

New Mexico's Largest Home Shows



Exhibitor Agreement

Please complete this form and return ASAP


ABQ Home Shows LLC • P.O. Box 92800 • Albuquerque, NM 87199-2800
Phone: (505) 888-0500 • Fax: (505) 888-1078 • Email: info@abqhomeshow.com

Please select all shows that apply below:

Show #	Show Name	Location	Date
<input type="checkbox"/> #1	Albuquerque Home Remodeling & Lifestyle Spring Show	EXPO New Mexico	February 24-25, 2018
<input type="checkbox"/> #2	Albuquerque Home Remodeling & Lifestyle Fall Show	EXPO New Mexico	September 29-30, 2018

Please accept this request for exhibit space at the reserved show(s) as indicated above. Execution and delivery of original or fax copy of this contract and a (non-refundable) deposit shall constitute an agreement to reserve space at the rates shown below, subject to the Terms and Conditions of this Agreement, which are an integral component of the contract. **Full payment is required within 30 days prior to the show.** New Mexico state Gross Receipts Tax will be applied to all exhibit space sales unless a valid tax exempt certificate is supplied.

Date:	Company*:		
Address:		City, State, Zip:	
Phone:		Email:	
Category/Product Names:			
Name to Appear on Booth ID Sign:			
Additional Details:			
*Signature:		Printed Name and Job Title:	

Cost and Payment Information	
Booth(s) Cost:	\$
Additional Costs:	\$
Discount(s):	\$
NM Gross Receipts Tax (7.5%):	\$
Net Cost:	\$
50% Deposit of Net Cost (Due with Booth Reservation):	\$
Final Balance Due (30 Days Prior to Show):	\$
Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit/Debit Card (Make Checks Payable to ABQ Home Shows LLC)	
*Credit Card Number	*Security Code:
*Expiration Date:	Cardholder Name:
*Statement Address and Zip Code:	
 Authorized Signature:	Printed Name & Title:

Payment Terms: 50% deposit due with application; balance due 30 days prior to show. Deposits are non-refundable and non-transferable. Prepayments will be refunded up to 50% if cancellation is made 30 days or more prior to show. Cancellations of prepayments 30 days or less prior to show are non-refundable. Multi-show Discount Terms: Must pay for all 2018 booth space in advance by January 24, 2018. Single Show Prepayment Discount Terms: Payment must be made with booth reservation 45 days or more prior to show date. Marketplace Booth Terms: In order to be eligible for a Marketplace booth, you must be an artist, make handmade items or have gourmet food related products. New Mexico-based Marketplace booth vendors receive an additional \$50 discount per 10X10 booth. For information on digital ad sponsorships, seminar presenter and show sponsorship opportunities, please ask representative for details.

A Year's Worth of Leads in Just 2 Weekends

Find New Customers at Our 2018 Shows.

Spring Show



February 24-25, 2018
EXPO New Mexico
(2017 attendance: 7,000)

Fall Show



September 29-30, 2018
EXPO New Mexico
(2017 attendance: 3,500)

Utilize the power of face-to-face marketing. Don't miss your opportunity to connect one-on-one with buyers of home improvement and lifestyle products and services at the state's largest home shows.

2018 Booth Rates (effective Oct. 15, 2017)

<u>Booth Size</u>	<u>Spring 2018 Show</u>	<u>Fall 2018 Show</u>
10' x 10' Standard Booth	\$825	\$725
10' x 10' Corner Booth	\$925	\$825
10' x 20' Landscaper Booth	\$1,000	\$900
Additional 10' x 10' Booths	\$775	\$675
Additional Corners	\$100 per corner	\$100 per corner
10' x 10' Marketplace Booth	\$500; \$75 per corner	\$450; \$75 per corner
Multi-Show Discount: Save 10%		
Single Show Prepayment Discount: Save 5%		

Booth Space Includes:

- Draped Back Wall (8') and Side Dividers (3')
- Company ID Sign
- Up to 3 Complimentary Parking Passes (additional available at \$5 ea.)
- 6 Complimentary VIP Tickets

Additional Marketing Opportunities:

- Show Sponsorships
- Seminar Presenter
- **Digital Sponsorships:** We'll serve up a guaranteed 75,000 digital ad impressions on major websites to local users in the two weeks prior to each show. The cost is only \$400. Exclusive category sponsorships are available. Call or email for details.

For ABQ Home Shows Use Only

Sales Rep:	Booth Locations
Accepted by:	Electricity Needed: [] Yes [] No

*Company name as shown will be used in all promotional materials

Agreement Terms and Conditions

1. BOOTH CONSTRUCTION

Unless noted otherwise, each booth will be 10 ft. x 10 ft. or 8 ft. x 10 ft., with 3 ft. high curtain side dividers, 8 ft. contained backdrop (unless otherwise indicated). Electricity for booth available. Identification sign will be provided.

2. EXHIBIT INSTALLATION

Exhibitors may initiate booth construction after checking in at show office. SETUP HOURS: Thursday 8am – 7pm, Friday 8am - 9pm

3. FORKLIFT

If you plan to use your own forklift during show setup or removal, you must notify Management at least 10 days prior. Current valid operator's license and proof of insurance must be provided. Management may direct your setup or removal time for safety reasons.

4. LABOR

Exhibitors are responsible for providing or arranging all necessary labor in transporting, uncrating, erecting, dismantling and recrating of displays. These services, if desired, may be arranged with the official show decorator.

5. EXHIBIT STAFFING

All exhibits must be staffed during show hours by at least one person. Exhibitors must arrive at least 30 minutes prior to show opening. Staff must be 18 years of age or older.

6. BOOTH OPERATION

Products may be sold from exhibit space. The exhibitor shall hold harmless Management from any and all damages or theft of merchandise or materials from contracted exhibition space. All exhibits shall not extend beyond allotted space unless authorized in writing by Management.

7. EXHIBIT CARE

Contracted janitorial services will sweep and clean aisles and empty trash canister. Exhibitors are responsible for keeping exhibits clean and orderly. Trash must be placed in aisles for pick up at close of show each evening.

8. REMOVAL OF EXHIBITS

NOTHING WILL BE ALLOWED TO LEAVE THE EXHIBIT HALL BEFORE 4PM SUNDAY. REMOVAL HOURS: Sunday 4pm - 11pm and Monday 9am - 12pm. Any exhibits not completely dismantled and removed by the above hours will be removed and associated fees will be charged to the exhibitor at prevailing rates. Removing your exhibit prior to 4pm Sunday may result in forfeiting your preferred booth location in future shows.

9. BOOTH ASSIGNMENT

While initial booth reservation may be mutually agreed to by the exhibitor and Management, final assignment is the proprietary right of Management. Every attempt will be made to locate the exhibitor in the booth he or she has reserved, but in extenuating circumstances, the booth can be reassigned without approval of exhibitor. The exhibitor shall not assign, sublet or apportion the whole or any part of the space assigned or have representatives, equipment or materials other than his own in the exhibit space without written consent from Management.

10. ELECTRICITY

Each booth includes one 500 watt duplex electrical outlet. It is the responsibility of the exhibitor to inform management if additional electrical power is required. A charge of at least \$50 will be assessed.

11. BOOTH MUSIC

Live or taped music is prohibited as part of an exhibit or display without written permission from an appropriate music licensing source (i.e. BMI, ASCAP). Evidence of such an agreement must be available for review upon request. In the event written confirmation cannot be documented, the vendor agrees to cease playing the music.

12. NOISE CONTROL

The use of sound equipment is prohibited unless approved by Management. Any electronic equipment or machinery which is determined to be distracting to other exhibits will not be permitted.

13. SECURITY

Security will be provided to patrol the show and after show hours until 12pm Monday. The exhibit hall must be vacated within 30 minutes after show closing. Exhibitors will be allowed to enter the exhibit hall only upon presentation of an authorized exhibitor pass. Management is not responsible for theft or damage of property from exhibitor space.

14. COMMON AREA INSURANCE

Insurance for common areas will be purchased by Management as required. Insurance coverage does not include exhibitor areas and the exhibitor holds management harmless from all claims arising within the contracted exhibit areas.

15. EXHIBITOR INSURANCE

Exhibitors shall carry and maintain during the period of any show in which he/she exhibits, including move-in and move-out days, and at his or her sole cost and expense, personal injury, theft, and property damage coverage under a policy of general public liability insurance. Exhibitor warrants that by signing this contract he or she has complied with the insurance requirement of this contract.

16. BOOTH CONTRACT

The exhibit space contracted and nonrefundable payment upon receipt by Management shall constitute a valid and binding contract. If, due to circumstances beyond the control of Management, the show should be cancelled, the contracted Exhibitor shall waive any claims for damages or compensation.

17. COLLECTION

If suit is instituted to collect unpaid charges, Exhibitor agrees to pay actual costs and expenses of collection in addition to court costs and reasonable attorney fees and interest at the maximum prevailing rate.

18. UNOCCUPIED SPACE

In the event an exhibitor has failed to occupy the space contracted at least two hours prior to opening, on the first day of the show, Management shall have the right to utilize such space in any manner it chooses. This will in no way release the contracted Exhibitor from this Agreement, nor shall a refund be in order.

19. CANCELLATION AND LATE PAYMENTS

If payment in full is not received by the Management 30 days prior to the event, Exhibitor risks forfeiture of the contracted space unless prior arrangements have been made with Management for a later payment.

20. NON GUARANTEE

Management shall remain free of harm of product sales, attendance, exclusive privileges or Exhibitor success.

21. REGULATION COMPLIANCE

Exhibitor shall utilize the premises in an orderly manner and in compliance with all present and future applicable Federal, State, and local statutes, ordinances, rules and regulations.

22. RIGHT TO REFUSE

Management reserves the right to review and reject any application for exhibit space without prejudice.

23. REPRESENTATION

No representations are/have been made unless in writing.

24. FAILURE TO PERFORM

Should the Exhibitor fail to observe any of the terms of this agreement or any of the rules and regulations as set forth by Management and its subsidiaries, he or she may be prevented from exhibiting with forfeiture of exhibit space rental. Management shall not be responsible to Exhibitor for any financial loss arising out of Exhibitor use of the venue, or facility policy including power interruptions, utility failures, terrorism, bomb threat or undue "acts of God" (e.g. flood, fire, or earthquake). If Management is unable to open the Show as herein provided, or is compelled to postpone, cancel or relocate said Show for causes beyond its control, then it shall not be in any manner financially liable to Exhibitor. All Exhibitor funds collected from the cancelled or postponed show will be refunded to Exhibitor or applied to the next available show.

25. SALES LICENSES

Exhibitors who plan to sell merchandise on the premises in a cash and carry fashion are responsible for complying with City and State licensing and tax requirements. Information can be obtained prior to the show by contacting the proper licensing agency.

26. AMENDMENTS

The Management retains the full power to interpret and amend these rules and also to rule on any and all situations which may arise that are not explicitly outlined in the terms defined herein.