



Wausau Area Builders Association

Home Show

February 3-5, 2012

The Patriot Center

Rules & Regulations

Wausau Area Builders Association

141 W. Thomas Street

Wausau, WI 54401

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www.WausauHomeShow.com

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Section 1. Participation

Participation in WABA Home Show (Home Show) is subject to the following conditions:

- a) Participant/exhibitor must sign the Home Show Exhibitor Agreement to abide by the WABA Home Show *Rules and Regulations* established by the association.
- b) Entry fee, compliance deposit and required documents must be submitted with signed agreement. WABA reserves the right to assign all booths. See Appendix A for initial registration dates.
- c) Participation is limited to companies displaying products/services approved by the WABA Home Show Committee.
- d) Participant/exhibitor must supply, with the Home Show Exhibitor Agreement, a Certificate of Insurance, showing evidence of single limit liability coverage of not less than \$1,000,000; insurance and liability are the full and sole responsibility of the exhibitor.

Section 2. Entry Fee & Compliance Deposit

- a) Participants in Home Show must pay a non-refundable booth fee (the number of booths reserved by a participant determines the fee) as outlined on the Exhibitor Agreement.
- b) Participants in Home Show must also pay a compliance deposit of \$150. This deposit must be submitted separately in the form of a check made payable to WABA.
- c) The required entry fee and compliance deposit must be paid in full by the exhibitor; it may not be paid to WABA by or through any other party.

Section 3. Return of Compliance Deposit

The \$150 compliance deposit check will be returned after booth check-out if the following conditions are met:

- a) The exhibitor checked-in for booth set-up during the time assigned to that exhibitor.
- b) The exhibitor's booth is completely set-up by 12:00 p.m. on Fri., Feb. 3, 2012.
- c) The exhibitor's booth is completely dismantled and the booth space is broom clean no later than 12:00 p.m. on Mon., Feb. 6, 2012.
- d) There is no damage to the exhibitor's booth area, as determined by designated representatives of the Home Show Committee.
- e) Damage to the booth area will be charged against the compliance deposit with additional charges billed to the exhibitor at the cost of the needed repairs, as determined by designated representatives of the Home Show Committee and the facility (The Patriot Center).

Violations of any of the rules herein may result in forfeiture of all or part of the compliance deposit and possible disallowance from future WABA Home Shows in accordance with the Standard Assessment schedule in Appendix B or as determined by the Home Show Committee.

Section 4. Cancellation & Withdrawal

- a) WABA reserves the right to cancel WABA Home Show for any reason. If Home Show is cancelled, all payments will be refunded. Exhibitors waive any claim for damages or compensation should this event be cancelled.
- b) If the exhibitor voluntarily withdraws from Home Show, written notice must be sent to WABA by Dec. 31, 2011, to receive full refund of all amounts paid. If the exhibitor voluntarily withdraws from Home Show after Dec. 31, 2011, the exhibitor shall forfeit the full amount paid toward booth space and related items; the compliance deposit shall be returned in full.

c) If the exhibitor is removed for any reason from Home Show (by decision of the Home Show Committee or WABA Board of Directors) by Dec. 31, 2011, a full refund of amounts paid shall be made to the exhibitor. If the exhibitor is removed for any reason from Home Show (by decision of the Home Show Committee or WABA Board of Directors) after Dec. 31, 2011, the exhibitor shall forfeit the full amount paid toward booth space and related items; the compliance deposit may be returned, subject to review by the Home Show Committee or WABA Board of Directors.

Section 5. Booth Space

The WABA Home Show Exhibitor Agreement and these *Rules & Regulations* provide for use of an exhibit space and general cleanup. All dimensions and locations are shown on the official floor plan. These dimensions are accurate to the best of the Home Show Committee's knowledge. The Home Show Committee reserves the right to make modifications as may be necessary to meet the needs of the exhibitors and the event as a whole.

- a) No exhibitor shall sublet, assign or share any part of the space allocated to the exhibitor without the prior written consent of the Home Show Committee.
- b) No person, firm or organization shall be permitted to display or demonstrate any products, processes or services, solicit orders or distribute promotional materials at Home Show without a signed and approved agreement with WABA.
- c) Solicitations or demonstrations by exhibitors must be confined within the bounds of the exhibitor's own booth. Aisle space shall not be used for exhibit purposes, sign display, solicitation or distribution of promotional material.
- d) Exhibitor signs and displays are prohibited in any part of the public space or elsewhere on the premises of the facility unless approved by the Home Show Committee.
- e) All exhibits shall be designed and constructed to serve the interest of Home Show and its attendees and shall be operated in a way that will not detract from other exhibits or the event as a whole. The Home Show Committee reserves the right to request the immediate withdrawal of any exhibit it believes to be injurious to Home Show.
- f) Exhibitor must surrender assigned space in the same condition in which it was received at the beginning of use. Display items and trash not removed from exhibit space will be removed at the exhibitor's expense.
- g) Outdoor booth spaces are available within a designated area, and outdoor exhibitors must select their spaces and comply with all booth space requirements outlined herein in the same manner as indoor exhibitors.

Section 6. Booth Set-Up

a) Home Show Set-up Hours are as follows

Thursday, Feb. 2 – 8:00 a.m. – 8:00 p.m.

Friday, Feb. 3 – 8:00 a.m. – 12:00 p.m.

- b) All booths must be completely set-up by 12:00 p.m. on Fri., Feb. 3, 2012.
- c) **All exhibitors MUST check-in** with a designated Home Show Committee representative at the on-site Home Show office at The Patriot Center prior to setting up any portion of their booths.
- d) All exhibitors must be checked-in for set-up by 12:00 p.m. on Fri., Feb. 3, 2012.
- e) Exhibitors are encouraged to bring handcarts or dollies with rubber wheels.

- f) Indoor exhibits may be assembled but not built on-site. The use of power tools, saws, sanders, etc. inside the exhibit structure is prohibited.
- g) During set-up, each exhibitor must keep all trash, crating and rubbish out of the aisle and booth spaces adjacent to the exhibitor's booth.
- h) Exhibits shall be assembled so they do not obstruct the general view nor hide the exhibits of others. Exhibitors wishing to use other than standard booth equipment, signs or materials that conflict in any way with these *Rules and Regulations* must obtain prior written permission from the Home Show Committee.
- i) Any part of the exhibit that does not lend itself to an attractive appearance, such as unfinished sides or end panels, must be draped at the exhibitor's expense. The Home Show Committee reserves the right to have such finishing done and billed to the exhibitor.
- j) As the exhibit structure provides ambient, indirect lighting, exhibitors are encouraged to include individual lighting to best highlight the exhibitor's display. All exhibitors are expected to provide their own 25' UL Listed extension cord to supply their booth area.

Section 7. Booth Take-Down

- a) Booth Take-Down hours are:
 Sunday, Feb. 5 - 3:00 p.m. – 4:00 p.m.
 Monday, Feb. 6 – 8:00 a.m. – 12:00 p.m.
- b) All booths must be completely dismantled and removed by 12:00 p.m. on Mon., Feb. 6, 2012.
- c) All booths must remain fully assembled throughout Home Show. No booth may be dismantled before the official closing of Home Show. The Home Show Committee will impose fines on exhibitors (in accordance with Appendix B) who disassemble their booths prior to the close of the event; such fines will be deducted from compliance deposits.
- d) All exhibitors, whether completing take-down on Sun., Feb. 5 or on Mon., Feb. 6, must remove all materials from rented tables and move booth contents away from the supplied pipe and drape before leaving the facility on Sun., Feb. 5 to allow the show supply company to complete its take-down on Sun., Feb. 5.
- e) All indoor exhibitors must leave booths empty and broom clean prior to check-out; any materials or trash left in booths after check-out will be removed at the exhibitor's expense.

Section 8. Booth Set-Up and Take-Down Inspections

- a) Designated representatives of the Home Show Committee will begin inspecting booths for set-up completion at 12:00 p.m. on Fri., Feb. 3. If a booth is not completely set-up and safe for exhibiting as of 12:00 p.m., inspectors will determine whether or not the booth shall be re-inspected on Friday Feb. 3, 2012.
- b) If the booth requires re-inspection and again fails, \$100 will be withheld from the Compliance Deposit.
- c) **All exhibitors MUST check-out** with a designated Home Show Committee representative after their booth areas are dismantled and cleaned. Failure to check out will result in \$50 withheld from the compliance deposit.
- d) A designated Home Show Committee representative will inspect each booth area for cleanliness and damage.
- e) If a booth area passes the take-down inspection, the exhibitor's compliance deposit check will be returned if no violations are pending.

f) Each exhibitor is responsible for the care and keeping of its booth space; any damage caused by the exhibitor, exhibitor's employees and/or third parties setting up, occupying and/or taking down a booth on behalf of an exhibitor is the exhibitor's sole responsibility.

Section 9. Show Policies

Exhibitor Passes

1. Exhibitor Passes are required for booth personnel to enter the facility without paying admission.
2. Each exhibitor will receive at check-in two (2) Exhibitor Passes per 10' x 10' booth space. *Exhibitors are asked to coordinate arrival/departure times of booth personnel to allow for sharing of Passes if required. If additional passes are required, refer to Section 11, Item C*

Booth Staffing

1. **Each booth must be staffed by representatives of the paid exhibitor, and are responsible for that booth at all times throughout the Home Show.**
2. Exhibitors are responsible for securing their own personnel to staff their booths.

Exhibitor Parking

1. **All exhibitors with normal size cars and trucks must park in the North lot directly behind the Patriot Center. All overflow parking must be in the Southern most stalls in the main lot.** It is the responsibility of the exhibitor coordinator to ensure all booth personnel are aware of this policy.
2. **All exhibitor transport vehicles and trailers must be parked in the designated WABA parking area.**

Trash Disposal

1. Exhibitors must clean their own booths before the opening of the event each day and are responsible for the removal of all rubbish from the booth.
2. Rubbish/trash may not be left in the aisle.
3. Restrooms are not to be used for dumping trash from booths.

Food & Beverages

1. Food or beverages may not be sold or given away by exhibitors without prior written consent of the Home Show Committee. (An exhibitor may offer a candy dish with small, complimentary candies for attendees.)
2. No outside food or beverages can be carried in to the Patriot Center.
3. Consumption of food or beverages is limited to the consumption area designated by the Patriot Center.
4. Spills on the floor must be reported immediately to a WABA representative.
5. An Exhibitor Lounge is provided for exhibitors and booth personnel only. Food and beverages that may be offered in the lounge must be consumed there and not taken to booth areas (with the exception of bottled water).
6. No children may be left unattended in the Exhibitor Lounge at any time.

7. Exhibitors are encouraged to patronize The Patriot Center concession stand, which will be open throughout Home Show. Food purchased at the concession stand may be consumed by exhibitors in the food court area or the Exhibitor Lounge.

Safety

1. Smoking is prohibited at all times inside the exhibit structure.
2. Exits, doorways, windows, ventilation ducts, paths or egress shall be kept free from furniture, drapes, display equipment, merchandise and other obstacles.
3. All displays and materials must be brought in through specified entrances.
4. Boxes, cups, bricks or other devices may not be used to prop open doors or disable door locks. Door stops will be available to facilitate loading and unloading.
5. All building lighting and sound controls are handled by the security staff of the facility and/or designated WABA representatives.
6. Any malfunction of electrical, sound, air handling or plumbing and/or any physical damage to the facility must be reported immediately to WABA staff.
7. Any flexible (extension) cords used within the exhibits shall be of an approved type and shall be visible for the entire run of the cord. Flexible cords shall be protected from accidental damage. Sharp corners and edges should be avoided.
8. All electrical connections must comply with local and state electrical codes. Adding, changing or tampering with electrical equipment of the facility is prohibited. No electrical hookups to power boxes may be made except by authorization of a designated Home Show Committee representative. Anyone hooking into or tampering with power boxes will be liable for all damages resulting from such actions. All electrical boxes are to remain accessible at all times. Displays or materials shall not be set on top of or in front of electrical panels. All electrical devices must be U.L. approved and must comply with all state and municipal codes. All electrical problems must be reported immediately to facility or WABA staff. WABA and owners of the facility are not liable for damages resulting from power-related problems beyond management's control.

Materials

1. Tables and/or chairs may not be taped, nailed, stapled, tacked or glued to affix draping, signs or for any other reason.
2. Exhibitors may not post signs, advertisements or posters anywhere except within the confines of the exhibitor's booth.
3. The use of crepe paper in any display is prohibited.

Fire Hazard Restrictions on Exhibits

1. No flammable fluids may be kept in the exhibit structure or the stadium without prior written permission of the Home Show Committee and the facility.
2. No helium or pressurized tanks are allowed in the exhibit structure or the stadium.
3. Gas fireplaces shall not be operated in the exhibit structure or the stadium.
4. No open flames are permitted in the exhibit structure or the stadium.
5. Exhibitors must comply with all fire department regulations.

Other

1. The Home Show Committee reserves the right to refuse to admit and/or to eject from the event any objectionable or undesirable person or persons.
2. The Home Show Committee shall act at all times in the best interest of WABA Home Show, its exhibitors, Wausau Area Builders Association and its members.

Section 10. Dates and Times

Dates and exhibit hours of the WABA Home Show are as follows:

Friday, February 3, 2012 – 3 p.m. – 8 p.m.

Saturday, February 4, 2012 – 9 a.m. – 5 p.m.

Sunday, February 5, 2012 – 9 a.m. – 3 p.m.

Saturday evening activities may be scheduled in conjunction with Home Show. Any evening activities offered will be coordinated to serve as additional attractions to Home Show and to provide community goodwill and recognition to WABA Home Show, its exhibitors, Wausau Area Builders Association and its members.

Section 11. Event Admission

The admission fee to attend WABA Home Show is as follows:

- a) \$5/person per day (children under 12 are free)
- b) Evening activities will carry a separate admission charge.
- c) **Through 12:00 p.m. on Dec. 31, 2011, exhibitors have the opportunity to purchase up to 20 discounted admission tickets for \$3 each for the daytime exhibits and activities. All purchased or invoiced tickets are non-refundable.**

Section 12. Marketing

WABA seeks consistent messages when promoting association events. In fairness to all participants, the success of the event and the clarity of information to the public, the following rules must be adhered to for all forms of marketing, including but not limited to radio, television, print media, Web sites and mailings.

- a) All exhibitors are encouraged to promote their participation in the 2012 WABA Home Show in all forms of company marketing.
- b) Exhibitors are encouraged to promote Home Show overall by posting signs, including event information on reader boards, etc. Such promotional materials should be approved by the WABA Executive Officer prior to placement to ensure accuracy of event name, dates, etc.
- c) Each exhibitor in Home Show shall receive upon booth payment an official event participant logo from the Executive Officer. The exhibitor may use logo in all forms of marketing through the dates of Home Show. The logo may not be altered in any way.
- d) All onsite radio and television broadcasts, print and Internet coverage must be coordinated through the Executive Officer.
- e) All official event marketing will be coordinated through the Executive Officer.
- f) The Home Show Committee shall make every effort to ensure each exhibitor receives all possible benefit from the media to better promote Home Show.
- g) Any exhibit may be photographed and/or videotaped and used for promotion by the Executive Officer and the media without further written permission from the exhibitor.

Section 13. Non-compliance

- a) Exceptions to any rule or regulation shall only be permitted with prior written permission from the Home Show Committee.
- b) In the event of non-compliance with any of the *Rules*, the Home Show Committee has the option of charging assessments in accordance with Appendix B and/or at its discretion for violations/fees not in Appendix B.
- c) The committee further has the option of disallowing participation in the current or subsequent Home Shows.

Section 14. Disputes

- a) By signing the WABA Home Show Exhibitor Agreement, the exhibitor agrees to submit any and all questions, misunderstandings or disputes related to the *Rules and Regulations* of WABA Home Show to the Home Show Committee for determination.
- b) To be considered by the Home Show Committee, all questions, misunderstandings or disputes must be noticed in writing to the address of Wausau Area Builders Association to the attention of the Executive Officer.
- c) In the event of a dispute regarding a penalty or fine assessed by the Home Show Committee, an exhibitor may submit a written explanation of the situation and request for an appeal to the Home Show Committee not more than 14 days from the date of the penalty fine notification. The appeal request may go to the committee via email, or the exhibitor may request to appear at a hearing.
- d) A hearing date, if requested by the exhibitor, shall be established that is not less than five and no more than 30 days from the receipt of the written request for an appeal hearing.
- e) The WABA Executive Officer shall issue a written determination not more than 10 business days following the Committee's determination regarding the appeal.
- f) In the event of a dispute regarding the Home Show Committee's determination of an appeal, an exhibitor may submit a written request, not more than 14 days from the date of the Committee determination notification, for an appeal hearing by the board of directors on this issue. The exhibitor may appear at the hearing either in person or via written response.
- g) A hearing date shall be established that is not less than five and no more than 30 days from the receipt of the written request for an appeal hearing by the board of directors.
- h) The Executive Officer shall issue a written determination not more than 10 business days following the hearing.
- i) The decision of the Board of Directors following the appeal hearing is final.

Section 15. Indemnification

- a) Exhibitors in WABA Home Show shall hold harmless, protect and indemnify WABA officers, directors, agents, employees and Home Show Committee members from and against any loss, claim or damage sustained as a result of personal injury or other loss caused to any person by any defect or dangerous condition within the facility and/or the respective assigned booth space.
- b) The Association and any of its representatives shall not be liable for any loss whatsoever due to error(s) related to advertising, promotion or presentation of a respective exhibitor's business/display.

c) WABA Home Show participants shall hold harmless, protect and indemnify WABA officers, directors, agents, employees and Home Show Committee members from and against any loss, claim or damage sustained to the display and/or materials included within a display as a result of the display being open to the public as a part of WABA Home Show.

APPENDIX A

Booth Registration Dates

WABA Home Show Participants may begin to register for booths according to the following timeline;

- a) All Pre-Registration must be received prior to the end of business on Wednesday, March 31, 2011
- b) All Super Earlybird registrations must be received prior to the end of business on Thursday, June 30, 2011
- c) All Earlybird registrations must be received prior to the end of business on Friday, September 30, 2011.
- d) All Regular registrations must be received prior to noon on Friday, December 30, 2011.
- e) Any registrations received after December 30, 2011 are considered Late.

APPENDIX B

Standard Assessments

Violation: Failure to check-in at assigned time

Assessment: \$50 withheld from compliance deposit

Violation: Failure to be set-up by 12:00 p.m. on Fri., Feb. 3, resulting in a re-inspection of the booth

Assessment: \$100 withheld from compliance deposit

Violation: Failure to be set-up by re-inspection time, 2:00 p.m. on Fri., Feb. 3

Assessment: Removal from the event and forfeiture of all amounts paid

Violation: Tear-Down of Booth before 3:00 p.m. on Sun., Feb. 5

Assessment: \$100 withheld from compliance deposit

Violation: Failure to check-out with a designated Home Show Committee representative

Assessment: \$50 withheld from compliance deposit