

February 3, 4, 5, 2017
Landers Center
Southaven
Fri/Sat: 10am - 7pm
Sun: 11am - 5pm



Guidelines

These guidelines must be followed explicitly in order to ensure successful participation in the Show. Please read them carefully and be sure your booth and exhibit fall within these boundaries. West TN Home Builders Association and the Home Builders Association of N MS (Association) reserves the right to restrict or discontinue the participation of any exhibitor not meeting these guidelines.

TERMS & CONDITIONS

All booths are \$750 for Association Members and \$850 for Non-Members.

There are additional costs for electrical service, telephone service, cable and wireless internet. These may be purchased directly from Landers Center (662) 280-9120.

Booth space will be awarded on a first-come, first-served basis and will only be confirmed when registration is completed on-line or by returning the Registration Form and payment is received by the Association. The Association reserves the right to assign booth space as it deems necessary. Full payment must be made before an exhibitor will be allowed to set up. The Association reserves the right to retain payment for booths cancelled within **15 days** prior to the show opening.

POLICIES

REMOVAL FROM SHOW – Association officials have the authority to remove from the show any exhibitor, display or literature they deem inappropriate.

SPECIAL RESTRICTIONS – (a) Federal, state, and local fire laws will be strictly observed. Aisles and fire exits will NOT be blocked by exhibits. (b) Exhibitors may distribute literature and samples from their booths and orders may be taken for displayed merchandise. Sales will also be allowed from the show floor. (c) Sound effects, loud speakers, attention-getting devices, and audiovisual equipment will not be permitted, except in locations where, in the opinion of Association officials, such sounds and activity do not interfere with the activities of the neighboring exhibit. (d) Exhibitors are financially responsible for any damage they or their booth structure may cause to the Agricenter. For example, there will be no cementing, tacking or nailing to the floor/walls or painting that affects the building. (e) Exhibitors giving away any type of food or beverage must follow Health Department guidelines and regulations. No balloons or popcorn will be allowed.

ADMISSION – The Association will have sole control over all admission policies at all times. Exhibitors will be issued a sufficient number of passes for booth attendants only and all attendants must be bona fide employees of the exhibitor.

NAME BADGES – The Association will issue 12 Name Badges per Exhibitor. If additional name badges are needed, contact Show Management. Show Management does reserve the right to determine how many extra name badges will be distributed to any Exhibitor at no cost.

SUBLETTING OF SPACE – No exhibitor may assign, sublet, or apportion the whole or any part of its assigned space. Further, exhibitors may not exhibit in their space nor permit any other person or party to exhibit any goods, apparatus or product of any kind that is not manufactured or distributed by the exhibitor in the regular course of its business.

ADVANCE PLANNING ELECTRICAL – The charge for one 110v electrical outlet is \$75; the charge for 220v is \$100. Exhibitors must sign up directly with Landers Center for this service. Additional electrical services will be billed at the electrician's cost. For service, contact Landers Center at (662) 280-9120.

FORKLIFT/SCISSOR LIFT – Forklifts can be made available provided they are not in use at the time requested. Use of this equipment must be reserved in advance through Landers Center Management and will be available on a first-come, first-serve basis. To request a reservation, contact Landers Center at (662) 280-9120.

SIGNS – One uniform sign will be provided free of charge. The one-line sign will contain your booth number and company name as indicated on your contract.

SHIPMENTS – Shipments to Landers Center must be addressed as follows or as indicated in the Exhibitor Guide:

Landers Center, 4560 Venture Drive, Southaven, MS 38671

You **must** include the following information on the packaging:

Show Name, Show Dates & Name of the Person to whom the package is to be delivered.

Without this information, the package will be returned to the shipper at the shipper's expense. Shipments of exhibit booths and materials cannot be accepted prior to the scheduled move-in day.

SHOW DECORATOR – Exhibitors may set up and decorate their own exhibit areas using their own labor and materials. Carpet, furniture and additional decorating needs may be contracted for by contacting the show decorator, Hicks Convention Services (901) 272-1171. A Decorating Order Form will be sent to each exhibitor.

MOVE-IN – Exhibitors may begin setting up their booths at 8:00AM on, Tuesday, January 31, 2017. Vehicles must be unloaded immediately so that others may have access to the Landers Center loading doors.

NOTE: There will be a Builder Preview Party from 5:30PM to 7:30PM on Thursday, February 2. All displays must be fully completed by 4:00PM on Thursday, February 3. Please plan to man your booth for this event. The Associates council will judge all booths and present awards based on a variety of categories. Exhibitors not set up by this deadline may relinquish all rights to participate in 2017 MidSouth Home Expressions Show. Payment is non-refundable.

MOVE-OUT – No exhibitor will begin to break-down their booth or move out any of their booth exhibit materials prior to the close of the Show at 5:00PM, Sunday, February 5, 2017. Move-out begins Sunday at 5:00PM and must be completed Monday at 11:00AM for all Exhibitors. It is the exhibitor's responsibility to see that all merchandise is removed from the exhibition hall and all exhibit space is left in good order. The exhibitor may be charged a penalty of \$100 per hour if ALL contents are not removed by the deadlines. Association officials reserve the right to dispose of any merchandise left in the exhibition hall after the move-out deadline.

DURING THE SHOW

SHOW EXHIBITION HOURS – The MidSouth Home Expressions Show will be open to the public:

Fri. Feb 3 Noon – 7:00PM / Sat. Feb 4 10:00AM – 7:00PM / Sun. Feb 5 10:00AM – 5:00PM

Note: Doors will open to Exhibitors Only at 8:00AM each morning.

BOOTHS – The Association reserves the right to require any exhibitor to move or adjust the drapes or any other part of their display that is not complete and/or restricts or detracts from an adjoining exhibitor's display.

EXHIBITOR NAME BADGES – Badges must be displayed for admittance into the exhibition area.

SECURITY – The Association will provide security for normal protection against loss, although the Association assumes no responsibility for lost or stolen items. BE ADVISED that all areas are open to the public during show hours. Spaces must be manned for protection of products and exhibitors are urged to take the necessary measures to prevent temptations. For example, DO NOT leave valuable small items like cell phones, I-pads, etc. in your unattended booth or in your booth overnight.

LIABILITY & INSURANCE – No party to this contract shall be responsible for injury, loss or damage to any other party to this contract, or any third party, except in the event that the injury, loss or damage arises out of the negligence or willful act of such party. The exhibitor agrees to indemnify and defend the Association for any injury, loss or damage except for that caused by negligence of the Association. Exhibitors are responsible for their own insurance to cover all contingencies, including but not limited to fire, theft, property damage, public and private liabilities and workmen's compensation.