



2022 Home & Outdoor Expo February 25th, 26 & 27th Exhibitor Contract

New Location: Northern Indiana Event Center: 21565 Executive Pkwy, Elkhart, IN

****NEW** Early Bird Discount Rate**-(Contract and Payment received on or before October 29, 2021.)

- BAEC member investment **\$6.00**
- Non-member investment **\$8.00** + \$100 refundable noncompliance fee.

Standard Rate (Contract & Payment received on or after November 1, 2021)

- BAEC member investment **\$7.00**
- Non-member investment **\$ 9.00** + \$100 refundable noncompliance fee

Bulk Rate (Discount of 10% applies to the 3rd and additional booth spaces purchased)

- BAEC Member discount 10%
- Non-Member discount 10%

Company Name (as it should appear in advertising) _____

Address _____ City _____ State/Zip _____

Phone _____ Fax _____ Cell _____

Email Address _____

Describe Product/Service Offered _____

PAYMENT INFO: (Circle One) Cash/Check/Credit Card

Booth Space Number(s) 1st Choice _____ 2nd Choice _____ Payment Enclosed \$ _____

If paying by credit card, please provide the following information:

Mastercard/Visa/Discover/American Express: _____

Expiration Date _____ Security Code# _____ Zip Code _____

Credit Card Billing Address _____

I have read & agree to the terms of this page as well as the attached "Exhibitor Conditions" following.

Contract Signature _____ Date _____

Printed Name: _____ Position _____

25428 CR 20, Elkhart, IN 46517
(574) 293-0997
Email: mail@baec.com

Exhibitor Conditions

Insurance Required-No Exceptions: Exhibitor must provide two (2) Certificates of Public Liability Insurance, for \$1,000,000.00 naming the following as “Additional Insured” on insurance policy:

1. Builders Association of Elkhart County, 25428 County Road 20, Elkhart, IN 46517
2. Northern Indiana Event Center: 21565 Executive Pkwy, Elkhart, IN 46514

Show Purpose: This event is a membership benefit/marketing tool for the Builders Association of Elkhart (BAEC) members & community, produced with assistance from the Remodelers Council (BAECR).

Show Location: Northern Indiana Event Center: 21565 Executive Pkwy, Elkhart, IN 46514

Show (General Admission) Hours: Friday 25th 4:00pm-8:00pm, Saturday 26th, 10:00pm-8:00pm, Sunday 27th noon-5:00 pm

Early Discount Pricing: First Right of Refusal will be given to vendors that participated in the 2022 Home & Outdoor Expo.

Attendance: For the good of the show all vendors are expected to have their booth(s) staffed during all Show Hours. **Sunday hours ONLY**: if a booth is not staffed at all hour's due to *religious practices* a sign must be posted clearly stating, “booth is closed due to religious practices”. Please note your booth hours below if this exception applies:

Company Name & Booth Number(s)_____

Due to religious practices our booth **will not** be staffed (hours)_____ - _____ on Sunday.

Exhibitor Admission Hours: Friday 2:00pm-8:00pm, Saturday 9:00am-8:00pm, Sunday 11:00am-6:00pm **Payments/Refunds:** Signed contract & payment must be received by the BAEC office to secure booth space. No refunds after December 6, 2022.

No refunds will be issued for unattended or non-compliant booth shut down by expo staff.

Booth Sizes & Locations: *Please refer to floor plan or contact the BAEC office*

Booth Set-up: Exhibitors set-up is Thursday, February 24, 2022 from 8:00 am-6:00 pm or Friday 25th 8:00 am—2:00 pm. Overhead doors are **located on the north and south side** of the building and available to all exhibitors. **Booth Construction:** Booths must be finished on all sides visible, and not visually blocking neighboring booths. Nothing may be adhered to the walls. Table and chairs are **not** included in booth rental. Trip hazards must be secured. Color of drapery will be determined by the BAEC. Partition drapery will be 3' between booth displays and 8' behind booth displays in center isles. Refer to floor plan for detail. BAEC has final authority to approve layout and monitor noise levels. Exhibitor must stay in the confines of his booth for promotional activities. Carnival style methods are forbidden.

Booth Tear-Down: Must occur on Sunday, February 27th 5:01 p.m.-7:00 p.m. or Monday, February 28th 8:00 and 11:00 p.m. Booths must be completely removed from facility by 11:00 am or a \$350.00 building use fee will be applied to business account. **Exhibitors who begin removing items from their booths or tearing down before 5:01 p.m. on Sunday, February 27, 2022 may be prevented from future participation in the show and/or assessed a \$100 noncompliance fee. Please make sure the persons manning the Expo booth are aware of this policy.**

Table & Chair Rental: If needed, may be rented from Burns Rental by calling (574) 259-2833 at exhibiter's expense. Burns will leave requested items in booth during set-up.

Electricity: Each exhibitor to receive one receptacle, 400 watts, 3.3 amps, per booth. Surge protectors are recommended. BAEC reserves the right to disconnect electrical equipment which causes overloaded circuits.

Exhibitor Vehicle Parking: For improved attendance and show enjoyment by the general public, all exhibitor vehicles must park in areas provided for **exhibitors on the attached layout**. Each exhibitor is responsible for notifying employees of the proper parking location. Keeping the front entry open for the general public improves the value of this show to the exhibitors.

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Please do not park large trailers or enclosed trucks in the public or exhibitor parking areas. Large trailers may park in adjacent lots away from the building.

Public Admission Costs: FREE!

Concessions: Concessions to exhibitors and general public during show hours will be available for purchase.

Liability/Responsibility: I agree to indemnify BAEC and Builders Association of Elkhart County and the Northern Indiana Event Center from any and all claims, actions, and causes of action, expenses, demands, and cost of defense arising from the show. The BAEC and the Northern Indiana Event Center are not responsible for loss or damage suffered by any exhibitor, exhibitor employees, or exhibitor guests; from any act of theft, vandalism, or accidental injury arising from or in any way connected with the exhibitor’s involvement in the show. Neither the BAEC nor Northern Indiana Event Center is responsible for inclement weather or “Acts of God”. Exhibitor is responsible for their damages to facility and/or other exhibitors’ property.

Member in Good Standing Policy: As of January 1, 2022 BAEC Members participating in the “Home & Outdoor Expo” must not have invoicing over 30 days old, and must address any grievances brought to the BAEC’s attention in good faith, unless IQABS Program applies.

Sponsor

Builders Association of Elkhart County 25428 County Road 20

Elkhart, IN 46517

(574) 293-0997

Email: mail@baec.com or niki@baec.com

NEW Event Location:

Northern Indiana Event Center: 21565 Executive Pkwy, Elkhart, IN 46514

*****BAEC OFFICE USE ONLY*****

Cash/Check/Credit Card

Date Received: _____ Check# _____ Amount\$ _____

Compliance deposit (non-members _____ Insurance received _____

Booth size: _____ Booth cost\$ _____ Booth number: _____

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FREE Educational Session Schedule

This year we are expanding the opportunities for exhibitors to maximize the value of the booth space by adding educational sessions. These sessions are Free to exhibitors with a Paid-In-Full Booth Contract and will be selected based on the variety of topics & time slot availability on a first-come-first-served basis.



Things to Remember:

Recommended time 10-20 minutes (max allotted time 35 minutes)

Session should be geared toward educational topics/products rather than directly marketing a specific company. It is the goal of the Home & Outdoor Expo to present our members as skilled and educated in their specific trade.

Remember to have fun and engage your audience 😊

Company Name: _____

Educational Topic: _____

Length of Session: _____ minutes **Giveaways (if any):** _____

Special notes/needs (evaluated on case-by-case basis): _____

Desired Time Slots: Fill-in the chart with your preferred time

(1= first choice, 2= second choice, 3-third choice... 10= last choice)

Time	Saturday	Sunday
11:00am	Martin's	n/a
12:00pm	Martin's	
1:00pm		
2:00pm		
3:00pm		
4:00pm		n/a
5:00pm		n/a
6:00pm		n/a

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2022 Sponsorships

Educational Stage Sponsor (*Tastefully Decorated*) **\$300.00 SOLD**

- *Your logo/materials* displayed all weekend
- You provide stage décor
- Promoted as “*Your Company Name Stage*” in print & digital media
- *Your Company Logo* displayed on Home & Outdoor Expo website w/link to your home page

Wine Tasting Coupon (Limit 1) **\$350**

- *Your Company Logo* on ticket—Each adult entering the venue will receive a ticket
- Secondary logo located in/on wine booth

Music Sponsor included with paid booth—

- Business commercial up to 20 seconds in length
- Read approx. once every 3 hours
- Written commercial must be presented for approval no later than February 7, 2022

Hot Chocolate— \$200 Sold

- * Your company logo displayed at booth—provided free to all attendees

Coffee—\$200

- * Your company logo displayed at booth—this is provided free to all attendees

Date Night Roses—\$cost of roses Sold

- * Hand out roses at the door, opening day
- * Your logo on Date Night Poster—located at entry door

Vendor Name: _____