

# HBA Exhibitor Rental Agreement



February 16, 17, & 18, 2024  
Grand River Conference Center, 500 Bell Street, Dubuque, IA 52001

Exhibitor: \_\_\_\_\_

(name as it will appear on all marketing materials and booth signage)

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Booth Sizes	Fee
Booth 10' X 10'	\$600 each
Booth 10' X 15'	\$880 each
<b>Payment Schedule:</b>	
<ul style="list-style-type: none"> <li>• 50% of total is due upon receipt of contract</li> <li>• Total balance to be paid no later than January 15, 2024.</li> <li>• Full total due with contract if sign up occurs after January 15, 2024.</li> <li>• Any sign up after January 15, 2024 is based on the the full \$600/ booth rate. No exceptions.</li> </ul>	

To reserve your same booth as a previous vendor, 50% of Full Payment must be received by November 15, 2023. After November 15, 2023, ALL booths will be released for purchase.

**EARLY BIRD DISCOUNT:**  
\$50 (total) if FULL PAYMENT is received by November 1, 2023.

Number / Booth Size: \_\_\_\_\_

Previous Exhibitor, same booth as last year? \_\_\_\_\_

Booth location 1st preference: \_\_\_\_\_

2nd preference: \_\_\_\_\_

Total due for booth space(s):	
50% due by November 15, 2023:	
Early Bird Discount of \$50 (total):	
Remainder due by January 15, 2024	

The Dubuque Homebuilders & Associates and the Greater Dubuque Home & Builders Show will provide to our exhibitors, to the best of our ability, a setting conducive to promoting a professional business atmosphere. However, the Dubuque Homebuilders & Associates, hereinafter DBQHBA, reserves the right to sell any booth space to a qualified business regardless of business location or competitiveness with other exhibitors. DBQHBA has appointed a management team (Greater Dubuque Home Show Management Team) and has assigned to the team all responsibilities for enforcement of this contract.

By signing this agreement, the Exhibitor states that the Exhibitor has read and agrees to all the terms and conditions associated with renting a space at the Greater Dubuque Home & Builders Show. The Exhibitor agrees that in the event of default, including non-payment or any obligations specified in this agreement, and that Dubuque Homebuilders & Associates places a claim in the hands of an attorney, the Exhibitor will pay reasonable DBQHBA attorney fees and all other costs incurred by DBQHBA in connection with DBQHBA's claim against the Exhibitor.

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DBQHBA Representative: \_\_\_\_\_ Date recv'd: \_\_\_\_\_

## 2024 GREATER DUBUQUE HOME AND BUILDERS SHOW TERMS & CONDITIONS

When signed by an authorized representative, this Agreement indicates that the Exhibitor has read these Terms and Conditions and agrees to be bound by them. The DBQHBA reserves the right to final and binding interpretations of the Agreement, the Exhibitor's Code of Conduct and the Exhibitor Packet. During show hours, it is the responsibility of each Exhibitor to keep its space staffed with persons properly attired and knowledgeable about the products and/or services on display as well as the policies of the Exhibitor. Exhibitors are prohibited from smoking in conference area. Drinking of alcoholic beverages is prohibited in booths. The character and nature of all exhibits are subject to the approval of the Greater Dubuque Home and Builders Show Management which reserves the right to modify, curtail or terminate exhibits which reflect unfavorably on the DBQHBA, the character of the Show or which offend the community. These rights extend to advertising materials, literature, souvenirs and novelties. Should such action be taken against an Exhibitor, no refund of any kind shall be made.

**SHOW DECORATOR:** Booth Furnishings: rental of tables, chairs, equipment, electrical, or miscellaneous equipment is available through the Grand River Conference Center. An electrical and misc equipment form is included in this packet. Please complete and return to: Grand River Conference Center, 500 Bell Street, Dubuque, IA 52001 Phone: 563.690.4500.

**ADVANCE ORDER DEADLINE:** February 1, 2024

**MOVE-IN DAYS AND HOURS:** Thursday, February 15, 2024, 8am–5pm and Friday, February 16, 2024, 8am–2pm. **Friday CARRY IN BY HAND OR CART ONLY!** Move-in must be completed by 3:00pm on Friday, February 16, 2024. Make sure to clear all trash, boxes, crates, etc. from the aisles on Friday, February 16th by 3:00 pm. If you need additional time, please make special arrangements with Greater Dubuque Home Show Management Team.

**MOVE-OUT DAYS AND HOURS:** Sunday, February 18, 2024, 4:01pm–8:00pm, and Monday, February 19, 2024, 8:00am–5:00pm. **No exhibit can be removed, even in part, until it is announced over the public address system that it is permissible, listen for the announcement—it will be loud and clear!** During Move-Out everything that your company brought to the Show must be removed or disposed of after the Show. If not, there will be a charge to your company for cleanup.

**SHOW HOURS:** Friday, February 16, 2024, 4:00pm–8:00pm; Saturday, February 17, 2024, 10:00am–5:00pm; Sunday, February 18, 2024, 11:00am–4:00pm. \*You must staff your booth each day from show open to show close. Leaving early is a violation of your signed contract.

**ACCOUNT BALANCES:** Final payment for exhibit space must be made by January 15, 2024. Dubuque Homebuilders & Associates reserves the right to refuse entry to any exhibitor whose account has not been paid in full. Contracts received after the final payment due date may result in a revised space assignment. The Exhibitor may not cancel, transfer or sublease any space contract. All exhibits must be contained within the parameters of their assigned space.

**PARKING:** All box trucks and trailers (not vans) are required to park in the north parking lot (outside) designated by Grand River Conference Center. Vehicles may unload their product, equipment, etc. at the building, but quickly move to these designated areas after unloading. Throughout the scheduled event, if trucks need to restock, opportunities for unloading will be accommodated. No parking will be allowed adjacent to occupied buildings.

**EXHIBITOR ENTRY:** Exhibitors are required to identify yourself as an authorized exhibitor at the Check In Booth. A list of booth helpers must be provided by Exhibitors prior to the start of the show. If a name is not on the list from an Exhibitor, an admission ticket must be purchased in order for that person to enter the show.

**CHECK IN BOOTH:** Our Check In Booth will open on Thursday, February 15 at 8:00am. When you arrive to move-in, please check in and pick up your exhibitor packet. The Check In Booth will remain open through the end of the Show, on Sunday, February 18th.

**FLOORING:** Flooring (carpet) is installed throughout the conference center. Any damage to the Conference Center flooring will be repaired at the exhibitor's expense.

**TABLE COVERINGS:** It is mandatory that all tables are properly skirted. Skirting must go from the edge of the table to the floor on all **VISIBLE** sides. All skirting must be pressed and neat. Use of plastic table cloths, sheets,

shower curtains or any type of "makeshift" table cloths is not permitted. We strictly enforce this and will skirt all incorrectly skirted tables at the exhibitor's expense. All inventory and personal items must be stored **COMPLETELY OUT OF SIGHT**. Your booth should look professional and inviting to the attendee.

**BOOTH INFORMATION, RULES & REGULATIONS:** Exhibit booths will have an 8' draped back wall. On each side, a draped side rail will extend from the back of the booth to the front of the booth at a height of 3'. Drapes are colored black, with the conference center provided carpet. Exhibitors can build their booth to the maximum height of 8 feet. This includes back wall and sidewalls. One identification sign will be issued to each exhibitor. Your sign will read exactly as your booth was contracted. Building over the aisle is prohibited and you cannot hang a sign of any kind over the aisle. **Please Note: Tents are allowed as a part of your display**

**STAFFING YOUR BOOTH:** All exhibitors are expected to be in their booths during all published show hours, as we do receive consumer complaints about un-manned displays. Our visitors pay an entrance fee and expect to be able to do business with our exhibitors at any time during show hours. If you are in violation of this rule, your company may not be permitted to exhibit with us in the future.

**DEMONSTRATIONS AND HANDOUTS:** Exhibitors demonstrating products and/or distributing marketing materials, product samples or souvenirs are not permitted to do outside the confines of their rented exhibit area. Working in the aisle is strictly prohibited and will be enforced by Dubuque Homebuilders & Associates. This includes any mascots. **ALL FOOD SAMPLING MUST BE APPROVED BY Dubuque Homebuilders & Associates.**

**SIGNS:** Sign height over 8' (top of sign) must be approved by Dubuque Homebuilders & Associates and must be hung by the Grand River Conference Center staff. Fastening signs to the walls or floors with the use of thumbtacks, scotch tape, screws, nails, bolts or any other materials is strictly prohibited.

**ELECTRICITY:** Electrical services are available through the Grand River Conference Center. An order form is included in this packet. Please complete the form and return to the Grand River Conference Center, 500 Bell Street, Dubuque, IA 52001.

**MUSIC, PHOTOGRAPHS & OTHER COPYRIGHTED MATERIALS:** Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in exhibitor's booth or display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to the Dubuque Homebuilders & Associates proof that the exhibitor has, or does not need, a license to use such music or copyrighted material. Dubuque Homebuilders & Associates reserves the right to remove from the exhibit all or any part of any booth or display which incorporates music, photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor holds all required licenses. The exhibitor is liable for all claims, causes of action, suits, damages, liability, expenses and costs, including reasonable attorney's fees, arising from or out of any violation of infringement (or claimed violation or infringement) by exhibitor, exhibitor's agent or employees of any patent, copyright or trade secret rights or privileges. Exhibitor shall pay, defend and indemnify and hold DBQHBA harmless from such claims.

**SECURITY:** Grand River Conference Center does not provide security for the show floor during move-in, move-out, show hours and overnight. Neither Dubuque Homebuilders & Associates nor the Grand River Conference Center is responsible for lost, damaged or stolen articles. We encourage you to take all valuables with you when the show closes each evening. A tarp/sheet covering your booth after show hours goes a long way in securing your belongings. Report anything of a suspicious nature to Dubuque Homebuilders & Associates and/or Grand River Conference Center. Ensure you are adequately insured.

**INSURANCE:** Dubuque Homebuilders & Associates is insured against public liability and property damage claims arising out of the conduct of the show. This insurance does not cover exhibitors' property, which is placed on display at the exhibitor's risk. Every reasonable precaution will be taken to protect exhibitors' properties, but Dubuque Homebuilders & Associates assumes no responsibility for any losses due to fire, theft, robbery, damage, accident or other causes.

### BUILDING REGULATIONS

**Smoking Regulations:** No smoking is permitted inside the Grand River Conference Center.

**Alcohol/Drugs Regulations:** No alcohol may be consumed on show site other than during designated times and locations as specified in this Exhibitor Information Packet and/or on posted signage by the show facility. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees or anyone else working at or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

**Sale of Merchandise at the Show:** All Exhibitors are reminded that to sell products "cash and carry" during the show Exhibitors are responsible for obtaining any such permits as required. Only merchandise approved by the DBQHBA may be sold. No food or drinks may be sold without the approval of the Greater Dubuque Home Show Management Team and Grand River Conference Center. Local Iowa Sales tax is 7%.

**Helium items:** No exhibitor will be permitted on the roof of the building for the purpose of installing aerials or for any other reason. **NO HELIUM, PROPANE OR GAS CONTAINERS ARE ALLOWED BY ORDER OF THE GRAND RIVER CONFERENCE CENTER. HELIUM FILLED BALLOONS ARE NOT ALLOWED TO BE GIVEN OUT TO VISITORS OR BE A PART OF YOUR DISPLAY.**

**Fire Regulations:** All material used in the construction and decoration of an exhibit must be flame retardant and must conform to local fire regulations. This includes scenery, backdrops, drapes, table and dust covers. No hazardous material will be permitted in an exhibit. Access to fire exits and alleys must remain open at all times.

