



Dear Prospective Exhibitor:

The North Central West Virginia Home Builders Association “**Home Show 2022**” is scheduled to be held on March 11-13, 2022. The hours for the show will be from 12 pm - 7 pm on Friday, 10 am - 7 pm on Saturday and 10 am - 4 pm on Sunday.

We will once again be offering an “early bird” discount (\$50.00/booth) for contracts paid in full by December 31, 2021. We have always given priority placement to our returning exhibitors, and will attempt to do so this year. The 2020 exhibitor list will be used for 2022 exhibitor priority not the 2021 exhibitor list. All other booth assignments will be made on a first received basis.

We are continuing to offer the outdoor booth spaces which are 20’x20’ and have electric available. The price is the same as the indoor 10’x10’ spaces. Tents/Canopies not provided.

We will again be using a setup schedule based on booth location, which will be sent with your executed contract and begin on Wednesday, March 9, 2022.

Our promotional package will follow what we have done before, which includes advertising on local radio stations, in local newspapers, on local television, on the web and other mediums. Our promotional package will be based on the number of booths sold. Our advertising partners include West Virginia Radio Corporation (WVAQ, WAJR (FM and AM), WKKW, WFBY, WBRB, and WWLW), the Dominion Post, WBOY-TV, WDTV-TV, Comcast, A4Media, Micro Outdoors and TMS Publishing (and others). They will all also offer Home Show packages for our exhibitors. This will allow our exhibitors to do additional advertising customized for their businesses at a greatly reduced rate.

We are also continuing our web presence with the help of advertising partners, which will provide much more information about the show. We have a Facebook page for North Central WV Home Builders Association, which will feature information on the Home Show. You should like and share this page to help increase exposure for the show. We also have a webpage for the Show at www.morgantownhomeshow.com

We still believe that you would be hard pressed to find any marketing event that will provide you with this type of exposure at such a small cost. If you have not participated before, there is no better time than now to start. If you haven’t participated in a while, there is no better time than now to come back.

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(I) (J)

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1	2	3	4	5	6	7	8	9

(G) (H)

12	13	14	15	16	17	18	19	20	21	22
1	2	3	4	5	6	7	8	9	10	11

(E) (F)

10	11	12	13	14	15	16	17	18
1	2	3	4	5	6	7	8	9

(C) (D)

13	14	15	16	17	18	19	20	21	22
2	3	4	5	6	7	8	9	10	11

(A) (B)

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(L)

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(K)

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(M)

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APPLICATION & CONTRACT

March 11, 12 & 13, 2022

Show Hours:

Friday 12:00 P.M. - 7:00 P.M.
Saturday 10:00 A.M. - 7:00 P.M.
Sunday 10:00 A.M. - 4:00 P.M.

In consideration of the promise of the Home Show to rent exhibit space in the Home Show, the undersigned agrees to rent exhibit space at the Show under the following terms and conditions, and at the following rates.

(init) _____ Attached is a deposit check (*at least 50% of the space request*). The balance will be billed after definite assignment of space.

All indoor booth spaces are 10'x10' at **\$425** for NCWVHBA Members and **\$575** for Non-Members.
 All outdoor spaces are 20'x20' and priced the same.

“Early bird” discount rate if PAID IN FULL by Dec. 31, 2021: \$375 for NCWVHBA Members / \$525 for Non-Members.

NOTE: Space rental applications should be received no later than **February 1, 2022**. No definite assignments of space will be made without the required deposit of 50% of total space rental. Payment in full must be received by **February 18, 2022**. No exhibitor will be permitted to erect a display until contract is paid in full. An early application will insure the assignment of booth space. Any and all state and local regulations and mandates regarding COVID-19 protocols will be practiced and enforced.

CANCELLATION OF CONTRACT

Space contracts may be canceled prior to **February 19, 2022**, with 50% of space rental to be retained by the Committee.

The undersigned agrees to rent one or more spaces, as indicated below (use number found on the space layout provided herein). The Committee will make reasonable efforts to provide the space selected; however, if space is not available, the Committee may, in its discretion, assign the undersigned a similar space or another location.

	Space No. (s)	Total Rental \$425-\$575/Booth	Amount Enclosed	Net Payable
First Choice:				
Second Choice:				

Do you need electricity (110/120 volt)? _____ Yes _____ No

The undersigned has read and understands the rules and regulations that are enclosed herewith and are also an integral part of this agreement. This contract is executed this _____ day of _____.

Executed by (PLEASE SIGN IN INK) _____

Name & Title of person signing: _____

Firm or business name _____

Address _____

Phone/Area Code _____ Email address _____

Person who will be responsible for correspondence with the Committee _____

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Please execute and return two copies with payment or purchase order. A copy, after acceptance, will be returned for your files.

NORTH CENTRAL WEST VIRGINIA HOME BUILDERS ASSOC.
 ATTN: HOME SHOW
 392 INDUSTRIAL AVE
 MORGANTOWN, WV 26501
 PHONE: 304-599-0880
 FAX: 304-598-0051
 E-MAIL: info@ncwvhba.org

(OVER)

2022 HOME SHOW RULES AND REGULATIONS

All exhibits and exhibitors are subject to the following regulations. The word "Management" used herein refers to the Show Management, or its successors, acting through their officers, directors, committees, agents or employees on the management of the Show.

1. Installation and Dismantling of Exhibits: Installation of exhibits will begin on March 9, 2022 for "vehicle assisted set up" and times will be sent with executed contract based on booth assignment. No vehicles will be allowed in after 7:00 p.m. on March 10, 2022. All booths must be set up by 11:00 a.m. March 11, 2022. Adjustments in displays may be made at appropriate times for the duration of the Show with the Management's approval. **Dismantling cannot begin until the show has concluded at 4:00, March 13, 2022. Anyone violating this provision will not be allowed in future shows.** All exhibits must be removed from the premises by 7:00 p.m. March 13, 2022 or by **12:00 p.m. (noon)** on March 14, 2022.

2. The exhibitor assumes all responsibility for compliance with local, state and federal ordinances, laws and regulations covering fire, safety, and health, and all rules and regulations of the *Ruby Community Center at Mylan Park*, including any and all state and local mandates regarding COVID-19 protocols. No Distribution of balloons or adhesive stickers. No pets are permitted in Mylan Park. All exhibit equipment and materials must be reasonably located within the booth spaces provided.

3. Moving Pictures, Sound Devices, and Lighting: Activities relating to the above items conform to the Management's Good Neighbor policy; and therefore, should not be objectionable to neighboring exhibitors i.e. sounds should be at a conversational level.

4. Exhibitor's Personnel and Others: Distribution of advertising matter and souvenirs must be confined to exhibitor's booth (trade publications excepted). Undignified methods of attracting attention will not be permitted.

5. Liability: The Management will not be liable for loss or damage to the property of the exhibitor or his representatives or employees from theft, fire, accident, or other cause. The Management will not be liable for injury to exhibitors, their employees, or third persons, or for damage to property in their custody, owned or controlled by them, or for property owned or controlled by third persons, which claims for damages, injures, etc., may be incident to or arise from, or be in any way connected with their use of occupation of display space, and the exhibitor shall indemnify, save, and hold the Management harmless against any such claim, or damage, and shall pay and indemnify the Management for any costs or expense, inclusive of counsel fees, arising from any such claim. Exhibitor is liable for any damages caused to building floors, walls, or to standard booth equipment, or to other exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive or any other coating to building walls, floors, or booth equipment. The driving of nails, tacks, screws, or use of any method of attaching material to walls, floors, or standard booth equipment is prohibited.

All goods, wares, and merchandise of any kind placed in the exposition is understood to be at owner's risk and by acceptance of this contract, the exhibitor releases the committee and the management of said premises from any liability for damages, injury, or loss, to any person or goods, from any cause whatsoever.

6. Power: It is mutually understood and agreed the Management shall use proper and reasonable care to have all power services installed in time for the opening of the show. Proper and reasonable care shall also be taken to prevent the interruption of power services during the exhibition. However, the Management shall not be held responsible for late installation or interruption of any services that may occur.

7. Electrical: Exhibitors using 110 or 120 volt may make their own connection inside the booth providing the total voltage does not exceed the amount requested in the electrical order. All electrical work in the Ruby Community Center, including connections and wiring to cover all electrical current and power for the Show, will be under the direction of the Management. The electrical connections do not include special wiring from switchboard to exhibitors' equipment, nor wiring inside the booth. Exhibitors will provide their own electrical cords (three wire cord, 14 gauge) from the receptacles provided. These connections will be made by 11:00 a.m., March 11, 2022.

8. Payment for Space: No definite assignment of space will be made without the required deposit of 50% of total space rental. Payment must be received in full by February 18, 2022. **No exhibitor will be permitted to erect a display until contract is paid in full.**

9. Cancellation of Contract: Space contract may be canceled by the exhibitor prior to February 19, 2022, with 50% to be retained by the Show sponsors. No refunds will be paid after this date.

10. Unoccupied Space: The Management reserves the right, should any rented exhibitor's space remain unoccupied on the opening day or should any space be forfeited due to failure to make proper payment, to rent said space to any other exhibitor, or use said space in any other manner; but this clause shall not be construed as affecting the obligation of the exhibitor to pay the full amount specified in this invoice for space rental should the Management not resell the space.

11. Food Service: The serving of foods and/or beverages, except water coolers, in exhibit booths is forbidden without the written consent of the Show Management.

12. General Information: All material and equipment furnished by NCWVHBA and the Ruby Community Center is to remain their property and will be removed by their personnel after the close of the Show.

13. All indoor booths are 10' x 10' and will not be extended in width or length under any circumstances. All frame work will remain connected. All outdoor booths are 20'x20'.