



2023 NoCo HBA Home & Remodeling Show

Move-In / Out Schedule *The Ranch Complex*

Thursday, May 11

Vendors are welcome to setup during the hours of 8AM to 5PM

Friday, May 12

Vendors are welcome to set up during the hours of 8AM to 11AM

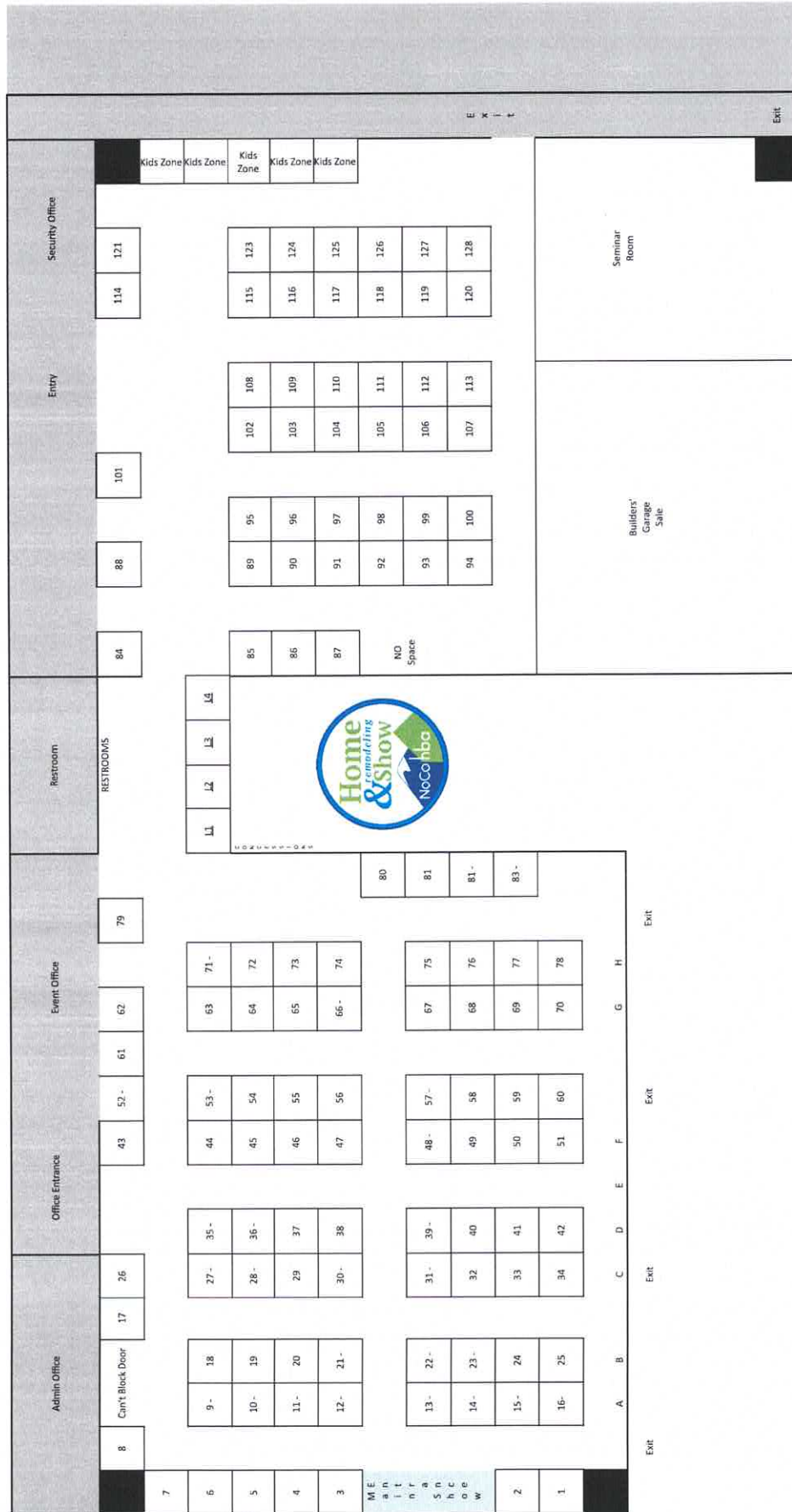
Vendor booth must be setup and ready to go by 12PM (noon)

Sunday, May 14

Tear down begins at 4:01PM - Once the Home Show has ended an announcement will be made. Vendor booths must be completely torn down and vacated by 8PM.

Home & Remodeling Show Kickoff Party

Join us for our 2023 Home & Remodeling Show Kickoff Party taking place on Thursday, May 11 from 3-5PM at The Ranch. Food and drinks sponsored by ServPro of Fort Collins. Hope to see you there!



The Ranch Complex

Rules & Regulations of Facility

- No outside food or beverage will be permitted in the building. However, vendors may bring bite size snacks (i.e., candy) to hand out at booths and food/beverage for themselves.
- No tents.
- No open flames.
- No duct or scotch tape. Only gaff and/or painters' tape for affixing signage to building. See building management for questions.
- There are only a few push carts available for vendor use during move-in & move-out. Carts will not be held by staff. You are encouraged to bring your own.
- Forklifts will be available for vendor use.
- PARKING: Park vehicles in Lot B or Lot H. Do not park in the permit parking lot or vehicle will be towed. Map will be e-mailed to you closer to event. See attached.
- If using bay doors to move-in and move-out vendor must come during allotted time. Schedule attached.
- No firearms.

NoCo HBA Staff will be on-site during move-in & move-out hours to assist with questions.

If you have any questions regarding The Ranch' list of Rules & Regulations, please contact NoCo HBA at 970-686-2798.

EXHIBITOR AGREEMENT

Home Builders Association of Northern Colorado

Home Show

May 12, 13, 14, 2023

DEFINITIONS:

NoCo HBA: Northern Colorado Home Builders Association

Management: Management is defined as any staff or unpaid volunteer representing the Northern Colorado Home Builders Association (NoCo HBA) including but not limited to the management and employees of Saggio Marketing.

ELIGIBLE EXHIBITS: Exhibits will be limited to those companies or other entities offering materials, products or services of specific interest to registrants. Management reserves the right to determine the eligibility of any product or display. Exhibiting manufacturers' representatives and/or distributors must list their participating principals as the exhibitor of their record. Only the sign of the Exhibitor whose name appears upon the face of this contract may be placed on the booth or in the printed list of the Exhibition. No exhibits or advertising will be allowed to extend beyond the space allotted to the Exhibitor, or above the back and side rails. This includes exhibitor personnel, whose selling space is limited to the booth boundaries as set forth. Exhibitors agree that their exhibit shall be admitted and shall remain from day to day solely on strict compliance with the rules herein laid down. Management reserves the right to reject, eject, or prohibit any exhibit in whole or in part or Exhibitor or Representatives upon the Management's good faith determination that the same is not in accordance with these Rules and Regulations.

LIMITATION OF LIABILITY: The Exhibitor agrees to indemnify and hold harmless the Management, the Sponsor, Owner, Exhibition Hall Facility, and City where this Exhibition is being held, and their Officers, Agents and Employees against all claims, losses, suits damages, judgments, expenses, costs and charges of every kind resulting from its occupancy of the space herein contracted for by reason of personal injuries, death, property damages or any other cause sustained by any persons or others. The Management shall not be responsible for loss or damage to displays or goods belonging to Exhibitors, whether resulting from fire, storms, acts of God, air conditioning or heating failure, theft pilferage, mysterious disappearance, bomb threats or other causes. All such items are brought to the Exhibition and displayed at Exhibitor's own risk, and should be safeguarded at all times. Exhibitors may furnish guards of their own cost and expense, only with prior approval by Management. The Exhibitor agrees that Management shall not be responsible in the event of any errors or omission in the listings in the Exhibitors Official Directory and in any promotional material. Exhibitor agrees to indemnify Management against and hold it harmless for any claims and for all damages, costs and expenses, including without limitation, attorneys' fees and amounts paid in settlement, incurred in connection with such claims arising out of the acts of negligence of Exhibitor, his agents, or Employees.

DEFAULT IN OCCUPANCY: If exhibition space is not occupied at the time set for completion of install of displays, Management may possess such space for purposes as it may see fit.

SUBLEASING: Exhibitor shall not sublet booth space or any part thereof, or the exhibition of anything not specified in the contract. Exhibitor may not exhibit, offer for sale, give as premium or advertise articles not manufactured or sold in own name, except where such articles are required for the proper demonstration or operation of exhibitors display, in which case identification of such articles shall be limited to the regular nameplate, imprint or other identification that in standard practice appears normally on them. Exhibitors may not permit in their booths non-exhibiting Company's Representatives. Rulings of the Management shall in all instances be final with regard to use of any exhibit space.

DAMAGE TO PROPERTY: Exhibitor is liable for any damage caused to building, floors, walls, or columns, to standard booth equipment, or to other Exhibitor's property. Exhibitors may not apply paint, lacquer, adhesives or other coating to building columns and floors or to standard booth equipment.

SPECIAL SERVICES: Electricity as well as other special services needed by individual Exhibitors are provided only when the exhibitor orders and agrees to pay for them, if applicable, from persons authorized to supply such services in conformity with city, insurance, Fire Marshall and other requirements.

LOTTERIES/CONTESTS: The operation of games of chance or lottery devices, or the actual simulated pursuit of any recreational pastime is permitted only to the extent permitted by applicable law.

PERSONNEL AND ATTIRE: Management reserves the right to determine whether the character and/or attire of Booth Personnel is acceptable and in keeping with the best interest of exhibitors and the Exhibition.

EXHIBITOR CONDUCT: Exhibitors must conduct the distribution of samples, souvenirs, publications, etc., or other sales or sales promotion activities within the booth. The distribution of any articles that interfere with the activities in or obstructs access to neighboring booths or that impedes aisles is prohibited. No article containing any product, other than the product or material made, or processed or used by Exhibitors in their products or services, may be distributed except by written permission of the Management. The Exhibitor shall conduct and operate its exhibit so as not to annoy, anger or interfere with the rights of other exhibitors and visitors. Any practice resulting in complaints from any other exhibitor or any visitor that in the opinion of Management interferes with the rights of others or exposes them to annoyance or danger may be prohibited by the Management.

TERMINATION OF EXHIBITION: In the event that the premises where the Exhibition is or is to be conducted shall become in the sole discretion of Management unfit for occupancy or in the event the holding of the Exhibition or the performance of Management under the contract (that these Rules and Regulations are a part) are substantially or materially interfered with by virtue of any cause or causes not reasonably within the control of Management, said contract and/or the exhibition (or any part thereof), may be terminated by Management. Management shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of Management. If Management terminates said contract and/or the exhibition (or any part thereof) as aforesaid, then Management may retain such part of an Exhibitor's rental as shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred, and there shall be no further liability on the part of either party. For purposes hereof, the phrase "cause or causes not reasonably within the control of Management" shall include but not by way of limitation: fire, casualty, flood, epidemic, earthquake, explosion or accident, blockade, embargo, inclement weather, governmental restraints, or orders of civil defense or military authorities; act of public enemy; riot or civil disturbance, strike, lockout boycott or other labor disturbance; inability to secure sufficient labor; technical or other personnel failure; impairment or lack of adequate transportation facilities; inability to obtain; condemnation; requisition or commandeering

of necessary supplies or equipment; local, State or Federal laws, ordinances, rules, orders, decrees or regulations, whether legislative, executive or judicial and whether constitutional or unconstitutional; or Act of God.

RESOLUTION OF DISPUTES: In the event of a dispute or disagreement between: Exhibitor and an Official Contractor, or between Exhibitor and a Labor Union or Labor Union Representative, or between two or more Exhibitors, all interpretation of the rules governing the Exhibition, actions or decisions concerning this dispute or disagreement by Management intended to resolve the dispute or disagreement shall be binding on Exhibitor.

RECEIPT OF GOODS AND EXHIBITS: Management will not receive any goods and exhibits on behalf of any exhibitor, nor store any goods and exhibits.

CARE AND REMOVAL OF EXHIBITS: Management will maintain the cleanliness of all aisles. NO TRASH is to be dumped into common facility receptacles. Exhibitors must, at their own expense, keep exhibits clean and in good order. All exhibits must remain fully intact until the Exhibition has officially ended. Disturbing or tearing down an exhibit prior to the official closing hour of the Exhibition can result in a refusal by Management to accept or process exhibit space applications for subsequent exhibitions. Exhibits must be removed from the building by the time specified in the Exhibitor's Guidelines. In the event Exhibitors fail to remove their exhibits in the allotted time, the Management reserves the right, at the Exhibitor's expense to ship the exhibit through a carrier of management choosing or to place the same in a storage warehouse subject to the Exhibitor's disposition or make such other disposition of this property as it may deem desirable without any liability to the Management.

OUTSIDE FOOD AND DRINK: No outside food/beverage or alcohol will be allowed. Licensor and Licensee shall mutually agree upon required levels in such categories. Licensor reserves the right to require such services. Licensee acknowledges and understands that the facilities are considered a licensed premise as it pertains to the dispensing and selling of alcoholic beverages and in accordance to those policies and procedures set forth by the Colorado Department of Revenue. Licensee agrees to assist in all reasonable measures to assist with the communication of the policies and procedures of the facility to its patrons, Licensees, agents, and employees.

FIRE CODE DEMANDS THAT:

No tents or umbrellas or similar overhead coverings wider than 4'.

Exit doors cannot be blocked or propped open.

Any hay bale/straw decorations or other flammables be sprayed with fire retardant.

Display vehicles must have less than ¼ tank of gas, one battery cable disconnected and gas cap to be sealed with tape.

FOOD VENDORS must be pre-approved through a secondary process, please consult for details.

Sample size products may be dispensed under special conditions:

Beverage maximum of 4 oz. container.

Food items limited to 'bite size' or 2 oz.

Sample distribution limited to exhibitor's booth area only.

NO alcoholic beverages.

No sale or exchange for monetary value unless pre-approved (see above).

INSURANCE. Exhibitors are advised to see that their regular company insurance includes extraterritorial coverage and that they have theirs on theft, public liability and property damage insurance.

LOSSES. Management shall bear no responsibility for damage to Exhibitor's property or lost shipments either coming in or going out, nor moving costs. Damage to inadequately packed property is the Exhibitor's own responsibility. If an exhibit fails to arrive, Exhibitor is nevertheless responsible for exhibit space cost. Exhibitors are advised to insure against these risks.

DEFAULT. If the exhibitor defaults in any of its obligations or covenants under this contract, including without limitation any Exhibition Rule and Regulation promulgated pursuant to this contract, the Management may, without notice, terminate this agreement, and retain all monies received on account as liquidated damages. The Management may thereupon direct Exhibitor forthwith to remove its Employees, Agents or Servants, and all of its articles of merchandise and other personal property from the space contracted for and from the Exhibition Hall.

CANCELLATION OF CONTRACT BY MANAGEMENT. If not paid in full by move-in date, Show Management reserves the right to request immediate payment in full or cancel contract and withhold monies received.

CANCELLATION BY EXHIBITOR for any reason will result in a minimum \$350 non-refundable fee per canceled booth. Booth fee is **not** refundable after noted cancellation date of 4/15/23

AGREEMENT TO RULES. Exhibitors, for themselves and their Employees and Representatives, agree to abide by the foregoing rules and any amendments that may be put into effect by Management.

To receive the Membership Discount, the exhibitor must be a member of NoCo HBA at the time the Show takes place.

I understand and agree to pay the exhibitor fee (as stated below). I understand and agree to all Exhibitor Rules and the Exhibitor Acknowledgement. I understand the Exhibitor Rules and Exhibitor Acknowledgement to be a formal and binding part of this agreement. I understand and agree to supply proof of insurance naming NoCo HBA as additional insured with the following limits as applicable.

General Liability: \$1,000,000 per Occurrence

\$2,000,000 General Aggregate

Automobile Liability: \$1,000,000 Combined Single Limit

Workers' Compensation: Statutory

Employers Liability: \$100,000 each accident

\$500,000 Disease - Policy Limit

\$100,000 Disease - Each Employee

I understand that acceptance of contracts, as well as all terms of participation and exhibition are strictly at the discretion of NoCo HBA and may be handled on an individual basis.

Space is assigned on a first come, first served basis. Final space assignment and acceptance is at the sole discretion of NoCo HBA.

Authorized Agent Name	Authorized Agent Signature	Dated
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Name of Company: _____

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Exhibitor Agreement

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Exhibitor Rules & Regulations

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Proof of Insurance