



Tri-County Home & Outdoor Living Show

2024 RULES & REGULATIONS

2024 Event : March 22-24, 2024

Fees & Discounts: Vendors can receive a discount on multiple booth spaces when four or more spaces are reserved. A lottery will determine booth location. If you elect to pay for your space by credit card, a 3% processing fee will apply. **Because of the great number of companies exhibiting similar or related product lines, the Tri-County Home & Outdoor Living Show cannot guarantee that a company exhibiting similar products or a company's competitor will not be located in a nearby or adjoining booth space.**

Inclusions: Curtains (a tall back curtain, two side curtains when applicable), free exhibitor parking, free Wi-Fi, one table, and one chair. All booth space(s) must be *paid in full* by **March 1, 2024.**

Insurance Requirements:

Liability Insurance – Neither the Tri-County Home & Outdoor Living Show nor the Home Builders Association of Fond du Lac & Dodge Counties DBA Eastern Ridge HBA, Inc., or the management of the Fond du Lac Fairgrounds, or any officers and/or staff members of the above will be responsible for the safety of the property of exhibitors from theft, strikes, damages by fire, water, storm vandalism or other causes, unless caused by their or its negligence, but they will take reasonable precautions to protect the exhibitors from such loss.

EXHIBITORS ARE REQUIRED TO CARRY BUSINESS PERSONAL PROPERTY OR INLAND MARINE INSURANCE (I.E. Exhibitors Floater) TO COVER EXHIBIT MATERIAL AGAINST DAMAGE AND LOSS AND PUBLIC LIABILITY INSURANCE AGAINST INJURY TO THE PERSON/PERSONS AND PROPERTY OF OTHERS. The exhibitor is charged with the knowledge of all local laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in this show. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. *All Exhibitors will be required to furnish The Home Builders Association of Fond du Lac & Dodge Counties DBA Eastern Ridge HBA Inc. and Fond du Lac County Fairgrounds a certificate of insurance with the limits shown below:*

Commercial General Liability (Occurrence Form)

General Aggregate (other than Prod/Comp Ops Liability)	\$ 2,000,000
Products/Completed Operations Aggregate	\$ 2,000,000
Personal & Advertising Injury Liability	\$ 1,000,000
Each Occurrence	\$ 1,000,000

Additional Insured Certificate:

The Home Builders of Fond du Lac and Dodge Counties, Inc. Tri-County Home & Outdoor Living Show March 22-24, 2024 or the management of the Fond du Lac County Fairgrounds, or any officers and/or staff members are listed as an additional insured on the policy for the length of time the insured is participating in the event for certificate holder during set-up hours, operating hours of event, and take down hours, but only with respect to liability on operations of the named insured.

The above coverage must be placed with an insurance company with an A.M. Best rating of A- or better. You may opt out of the coverage by paying a \$50 fee in addition to your booth expense. If you currently hold liability insurance, you need to call your insurance provider and ask them to add the Home Builders Association of Fond du Lac and Dodge Counties, Inc. to your policy for the weekend. Certificates can be submitted with your exhibitor contract by emailing info@easternridgehba.org

Electrical Service: You will be provided a 110 outlet only if you select to order it on your Vendor Order Form. 220-volt outlets and other exhibitor special electrical requirements to be billed at cost. Please note on your contract if you would like electrical service so we can have it ready for you when you arrive.

Booth Reservations and Guidelines: A minimum (non-refundable) deposit of 50% of the booth payment must accompany the contract. **The final payment is due on or before March 1, 2024. Failure to meet the deadline will result in the loss of exhibit space.** No refunds will be granted to exhibitors on cancellation of contract after **March 1, 2024.**

In the event the Tri-County Home & Outdoor Living Show is not held, the rental and lease of space to the exhibitor is subject to cancelation. Refunds are contingent to review by Eastern Ridge Home Builders Association.

Because of the great number of companies exhibiting similar or related product lines, the Tri-County Home & Outdoor Living Show cannot guarantee that a company exhibiting similar products or a company's competitor will not be located in a nearby or adjoining booth space. Applicants understand and agree that this entire document constitutes a contract between Applicant and Home Builders Association of Fond du Lac & Dodge Counties DBA Eastern Ridge HBA, Inc., producing the Tri-County Home & Outdoor Living Show. This contract is valid only when this contract is countersigned by a duly authorized representative of the Tri-County Home & Outdoor Living Show staff. In order for a member to participate in a function of the Tri-County Home & Outdoor Living Show and receive the member rate any outstanding bills, including but not limited to, dues must be paid prior to the event. To receive the member rate (current non-members) for the Tri-County Home & Outdoor Living Show, you must have your completed application for membership to the Association by **March 1, 2024.**

All demonstrations or other sales activities must be confined to the limits of the exhibit booth. No exhibitors shall assign, sublet or share the space allotted without the knowledge and written consent of show management. Exhibitors must show only goods manufactured or dealt by them in the regular course of business.

Retail selling of products, which include the exchange of currency/checks for goods received, during the exhibition will be permitted. Exhibitors are responsible for their own retail licensing and tax. The Tri-County Home & Outdoor Living Show is not responsible for any lost or stolen money.

The Tri-County Home & Outdoor Living Show works to maintain a professional look. Please keep this in mind as you plan your booth space; table coverings are required. We will not allow a vendor to purchase two corners alone as it takes away from the look of the show unless they purchase a total of four spaces.

Distribution of circulars or promotion material may be made only within the space assigned to the exhibitor presenting such materials. No flyers may be distributed on cars parked at the Tri-County Home & Outdoor Living Show.

The use of INFLATED (helium or other) balloons is allowed only for *decorative purposes* for the Tri-County Home & Outdoor Living Show. Balloons should not be handed out to attendees as it poses a choking risk.

NO alcoholic beverages will be distributed from any exhibitor's booth.

If candy is going to be given out from your booth, it needs to be handed to an adult. It is not acceptable to hand candy to a child that is underage (17 and under) or unaccompanied by an adult. If food is distributed from any exhibitor's booth, you must provide the Tri-County Home & Outdoor Living Show with a copy of your current state or local Health Department Food Service Permit (mobile license). If this is not provided, you will not be allowed to distribute. A Temporary Permit may be obtained from the Health Dept. of Fond du Lac County.

Food cannot be grilled inside the building. Some exceptions may apply. The exhibitor is charged with the knowledge of national, state and local legal restrictions on lay merchandising, advertising or promotional scheming which involves attracting visitors to an exhibitor's location by any inducement that might be construed as lottery. The Tri-County Home & Outdoor Living Show does not accept responsibility for any promotional schemes undertaken by the exhibitor.

Exhibitors will refrain from using excessive noise or disruptive lighting to attract or hold the attention of visitors. Parameters of excessive noise and disruptive lighting will be determined by the Tri-County Home & Outdoor Living Show Management. Complaints will be handled on an individual basis. All decisions of the Expo Management are final. Vendors will be required to comply with any event safety requirements put forth by the Fond du Lac County Health Department, Tri-County Home & Outdoor Living Show staff, or the venue. All requirements will be provided to vendors in writing prior to the event.

Fire Prevention: All booth decoration must be flame proofed and all hangings must clear the floor. Electrical wiring must conform to National Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of his exhibit as may be irregular. Exhibit space may not intrude into aisles. It is the responsibility of the exhibitor to verify code safety with the Fond du Lac Fire Department. Questions can be directed to Fond du Lac Fire/Rescue at 920.322.3807.

Motion Picture Projection and Sound Equipment: All plans for installation and operation of projection equipment must be approved by Tri-County Home & Outdoor Living Show Management before operation is undertaken. The use of sound making equipment (including musical instruments, amplifiers, etc.) must be operated in such a manner that they do not interfere with adjoining or other exhibitors.

Storage, Packing Boxes and Crates: Exhibitors will not be permitted to store empty packing boxes in booths during the exhibit period, unless they are under a skirted table. Our goal is to keep a professional appeal to the expo.

Care of Building & Equipment: Exhibitors and their agents shall not injure or deface the walls, ceilings, or floors of the building, the booths, or the equipment of the booths. When such damage appears, the exhibitor is liable to the owner of the property that incurred damaged.

Restrictions in Operation of Exhibits: Tri-County Home & Outdoor Living Show Management reserves the right to restrict exhibits which, because of noise, method of operation, materials, or for any reason become objectionable, and also to prohibit or evict any exhibit which, in the opinion of the Expo Management,

may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of which the Expo Management determines is objectionable to the exhibit. In the event of such restriction or eviction, the Tri-County Home & Outdoor Living Show is not liable for any refunds of rentals or other exhibit expense. All reservation deposit money is to be retained by the Tri-County Home & Outdoor Living Show in the event that exhibitor fails to fulfill contract.

Forklifts & Manpower: The Tri-County Home & Outdoor Living Show will not have forklifts available during the week of setup. The association does not provide manpower to vendors for unloading trailers or help with setting up the booth.

Exhibitor Passes: Each company participating in the Tri-County Home & Outdoor Living Show will receive three one-day

passes to the event. Any passes over the amount given out, will be charged \$5.00 per pass.

Cleaning & Vacuuming: Exhibitors must provide their own cleaning of booth space.

Social Media & Website Use: By signing this contract, the Tri-County Home & Outdoor Living staff has permission to photograph your booth space and anyone affiliated with your booth space during the Tri-County Home & Outdoor Living Show for promotion of the event including but not limited to website and social media outlets.

Should you have any questions regarding the Tri-County Home & Outdoor Living Show, please contact the Eastern Ridge Home Builders Association by email info@easternridgehba.org.

These Regulations become a part of the contract between the exhibitor and the Tri-County Home & Outdoor Living Show and have been formulated for the best interests of all concerned. The Tri-County Home & Outdoor Living Show management respectfully asks for full cooperation of exhibitors in their observance.

ALL POINTS NOT COVERED ARE SUBJECT TO THE DECISION OF THE BUSINESS MANAGEMENT OF THE
TRI-COUNTY HOME & OUTDOOR LIVING SHOW.

Any violation of this contract will result in the forfeiture of the floor space in any future show. **Please sign this copy and return with the vendor order form.**

Please sign below:

Company Name _____

Signature of Company Representative: _____ **Date:** _____

Signature of Tri-County Home & Outdoor Living Show Staff: _____ **Date:** _____

