



**Saturday, February 29th, 2020  
9am-5pm**

**Emerald Event Center  
33040 Just Imagine Dr, Avon**

Event Sponsors:



**NCBIA Member Pricing  
\$299 BOOTH SPACE**

**Non-NCBIA Member Pricing  
\$399 BOOTH SPACE**

**Direct Sales Pricing  
\$99 BOOTH SPACE**

## EXHIBITOR CONTRACT

Company Name (as it will appear in show) \_\_\_\_\_  
 Contact Person (print) \_\_\_\_\_  
 Cell # \_\_\_\_\_  
 Primary Product(s)/Service(s) \_\_\_\_\_  
 Email address \_\_\_\_\_

**Booth spaces are LIMITED and available on a 1st Come, 1st Served Basis!  
2019 SOLD OUT - Act now to secure your booth!**

Supporting Sponsors: Northwest



Shamrock Development Co



virteom

## BOOTH INFORMATION

Will you need electricity?  YES  NO

**Electric is optional and available on a 1st Come, 1st Served Basis!**

\_\_\_\_\_ # of Booth Spaces \_\_\_\_\_ TOTAL AMOUNT DUE

Bag Sponsor:

I understand that I have contracted for exhibit space by signing this contract and I am liable for the full cost of the booth space. I also understand that the final location of space will be determined by show management upon receipt of a 50% deposit or payment in full. The undersigned represents that he/she is fully authorized to execute and complete this agreement. The undersigned also understands and agrees to the rules and regulations on the reverse side of this contract. A copy of this contract with booth assignment will be returned via email to confirm your reservation.

**Please sign both sides of this contract.**

Authorized Exhibitor Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Invoice  Check Enclosed  VISA/MC/AMEX/DISC

Acct# \_\_\_\_\_

exp. date \_\_\_\_\_ crv # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**\*\*A \$5.00 Convenience Fee will be charged for all Credit Card Payments**

**SPONSORSHIPS AVAILABLE!!  
CALL FOR MORE INFO!**

**RESERVE YOUR SPACE TODAY**

**CONTACT THE NCBIA**

**www.ncbia.com**

**(440) 934-1090 OR judie@ncbia.com**



**Office Use ONLY**

Booth Assigned# \_\_\_\_\_ Total Cost \_\_\_\_\_

Deposit \_\_\_\_\_ Balance Due \_\_\_\_\_

Questions, Call the BIA office at (440) 934-1090. Fax this form to (440) 934-1089 or mail to: NCBIA 5201 Waterford Drive, Sheffield Village, OH 44035



# RULES AND REGULATIONS GOVERNING EXHIBITS

**MANAGEMENT:** The North Coast Building Industry Association (NCBIA) shall be deemed Event Management and shall have all rights thereto assigned. (From here on the North Coast BIA will be referred to as NCBIA). NCBIA reserves the right to increase and/or decrease the size of any event and/or reassign Exhibitor space numbers prior to any event(s).

**CHARACTER OF EXHIBITS:** NCBIA reserves the right to approve all exhibits. The exhibits and the distribution of promotional material shall be limited to the confines of the Exhibitor's space. Under no circumstances shall any Exhibitor be permitted to attract attention to his/her exhibit in such a way as to distract or interfere with the other exhibitors.

**REGISTRATION:** Exhibitors and their employees at the Event should wear a registration badge and/or tag for proper identification.

**SET UP/REMOVAL OF EXHIBITS:** All exhibits must be placed and ready at the opening of the show and no movement of exhibits will be permitted until after the close of the show. Exhibits must remain intact until after closing of the show and be removed within such time as may be specified by the NCBIA. Strict compliance with move in and move out times is mandatory. A fine for late move in and/or early move out will be assessed at the discretion of the NCBIA.

**RAFFLES:** No exhibitor other than Event Management shall conduct any game, lottery and/or similar activity unless authorized by the NCBIA.

**CARE OF EXHIBITS/AISLES:** The NCBIA will maintain the aisles and exhibit areas in a clean condition. Aisles must be kept clear at all times. Seating for buyers must be confined within the exhibitor's space. Exhibitors are requested at all times to cooperate with the NCBIA in maintaining all exhibits in perfect condition and to provide supervisory personnel at all times during exhibit hours.

\*In the event that the Exhibitor does not exhibit as provided herein or fails to comply in any respect with the terms of this agreement, the NCBIA management shall have the right without notice to the Exhibitor, to license the use of said space to any other company, enterprise, person or persons and the Exhibitor agrees to pay any deficiency, loss and/or damage sustained by the NCBIA as a consequence of such failure to occupy space as provided in this agreement. In addition, it is agreed that should the NCBIA be unable to license the use of said space as herein provided, it shall have the right to occupy said space for its own purposes without prejudice to its rights against Exhibitor pursuant to this agreement, including but not limited to the payment of a license fee.

\*Exhibitor will not sub license any part of the space herein provided for without the express written consent of the NCBIA. In the event the exhibit premises are destroyed or rendered unavailable for any reason whatsoever (whether before or during the scheduled exhibition), the rights of the Exhibitor under this agreement shall be limited to a pro-rated refund of the amount paid for the space licensed.

**DIRECT SALES:** All direct sales vendors must make the payment for their space in full at the time of registration.

**REFRESHMENTS:** No sample food and/or beverage products may be distributed by exhibitors except upon written authorization of the NCBIA.

**COMPLIANCE WITH LAWS:** Exhibitors must comply with all federal, state and local laws, regulations and rules that may be in force during the exhibit.

**INSURANCE:** Exhibitors who desire insurance on their exhibits must procure same at their own expense. The NCBIA will not be responsible for any losses incurred by the Exhibitor or its employees because of theft, damage or for any cause whatsoever nor to any property of employee(s) or Exhibitor(s) while en route to or from exhibit. The Exhibitor agrees to make no claim for any reason whatsoever, including negligence, against the NCBIA or NCBIA management, its agents or employees while in the show quarters. Exhibitor agrees to indemnify and hold harmless the NCBIA against any loss, damage or expense (including reasonable attorney's fees) act or omission of Exhibitor or its agents connected in any way with its exhibits.

**DECORATIONS, SIGNS, ETC:** All equipment in conjunction with the exhibit must be provided by the Exhibitor. However, only the sign of the firm covered by the Exhibitor's agreement may be placed in the booth or upon printed list of exhibitors or program. All decorations must conform to fire regulations. No exhibit is permitted that is more than eight feet high, or that obstructs other exhibits due to its design or size.

**PAYMENT DEFAULT:** A service charge of 15% per month is applicable on all balances after 30 days. In the event any unpaid amount is placed for collection, client and/or agent agree to pay all collection costs, including reasonable attorney's fees.

**REFUND POLICY:** A partial refund will only be given with a minimum of 45 day's notice prior to the event. The NCBIA retains the right to use their own discretion when deeming the reason for refund as a viable one to determine whether refund shall be granted.

\*The NCBIA shall have the right to make such rules and regulations in connection with the Exhibition as it may deem proper and may amend them at any time, and the NCBIA shall have the full power in the matter of interpretation and enforcement thereof. The rules and regulations heretofore referred to are printed on this agreement and are incorporated herein by reference. Exhibitor agrees to abide by said rules and regulations.

\*It is agreed that this instrument is a license, and not a lease, and that no leasehold or tenancy is intended to be or shall be created hereby.

\*This agreement cannot be varied, modified or canceled by the Exhibitor without the express written consent of the NCBIA.

\*IN WITNESS THEREOF, the Exhibitor has caused this application and agreement to be executed by authorized representative.

Signature of Exhibitor \_\_\_\_\_

Date \_\_\_\_\_