



Dates: March 16 - 18, 2012

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

NEW Expo Hours:	Thursday, March 15, 2012	6:00 pm – 7:30 pm
	Friday, March 16, 2012	12:00 pm – 6:00 pm
	Saturday, March 17, 2012	10:00 am – 5:00 pm
	Sunday, March 18, 2012	12:00 pm – 4:00 pm

Preview Party
 Expo Open to Public
 Expo Open to Public
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Preview Party –showcase your products & services to HBACV builder & associate members in a relaxed setting

Set up Hours:	Tuesday, March 13, 2012	2:00 pm – 7:00 pm
	Wednesday, March 14, 2011	9:00 am – 7:00 pm
	Thursday, March 15, 2011	9:00 am – 4:00 pm

All booths must be complete by 4:00 pm on Thursday, March 15, 2012. **NEW** judging this year. In an effort to try and get as many people into your booths as possible we are having the PUBLIC judge this year. This will be explained to you at 11:30 a.m. Friday before the show opens. It is recommended that exhibitors attend the Preview Party to preview the show in a relaxed environment with builder & associate members of HBACV.

Takedown Hours:	Sunday, March 18, 2012	4:01 pm – 7:00 pm
	Monday, March 19, 2012	9:00 am – 3:00 pm

Exhibit Space Sizes:

Booths are approximately 10' deep x 10' wide. There are 78 booths available. - see schematic
Banners are not to exceed 3'x8'. Banners provided by exhibitor; location chosen by Expo.

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

Exhibit Pricing and terms: Half due at signup, **remainder due by March 2, 2012.**
 If your balance is *not paid by the time of setup*, you will not be allowed to setup and participate. ****Electricity is INCLUDED.**
 Payment is non-refundable!

Standard Fees:

Booth - HBACV Members (Must be a current member in good standing)	\$595 per booth
Booth - Non members	\$795 per booth
Booth - Premium spaces	add \$125 per space
Banner Placement	\$250 (with booth rental, \$200)

* **NEW** Stage space available for demos - ask for details



Advance Registration Fee: Sign up on/before February 17, 2012 and save \$50 on each booth you reserve. First come, first served. Your registration *must be* postmarked no later than **Friday, February 17, 2012** to be eligible!

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.

NEW - GLTC Trolley will run on SATURDAY, May 17th for Expo attendees downtown.



March 16 - 18, 2012 Registration Form

OFFICE USE ONLY:
Memb Non M
Paid:
PAID IN FULL? _____
CC CHK# _____
Date: / / _____
HALF
CC CHK# _____
Date: / / _____
Early Bird: Y N
FINAL
CC CHK# _____
Date: / / _____

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

Booth number preference: 1st Choice: _____ 2nd Choice: _____ 3rd 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.

Total Amount for booth space(s): \$ _____ x booth(s) _____ Premium space: \$125.00 x _____ booth(s)

Discounts applicable: _____ \$ Early Bird ends FEB 17, 2012

Deposit enclosed: _____ \$ _____ chk#: _____ or pay by CC (Visa/MC) call our office 434-385-6018.

Amount (balance) due by Mar 2, 2012: _____ \$ _____

Reminder - Send certificate of insurance by Mar 2, 2012* to HBACV, 20334 Timberlake Rd, Ste 3; Lynchburg, VA 24502 or e-mail info@hbacv.org subject: "CERT INS CVH&GX 2012".

Tables, chairs, carpet, etc. that you may need for your booth are your responsibility and must be provided by you or can be ordered from Hollins Expo. Check your Hollins Expo Packet that they will send to you.

~ ELECTRICITY is INCLUDED this year.~

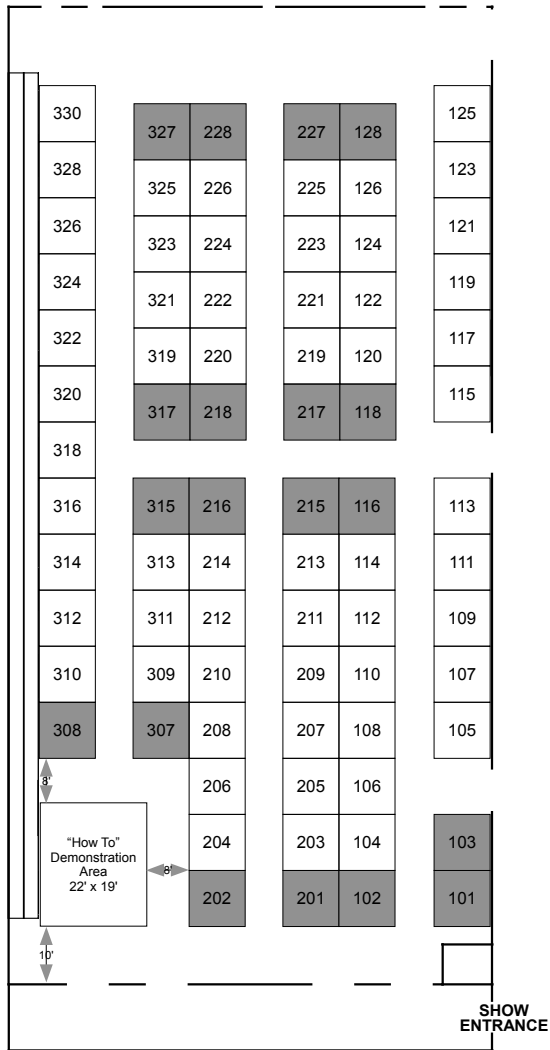
We agree to the exhibit Space conditions attached and agree to pay the amounts due. We understand that failure to pay for exhibit space may result in forfeiture of the space and the deposit paid. We also understand that failure to appear at the expo will result in forfeiture of all money paid for the 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 exhibitor fee.
- 3.) Expo Cancellation policy: In the event of a weather 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 17, 2012, **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 16-18, 2012. Please have your agent **mail** it to HBACV, 20334 Timberlake Rd, Suite 3, Lynchburg, VA 24502, **or e-mail** to info@hbacv.org subject: "CERT INS CVH&GX 2012".
- 7.) **All exhibits must be set up by March 15, 2012 at 4:00 pm** and taken down by March 19, 2012 at 3:00 pm. See set up and take down hours on first page.
- 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.) ELECTRICITY IS INCLUDED.
- 10.) Tables, covering, carpet, etc. will NOT be provided by the CV H & G Expo. These items can be provided by you or obtained through Hollins Exposition. Note: Electricity is included. Each exhibitor will receive ordering information from Hollins Expo a few weeks before the Expo.
- 11.) The exhibitor is responsible for providing the manpower to set up and take down the booth.
- 12.) Exhibitor may distribute literature, samples, giveaways, etc within the confines of his booth. Demonstrations that are disruptive to neighboring booths will not be permitted. Optional "Demo" stage. Call 434-385-6018, if interested for details.
- 13.) Exhibitor drawings or prizes are the responsibility of the exhibitor.
- 14.) Expo will provide security during the hours when the show is closed, however the expo is not responsible for any losses at any time.
- 15.) No verbal contracts shall be recognized by the Expo.
- 16.) All requests for exhibitor space must be approved by the Expo committee.
- 17.) Exhibitor loading and unloading areas will be provided during the set up and breakdown hours. To assist you with large, heavy material into and out of the Armory, Pearson Equipment has agreed to provide the necessary equipment to aid. You will be responsible to get your "wares" into and out of the booth. 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. NOTE: the GLTC TROLLEY will run on Saturday March 17, 2012 to shuttle guests from various stops to the CV Home & Garden Expo!!
- 18.) 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.
- 19.) 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.
- 20.) No sharing of booths. Please, 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.



Central Virginia Home & Garden Expo
 Lynchburg City Armory
 Lynchburg, Virginia

NOTE: ELECTRICAL SERVICE (110-v) IS PROVIDED IN EACH BOOTH.

■ = Premium Booths
 All Booths: 10 ft. Wide x 10 ft. Deep

Prepared By:
HOLLINS Exposition Services
 Roanoke, Virginia
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