



Builder's Premier Party – showcase your products & services to builders at this private event!

Dates: March 12 - 14, 2010

Location: The Lynchburg Armory, Church Street, Lynchburg, VA

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|--------------------|--------------------------|--------------------|
| Expo Hours: | Thursday, March 11, 2010 | 6:00 pm – 8:00 pm |
| | Friday, March 12, 2010 | 11:00 am – 7:00 pm |
| | Saturday, March 13, 2010 | 9:00 am – 5:00 pm |
| | Sunday, March 14, 2010 | 12:00 pm – 4:00 pm |

Builder's Premier Party
Expo Open to Public
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|----------------------|---------------------------|--------------------|
| Set up Hours: | Tuesday, March 9, 2010 | 12:00 pm – 7:00 pm |
| | Wednesday, March 10, 2010 | 9:00 am – 8:00 pm |
| | Thursday, March 11, 2010 | 9:00 am – 4:00 pm |

All booths must be complete by 4:00 pm on Thursday, March 11, 2010. Judging starts at 4:30. If your booth is not complete by this time, it will not be judged. It is recommended that exhibitors attend the Builders' Premier Party to have access to the builders in a casual environment.

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|------------------------|------------------------|-------------------|
| Takedown Hours: | Sunday, March 14, 2010 | 4:01 pm – 7:00 pm |
| | Monday, March 15, 2010 | 9:00 am – 3:00 pm |

Premium Location Spaces:
There are 8 double-premiums and 3 single-premiums available and they fill up fast!!

Exhibit Space Sizes:

Booths are approximately 10' deep x 10' wide. There are 85 booths available. See schematic for location. **Informational Displays** are: 2' x 6'. These are non-staffed displays, you provide the table. 4 spaces available; location is first-come/first-serve. **Banners** are not to exceed 3'x8'. Banners provided by exhibitor; location chosen by Expo.

Exhibit Pricing and terms: Half due at signup, remainder due by February 12, 2010. If your balance is not paid at this time, you will not be allowed to participate. Payment is non-refundable!

Standard Fees:

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| Booth - HBACV Members (Must be a current member in good standing) | \$525 per booth |
| Booth - Non members | \$725 per booth |
| Booth - Premium spaces | add \$125 per space |
| Banner Placement | \$250 |



Advance Registration Fee: Sign up before November 12, 2009 and save \$50 on each booth you reserve. First come, first served.

Multiple Booth Discount: Sign up for three or more booths and save \$50 per exhibitor.

Note: All booths are first come first served with deposit.



The Central VA Home Expo 2010

March 12 - 14, 2010

Registration Form

Exhibitor Space Agreement

Company Name (How it will appear on Booth): _____

Company's Legal name (if different): _____

Contact Person: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

Main Product / service you will be exhibiting: _____

Number of booths requested: 1 2 3 4 More than 4? - call HBACV

Indicate booth number preference: 1st Choice: _____ 2nd Choice: _____ Wall banner? _____

*No guarantee that booth preferences can be accommodated. **Spaces are "1st Come, 1st Served"**
For specific booth availability call the HBACV Office.

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| Total Amount for booth space: _____ |
| Discounts applicable: _____ |
| Deposit enclosed: _____ |
| Amount due by Feb. 12, 2010: _____ |
| Reminder - Send certificate of insurance by March 1, 2010 to BACV, 20334 Timberlake Rd, Ste 3; Lynchburg, VA 24502; Fax: (434) 385-5303 |
| Tables, chairs, carpet and anything else you need for your booth are your responsibility and must be provided by your or can be ordered from Hollins Expo. Check your Hollins Expo Packet. |
| ALL ELECTRICITY is available ONLY through Hollins Expo and must be ordered from them by you. |

We agree to the exhibit Space conditions attached and agree to pay the amounts due. We understand that failure to pay for exhibit space may result in forfeiture of the space and the deposit paid. We also understand that failure to appear at the expo will result in forfeiture of all money paid for the exhibit space.

Sign: _____

Date: _____

Exhibit Space Conditions:

- 1.) Contracts must be returned with a 50% deposit and booth assignments will be done on a first-come first-served basis.
- 2.) Any exhibitor that does not show will forfeit the entire amount paid.
- 3.) Expo Cancellation policy: In the event of an emergency and it becomes necessary to postpone or completely cancel the expo, all money paid by the exhibitor to the expo for space will be refunded and the exhibitor shall and does waive any claim for damages.
- 4.) Exhibitor Cancellation policy: In the event the exhibitor wishes to cancel, the Expo will not refund the deposit paid, however will refund the remaining money paid if written notice of cancellation is received by February 9, 2010, providing the expo is able to resell the exhibit space.
- 5.) Any exhibitor that does not show up for the expo forfeits the entire exhibitor fee.
- 6.) Each exhibitor is required to provide a Certificate of Insurance to the Expo for the period of March 12-14, 2010. Please have your agent fax it to HBACV, 20334 Timberlake Rd, Suite 3, Lynchburg, VA 24502, Fax 434-385-5303.
- 7.) All exhibits must be set up by March 11, 2010 at 4:00 pm and taken down by March 15, 2010 at 3:00 pm. See set up and take down hours on first page. If your booth is not completed by 4:00, it will not be eligible for an Award and will not be judged.
- 8.) Each booth will measure approximately 10' x 10'. Partitions are constructed of pipe and drape (8' back walls and 3' side walls). Max height of exhibit is 15'. No part of exhibit shall extend outside the space provided or into the walkways.
- 9.) Tables, covering, carpet and electrical hookup will NOT be provided by the Expo. These items can be provided by you or obtained through Hollins Exposition. **Note:** Electricity is **ONLY** available through Hollins Expo Services. Each exhibitor will receive ordering information from Hollins Expo a few weeks before the Expo.
- 10.) The exhibitor is responsible for providing the manpower to set up and take down the booth.
- 11.) Exhibitor may distribute literature, samples, giveaways, etc within the confines of his booth. Demonstrations that are disruptive to neighboring booths will not be permitted.
- 12.) Exhibitor drawings or prizes are the responsibility of the exhibitor.
- 13.) Expo will provide security during the hours when the show is closed, however the expo is not responsible for any losses at any time.
- 14.) No verbal contracts shall be recognized by the Expo.
- 15.) All requests for exhibitor space must be approved by the Expo committee.
- 16.) Exhibitor loading and unloading areas will be provided during the set up and breakdown hours. During the show, exhibitors can park in the downtown parking area or downtown garage. Please save the Community Market parking lot and the curbside parking near the armory for your future customers.
- 17.) Exhibitors and their representatives are expected to maintain professional conduct at all times. Should conduct be determined to be inappropriate by the Expo management, a security officer will ask the individual to vacate the premises.
- 18.) Exhibitors should wear the badges provided in order to identify them at the gate. Extra badges for other personnel covering your booth can be obtained from the Expo personnel during set up. Anyone without an exhibitor badge will be asked to pay the admission fee.
- 19.) No sharing of booths. No posting banners or any advertising for any other companies in or on your booth. All products / services displayed in the booth must be of the company that has paid for the booth.