contact person designated below. It is the responsibility of this person to distribute necessary information to the appropriate parties.)

Contact Name: _____

Email: _____

Telephone Number: _____

All booth reservations and sponsorship subscriptions are subject to acceptance by The Greater Morgan County Builders Association.

Booth Costs for Early Birds- October 15-November 23, 2018

1 10 x 10 Booth GMCBA Member \$350 Non-Member \$750

1 5 x 10 Booth \$200

Booth Costs after November 23, 2018

1 Booth GMCBA Member \$450 Non-Member \$850

Sponsorship Costs-Please contact Kelly Pate at 256-318-9161 for more information about becoming a sponsor.

Gold \$7,500_____

Silver \$2,700_____

Bronze \$1,500_____

PAYMENT METHOD AMOUNT \$_____

___Check ___Visa ___MasterCard ___American Express ___Discover

Card#_____

Expiration Date_____

CVV#_____ Zip Code_____

_____(Authorized Person)

Please Print

Signature

The signature above accepts total responsibility governing the use of this card and agrees to comply with the terms of the insurer. **GMCBA will add 3% to credit card charges.**

We hereby make application for exhibit space in the 2019 GMCBA Home and Garden Show to be held at Ingalls Harbor February 23 & 24, 2019. We acknowledge that upon acceptance by the GMCBA this application becomes a contract. Exhibitor agrees to comply with all of the Show Rules & Regulations as printed with this contract, all of which are incorporated into and made a part of this contract as if fully included herein, and also with such other rules and regulations for the show as shall be promulgated from time to time by the GMCBA. **THE UNDERSIGNED ACKNOWLEDGES THAT THEY HAVE READ THE RULES AND REGULATIONS INCLUDED.**

Signature _____

Title _____

Date _____

Contact Information

Kelly Pate 256-318-9161 kellypate@gmcba.org

The Greater Morgan County Builders Association

P.O. Box 2623

Decatur, Al. 35602

Exhibit Fees

Booths will be assigned on a first-come, first-served basis after sponsors have picked their spaces. If you have a preferred space, contact Kelly Pate. We will try to accommodate all exhibitors but we cannot guarantee spaces.

Exhibitor agrees to pay the GMCBA for use of said space(s) based on the amounts listed below. A deposit of half of the total is due upon return of this contract. **THE REMAINING BALANCE IS DUE NO LATER THAN FRIDAY JANUARY 18, 2019.**

Please list any special booth configuration requirements, or unusual exhibit items. An effort will be made to accommodate requests, however, no guarantee can be made.

GMCBA HOME AND GARDEN SHOW RULES AND REGULATIONS

- 1. Number of Booths**-must be a sponsor to get more than 1 booth.
- 2. Exhibit Set-Up:** Exhibitors will be given a day to set up their booth. **No one will be allowed to set up before 9:00am.** Move in will be Thursday, February 21 from 9am-6pm and Friday, 9am-6pm. All exhibits must be in place by 6:00pm Friday, February 22, 2019.
- 3. Booth Size**-All booths are 10x10 unless indicated otherwise.
- 4. Side Drapes**-The sides of each booth cannot exceed 3 feet in height unless approved otherwise prior to set-up.
- 5. Tape**- If you have to tape anything down, you are only allowed to use **GAFFERS TAPE**. All other types of tape damage the floor and will NOT be allowed for any reason.
- 6. Pre-Show Meeting**- ALL vendors are required to attend a Pre-Show meeting. You will be notified through email with details about the Pre-Show meeting.
- 7. Booth Fee Includes**-Your booth fee entitles you to 1 booth and drapes. Any other equipment needed (i.e. tables, chairs) are the participant's responsibility.
- 8. Deposit Policy**- Half of the contract total is required by November 23, 2018 to reserve your space and receive the "Early Bird" price. Deposits are non-refundable. The balance is due no later than January 18, 2019. Booth space will be released if the balance isn't paid in full by January 18, 2019.
- 9. No Refunds**

10. **Only one business** - will be allowed per exhibit space. No sharing of space.

11. **Limit on Booths**-GMCBA has the right to limit the number of booths if demand requires.

12. **Exhibitors** must have a legitimate exhibit in booth areas. All booths must have representatives in their booth during the show hours.

13. **Right to Modify**-The GMCBA reserves the right to refuse to sell exhibit space and to bar, move, modify exhibits, or portions thereof, which in the discretion of the Show Committee are deemed objectionable or in poor taste. Exhibitor agrees to make changes as directed by the Show Committee as soon as notified. Failure to do so will result in the removal of the exhibit or portions thereof, by the committee. Any costs incurred will be at the expense of the Exhibitor.

14. **Exhibitors** may not assign, sublet or share their space; interfere with other exhibitors; exceed space into isles or block other exhibitors; use common space for storage or exhibits.

15. **No sound equipment** or sound making devices that can be heard outside your exhibit area will be permitted.

16. **Signs**-All booths must be clearly identified with the company name.

17. **Exhibitors** agree to indemnify, and save harmless, the GMCBA, the GMCBA staff, the GMCBA Show Committee members, GMCBA members, The City of Decatur or Ingalls Harbor from suit or claim for personal injury or property damage or the loss of use of property by whomsoever sustained.

18. **Exhibitors** are responsible for any damage to the Ingalls Harbor, which is caused by their booth. Furthermore, the exhibitor is responsible for any cost associated with said damage to include clean-up and repair.

19. **Exhibitors** are responsible for adequate liability insurance coverage on their booth contents. The GMCBA or Ingalls Harbor is not responsible for any loss or damages. ***A certificate of liability insurance must accompany the registration naming the GMCBA and Ingalls Harbor as additionally***

insured. Booth space will not be assigned unless proof of insurance is submitted to GMCBA.

20. **GMCBA** is not responsible for inclement weather and does not guarantee the attendance.

21. **The use of** alcoholic beverages, controlled substances, weapons or explosives is strictly prohibited at Ingalls Harbor.

22. **Exhibitor** agrees to abide by decisions, rules and regulations of the Show Committee which from time to time be formulated, and in the event of any misunderstands, agree to accept the decision of the committee as final.

23. **REMOVAL OF EXHIBITS:** Tear down and removal of exhibits may begin immediately **following** the close of the show at 5:00 p.m. on Sunday, February 24, 2019. Due to the potential safety hazard to visitors and other exhibitors, no goods, equipment or other display items may be removed from booths until the close of the show. **No one will be allowed to tear down early unless given permission by the GMCBA HOME SHOW COMMITTEE.** All exhibitors must be moved out of the Ingalls Pavilion by noon on Monday. If you are not out by noon on Monday you will be charged a storage fee and you will have to pay a \$500 fine. GMCBA will not be responsible for any loss or damage to exhibitor's property.

TEAR DOWN HOURS:

Sunday, February 24 5:00 PM - 7:00 PM

Monday, February 25 8:00am-Noon

24. **Exhibitor Parking:** All exhibitors and their employees/helpers **MUST** park in the gravel parking lot on the west side of the Ingalls Harbor Pavilion during show hours.