



BUILDERS ASSOCIATION OF LAPORTE COUNTY

605 Michigan Ave, LaPorte Indiana 46350

219-326-0624

www.buildlaportecounty.com

2024 HOME AND LIFESTYLE EXPO

RULES AND REGULATION CONTRACT

A **SIGNED COPY** of this Contract, Certificate of Insurance, Reservation Form & Full Payment **MUST** be on file at the BALC office before you will be allowed to exhibit. **No Exceptions!**

BOOTH CONSTRUCTION - Booth equipment shall consist of booths erected by the show management at no cost to exhibitor in the space ordered. The booth size you chose is indicated on your reservation form. EXHIBITOR MAY NOT EXCEED THE SIZE CHOSEN AND PAID FOR ON THE RESERVATION FORM. Show management has the right to require any exhibit exceeding size requirements to be dismantled to meet requirements or pay for a second booth. Exhibitor shall install an attractive educational display of his/her products and/or services. 6' X 30" skirted table, Two chairs and a waste basket are included in the booth rental fee. Extra tables or chairs are available for an additional charge. **Electricity is available for an extra \$25.00 charge.**

ALCOHOL ON PREMISES – Bringing in Alcohol of any kind is STRICTLY PROHIBITED on the grounds and inside all buildings at Blue Chip. Any exhibitors who choose to ignore this rule will forfeit their privilege to exhibit in future shows. No Exceptions!

CHARACTER OF EXHIBITS - Each exhibitor agrees to display only products or services that are sold by him/her in his/her course of business. It is the purpose of Management, and understood by the exhibitor, that only products and services that are pertinent to the field of home building, modernizing, decorating, and furnishing, landscaping, or closely related to these fields of activity shall be displayed, demonstrated, and explained. Each exhibit will comply with and conform to the laws of the State and ordinances and regulations of the County of LaPorte. The Management reserves the right to reject any exhibit, or part thereof, which is not keeping with the character and spirit of this rule.

INSTALLATION OF EXHIBITS - The booth size you chose is indicated on your reservation form. The installation of standard exhibits may begin at 8:00 a.m., Friday, March 1, 2024, and must be completely assembled and ready by 9:00 a.m., Saturday, March 2, 2024. Notify the committee if you have large items to set up, The committee will send each exhibitor a set-up schedule before the event if use of the loading dock is required.

REMOVAL OF EXHIBITS – Exhibitors are not to tear down and remove exhibits until after 4 PM on Sunday Mar 3, 2024. The event center will remain open till 8 PM for teardown. Exhibits must be removed by 3 PM, Monday, March 4, 2023 unless otherwise directed. Exhibits will not be permitted to be removed from the building at any time after installation until final closing of the Show, unless special permission in writing is obtained from the Show Management.

SHOW HOURS - The Show will be opened to the public Saturday, March 2, 2024, 9:00 a.m. - 5:00 p.m., Sunday, March 3, 2024, 9:00 a.m. - 4:00 p.m.

SOUND CONTROL - Loud speakers, radios, television sets, or the operation of any machinery or equipment, which is of sufficient volume as to be annoying to neighboring exhibitors, will not be permitted. Public address systems used to attract the attention of people passing in front of your booth will not be permitted.

COMBUSTIBLE MATERIALS - No combustible oils or gases can be used as a part of the exhibit. All inflammable material must be fire proofed. No open flames will be permitted within the building.

SELLING OF PRODUCTS IN THE BOOTH- Selling out of your booth is subject to Home Show committee approval and must be products and/or services strictly related to your business. The sale of foods on show grounds is not allowed. You agree to hold harmless the LaPorte County Builders Association, its officers and/or members, against any losses or claims made against you or your entity as a result of sales of products and/or services at this event.

EVENTUALITIES - In case the exhibition hall shall be destroyed by fire, or the elements, or by any other cause, or in case any other circumstances, i.e. "Act of God", shall make it impossible for the LaPorte County Builders Association to permit the contracted space to be occupied by the exhibitor, then said rental agreement between exhibitor and LaPorte County Builders Association shall terminate and exhibitor waives any and all claim for damages or compensation of the amount paid for space rental.

CARE OF EXHIBIT SPACE -The Management will sweep and clean the aisles, but exhibitors must, at their own expense, keep their spaces cleaned and their exhibits dusted and in good order. Exhibitors are requested at all times to cooperate with the Management by maintaining their exhibits throughout the exhibition in perfect condition.

SUB-LETTING SPACE - No exhibitor shall assign, sub-let or apportion the whole or any part of space allotted to them, nor exhibit any goods, displays or services other than those manufactured or sold by exhibitor in the regular course of their business, nor share with another business without

the written consent of the Show management. No exhibitor shall allow any other exhibitor / supplier or contractor who has not applied to BALC and submitted the reservation form, certification of insurance, and paid in full for booth space to exhibit or advertise in any way in their booth. Any exhibitor violating this rule in any manner will be required to remove said materials immediately upon request of the Show Management. **Show Management reserves right to preclude and/or disallow the exhibitor space in future shows. This rule will be enforced, and any decisions and/or actions taken by the Show Management will be final.**

DISTRIBUTION OF LITERATURE AND SOUVENIRS - Printed advertising, souvenirs, etc. may be distributed by exhibitors from their own exhibit space only. No soliciting in walk isles in building or buildings, parking lots will be permitted. Any souvenir or advertising that is of an objectionable or undignified character will not be permitted.

UNOCCUPIED SPACE - If the exhibitor fails to occupy space contracted for, or fails to comply in any other respect with the terms of this agreement, the Management shall have the right to rent such space to any other applicant without releasing the exhibitor from paying the sum agreed upon in this contract.

LIABILITY - Neither the BALC, the employees thereof, the Blue Chip Casino/Hotel, nor their representatives, the Management, nor any member of the Show Committee will be responsible for any injury, loss or damage that may occur to the public audience, exhibitor, or to the exhibitor's employees or property from any cause whatsoever, safety hazards to booth, prior, during, or subsequent to the period covered by the exhibit contract, and the exhibitor on signing contract expressly releases the foregoing (BALC, Blue Chip Casino or Blue Chip Casino Hotel) named association, individuals, committee and firm from any and all claims for such loss, damage, or injury. **Exhibitors are required to obtain a CERTIFICATE OF INSURANCE (public liability insurance) to protect against possible claims arising out of the operation of their exhibit. In addition, supply a copy of certificate to the BALC Office no later than Feb. 20, 2024. Any exhibitor who has failed to supply a CERTIFICATE OF INSURANCE will not be allowed to set up and forfeits all fees including booth deposit and booth rental fees.**

GAMBLING - No devices or activities classified within the definition of gambling will be allowed to be brought in by exhibitors.

DISPLAY ITEMS - Exhibitor may be required to provide a complete list of products and/or services he/she will display. No display items should obstruct neighboring displays or project into aisles. Exhibitor agrees to stay within contracted space. The booth size you chose is indicated on your reservation form.

EXHIBITOR ADVERTISING - The LaPorte County Builders Association Home Show committee reserves the right to review any and all ads used in conjunction with promoting your business at the Annual BALC Home Show, i.e. freestanding ads, tabloid ads, radio/TV, billboards, etc. No altered/substituted tickets and/or publications will be accepted at any BALC Home Show, and vendors distributing such will not be allowed to participate in the following year's BALC Home Show.

EXHIBITOR PARKING – All exhibitors and their employees are permitted to park in the Event center parking adjacent to the hotel space.

EXHIBITOR Booth Locations – Booth locations are not guaranteed and are subject to change if the home show committee deems it necessary.

To qualify for LaPorte County Builders Association discounted MEMBER booth prices you must be a member in GOOD STANDING (membership dues and all bills paid). Any exhibitor whose BALC membership expires on or before March 1, 2024 and does not renew on or before March 1, 2024 will be charged the nonmember fee for the booth space.

THIS FORM MUST BE SIGNED AND RETURNED PRIOR TO SET-UP

I have read and agree to the provisions of this contract.

COMPANY: _____

Contact name (printed): _____ Email _____

Signed by _____ Title _____

Office Phone Number _____ Fax _____

Booth Number(s) TBA _____

Date _____

PLEASE SEND SIGNED EXHIBITOR FORM, SIGNED CONTRACT, AND A CERTIFICATE OF LIABILITY INSURANCE TO:
Builders Association of LaPorte, 605 Michigan Ave LaPorte, IN. 46350
Phone: 219-326-0624 Email: info@buildlaportecounty.com