



Thursday, March 7 12:00 PM – 8:00 PM
Friday, March 8 12:00 PM – 9:00 PM
Saturday, March 9 10:00 AM – 7:00 PM
Sunday, March 10 11:00 AM – 4:00 PM

www.kalamazoohomeexpo.com
 facebook.com/HBAofWesternMI
 twitter.com/HBAWMI

PLEASE COMPLETE THIS AGREEMENT AND:

FAX TO: 269-375-6493
 MAIL TO: HBA of Western Michigan
 5700 W. Michigan Ave
 Kalamazoo, MI 49009
 OR EMAIL TO: ChristinaR@hbawmi.com
ALONG WITH 50% BOOTH DEPOSIT

COMPANY {will be used for marketing materials}

Company name _____
 Contact person _____
 Address _____
 City/State/Zip _____
 Phone _____
 Email _____
 Website _____

Primary Exhibitor/Main on-site contact _____

Cell _____
 Email _____

Is your company an HBA of Western Michigan Member?

☐ YES ☐ NO, but I'd like to be
☐ NO

EXHIBIT SPACE

1st Choice booth # _____
2nd Choice booth # _____
3rd Choice booth # _____

MARKETING OPPORTUNITIES

Web Banner Ad \$200
 Banner Ad Design \$50
 Expo Guidebook Ad Rates

| | | | |
|---------------------------|-------------------------------------|--------------|--------|
| | | Non - Member | Member |
| Standard | Full Page | \$1800 | \$1375 |
| | ½ Page | \$1200 | \$900 |
| | ¼ page | \$900 | \$675 |
| | Premium Ad (see insert for details) | \$2500 | \$1875 |
| | Passport to Prizes Listing | | \$250 |
| Marketing Subtotal | | _____ | |

| MarketKazoo Reserved for Home & Garden Market items ONLY | | BOOTH RATES |
|---|--|-----------------------------------|
| Full-Time | | |
| Double (10ft x 20ft) | | \$225 |
| Regular (10ft x 10ft) | | \$175 |
| Part-Time | | |
| Double (10ft x 20ft) | | \$75/day |
| Regular (10ft x 10ft) | | \$50/day |
| Please select the days you are available: | | <input type="checkbox"/> Thursday |
| | | <input type="checkbox"/> Friday |
| | | <input type="checkbox"/> Saturday |
| | | <input type="checkbox"/> Sunday |
| SUBTOTAL (booth rate x number of booths) | | _____ |
| Marketing Subtotal | | _____ |
| TOTAL INVESTMENT (space + marketing) | | _____ |

SOCIAL MEDIA HINT: CONNECT WITH US TO SEE/SHARE IMPORTANT EVENT DETAILS & USE #2019KZOOHOMEEXPO

please list your social media accounts



PRODUCT DISPLAYED

We will exhibit the following products and/or services:

2019 HOME EXPO EXHIBITOR CONTRACT

TERMS & CONDITIONS

- A. Exhibit spaces are reserved on a first right of refusal basis. All 2018 Home & Garden Expo Exhibitors will have the first opportunity to reserve their booth from last year. Booth space will become available in the following priority:
1. Returning 2018 Exhibitors (now-August 31)
 2. Consecutive 5-year exhibitors (September 4 - 14)
 3. All HBAWMI members (September 17 - 28)
 4. Non-members/General Public (October 1-Show dates)
- B. A non-refundable deposit of 50% is required to reserve exhibit space. The balance due will be invoiced upon acceptance of this Contract by HBAWMI and must be paid within 60 days of invoice date. If this Contract is submitted before Dec. 1, 2018, a 10% discount in Exhibit Space pricing applies. Full payment must be enclosed with all contracts received after January 1, 2019.
- C. A 50% cancellation fee will be charged if Exhibit Space is cancelled in writing on or prior to Dec. 1, 2018. No refunds are available after Dec. 1, 2018. In the event of cancellation or abandonment by HBAWMI of any full day of the Home Expo, HBAWMI will refund a pro rata share of Exhibit Space price within sixty (60) days of the date of the cancellation or abandonment based upon the number of days for the Expo. If such cancellation or abandonment occurs for only a portion of any one day, the Exhibit space price will be deemed to have been earned for that day, and no refund will be payable. HBAWMI reserves the right to change the Expo Venue at any time.
- D. Exhibitor must supply a Certificate of Insurance for bodily harm, death and property damage by February 1, 2019. (Minimum coverage of \$1,000,000, HBAWMI named as coinsured or additionally insured). Please see attached sample.
- E. I plan to staff my exhibit space on Sunday, March 10, 2019. ☐ YES ☐ NO
Please see "DURING HOME EXPO HOURS" in the Rules & Regulations
- F. My booth will require standard electric (free/included in booth rate) ☐ YES ☐ NO
- G. Please carpet my booth (free/included in booth rate) ☐ YES ☐ NO
- H. My booth will extend above 8ft in height. ☐ YES ☐ NO
Please see section A of "SET-UP INFORMATION" in the Rules & Regulations

All contract Rules and Regulations will be subject to interpretation by HBAWMI. All decisions of HBAWMI are final. The HBAWMI reserves the right to refuse Exhibit Space to any company.

I, the undersigned, have read, understand, and agree to abide by (1) all provisions of this Contract (2) the 2019 Home & Garden Expo Rules and Regulations (must be initialed and returned) which are expressly incorporated into the terms & conditions of this contract (see enclosed):

Signature: _____

Date: _____

Printed Name: _____

Title: _____

PAYMENT METHOD

Please find my check enclosed (payable to HBAWMI)

OR

Charge to my: VISA / MASTER / DISCOVER / AMEX

☐ FULL BOOTH TOTAL \$ _____

☐ 50% DEPOSIT (minimum) \$ _____

☐ OTHER AMOUNT \$ _____

Number: | | | | | | | | | | | | | | | | | | | | | |

Expiration Date: | | | | |

By signing below, I authorize the HBAWMI to process the payment amount indicated on the credit card above.

CARDHOLDER NAME (printed) and SIGNATURE: _____

FOR STAFF USE ONLY

Date received _____
Entered in GZ _____
Enter in Map Dynamics _____
Invoiced _____