



# 2023 Home Show Reservation Form

## March 3, 4 & 5, 2023

### Meadowview Marriott Convention Center

The Home Builders Association of Greater Kingsport is proud to present the 2023 Home Show. We offer the opportunity for our previous exhibitors from 2022 to reserve their prior space from 2022 first choice. Please complete the reservation form and indicate your booth space choice. We try to provide each exhibitor with their booth choice based on availability at time contract is received.

<b>Booth Exhibit Space ( 10 X 10)</b>	<b>Member Rate \$525.00 per booth</b>
<b>5% Discount on two or more Booths</b>	<b>Non Member Rate \$625.00 per booth</b>
<b>Electrical Rate</b>	<b>Standard—\$60.00      208 Volt to 20 amps—\$132.00</b>
<b>Wi-Fi (Two Devices Only)</b>	<b>\$20.00</b>
<b>Outdoor Exhibit Space</b>	<b>Please contact the HBAGK Office</b>

**\$200 Booth Deposit per booth due at time of reservation.**  
**Payment in full is due Jan 6, 2023**  
**Number of Booths \_\_\_\_\_**  
**Please list your preferred booth space (s)\_\_\_\_\_**

Are you a member of HBAGK or another HBA in Tennessee? \_\_\_\_\_. If not a member of HBAGK, please list which association in Tennessee \_\_\_\_\_. Must be a dues paying member at the time of registration and remain a member through March 31, 2023.

Company \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell Number \_\_\_\_\_  
Email \_\_\_\_\_  
Product to be displayed: \_\_\_\_\_

I have read and agree to comply with the rules and regulations printed in this contact packet. I also understand and agree that this document constitutes a contract between applicants and the Home Builders Association of Greater Kingsport Inc

Signature: \_\_\_\_\_

**Return form to: Home Builders Association of Greater Kingsport**  
**1200 E Sevier Ave, Kingsport, TN 37664—Email: info@kingsporthomebuilders.com Phone: 423-378-5501**

**Payment information**

Amount Enclosed \_\_\_\_\_ (\$200 deposit required per booth. Full payment due 01/06/2023)

Payment Method: Check \_\_\_\_\_ Credit Card Number \_\_\_\_\_

Credit Card CRV # \_\_\_\_\_ Credit Card Billing Zip Code: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**A 3% convenience fee is added to all transactions**

Please turn page over for regulations

# 2023 HOME SHOW RULES & REGULATIONS

Exhibitors shall be bound by the Show Regulations set forth herein, as well as any amendments or additional rules and regulations that may be established by the Home Builders Association of Greater Kingsport, Inc. (Show Management).

## Character of Exhibits

Each exhibitor agrees to display only products or services that are sold by their company in their regular course of business. It is the purpose of the Show

Committee and understood by the exhibitor, that only products and services that are pertinent to the field of home building, modernizing, decorating, furnishing, recreation, landscaping or closely related to these fields of activity shall be displayed, demonstrated and explained. The Show Committee reserves the right to reject any exhibit, or part thereof, which is not in keep with the character of the Show. Distribution of food/beverage items must be approved by HBAGK.

## Booth Design & Layout

Displays must be confined to booth area with the heights not exceeding 8' on the back wall. The 8' height limit does not apply to the back walls of the exhibits along the outer edge of the exhibit hall. Standard booth divides (3' high sides, 8' high backdrop). Exposed areas of the display backs or sides must be finished or covered at that exhibitors cost.

## Booth Fire Safety

Exhibitor shall comply with any and all fire code laws and regulations applicable to Exhibitor's booth. Exhibitor shall indemnify and hold HBA harmless from and against any and all fines, penalties or liability arising, directly or indirectly, out of any violation of applicable fire codes in or around Exhibitor's booth.

## Booth Assignments

The Show Management reserves the right to change or alter space assignments, floor plans and Show conditions without notice and at their sole discretion for the best interest of the Show.

## Installation of Exhibits

The installation of exhibits begins at 8:30 a.m. Tuesday, February 28, 2023 and must be completed and ready by 2:00 p.m., Friday, March 3, 2023. The Show Committee will not permit any noise or moving of exhibits after the opening of the Show. The use of packing tape on carpets, marble floor or hotel equipment is **NOT PERMITTED**. Sidewalks, driveways, doors, halls, aisles, etc. shall not be obstructed.

## Sound Control, Etc.

Loudspeakers, radios, television sets, or the operation of any machinery or equipment, which is sufficient volume to be disturbing to neighboring exhibitors, is **not permitted**. Public address systems of any kind are prohibited from use by exhibitors.

## Selling of Products in Exhibit Space

Retail selling of products over-the-counter on a carry out basis must be approved. Orders may be taken for merchandise or service to be delivered or rendered at a future date.

## Distribution of Literature and Souvenir

All demonstrations, distribution of information or other activities must be confined to the limits of your booth. Any give-away or advertising that is deemed by the 2023 Show Committee to be of objectionable or undignified character will not be permitted. No lighter-than-air (helium, etc.) balloons are permitted, except for display. No adhesive backed decals or similar items may be distributed in the facility.

## Care of Exhibit Space

MeadowView Conference Center personnel will vacuum, empty trash cans and clean the aisles, but exhibitors must keep their exhibit space clean and their exhibits dusted and in good order. All exhibits must be ready for display two hours before Show opening. Exhibitors that do not comply with this regulation will lose their right to be in future shows at the sole discretion of the Show Committee.

## Signage

You may use your own sign providing it does not extend beyond your booth space. Decorations, signs, banners, etc may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, curtains, doors, painted surfaces. No holes may be drilled, cored or punched in the building.

## Sub-Letting Space

To ensure proper representation and operation of the Show, exhibitors must contract individually to exhibit. An exhibitor shall not assign, sublet or apportion the whole or any part of the space allotted to them, nor exhibit therein any other goods, apparatus, service advertising signs, etc., without the written consent of HBAGK.

## Unoccupied Space

The exhibitor will forfeit any space not occupied by 2:00 pm, March 3, 2023. Space will be resold and reassigned or used by 2023 Home Show Committee as it sees fit,

unless arrangements for delayed occupancy have been approved in writing by the 2023 Home Show Committee. Any exhibitor failing to occupy space contracted for is not relieved of the obligation of paying the full rental of such space as provided for in signed contract.

## Removal of Exhibits

It will be each exhibitor's responsibility to see that all merchandise is removed from the exhibit building and all exhibit spaces left clean and in good order by **10:00 a.m. Monday, March 6, 2023. Meadowview will be providing additional forklifts and personnel to help facilitate moving out.** It is the exhibitor's responsibility to move in, set up, dismantle and move out the exhibit material. If exhibits are not removed by the deadline, the show facility may store or dispose of property at the exhibitors cost and at the Show Management's discretion. **For Safety Regulations, exhibits must remain intact through 5:00 P.M., Sunday, March 5, 2023, or until all public visitors to the show have left the building and the Show Committee authorizes the breakdown of the exhibits.**

## Eventualities

Show Management reserves the right to terminate the show if use or occupancy of the show premises is, or will be, materially interfered with by reason of fire, casualty, strike, embargo, injunction, act of war, act of God, any other emergency, or any other act or event not the fault of Show Management during any period of time the availability of which is critical to successful production of the 2023 Home Show.

## Liability

HBA of Greater Kingsport, Marriott's MeadowView Conference Resort and Convention Center, Kingsport Hotel LLC and Marriott Hotel Services, Inc, or any official or staff member thereof will not be liable for the safety of the property of the exhibitor, his agents, or employees, from theft, damage by fire, acts of God, or any other cause. HBA of Greater Kingsport, its representatives, employees, agents and Marriott's MeadowView Conference Resort and Convention Center, Kingsport Hotel LLC and Marriott Hotel Services, Inc will be exempted from or indemnified for any claims for injury, damage, destruction or loss caused by the exhibitor, or to the persons or property of others than the exhibitor, and further will be exempted from or indemnified for any claims for injury to any of the exhibitors representatives, agents or employees. Exhibitors accept full and sole responsibility for any injury, damage, or accident to property or person, resulting from their failure, knowingly or otherwise, to properly support or distribute the loading of their exhibit and or exhibit material. HBAGK recommends that exhibitors carry their own insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person and property of others.

## Impossibility

Should the CDC, local or state governments issue a travel advisory, notice or warning at any time within the 30 days prior to the opening of the home show that advises the public to avoid all non-essential travel then termination without liability upon the occurrence of any circumstance beyond the control of either party.

## Amendments

The Association, through its Show Management, shall have sole authority to interpret and enforce all rules and regulations contained therein; to make any amendments thereto, and to make such further rules and regulations as shall be necessary for the orderly conduct of the exhibit, including additional regulations per the Marriott Corporation.

## Booth Assignments

2023 Home Show Committee reserves the right to change or alter space assignments, floor plans, and Show conditions without notice and at their sole discretion for the best interest of the Show.

## Parking

Exhibitors need to park all vehicles in the rear of the parking lot directly behind the MeadowView Conference Center. The front parking spaces need to be reserved for the general public. Please refrain from parking commercial vehicles in the general public parking lot during show times.

## Miscellaneous

Show Management reserves the right to refuse admission and/or to eject anyone from the premises without recourse to HBAGK. Alcoholic beverages shall not be brought onto the premises at any time. Exhibitors agree to immediately notify Show Management of any dangerous, unsafe or illegal condition or activity. Discrimination against any person on the basis of age, sex, disability, color, race, creed, religion or national origin is strictly prohibited.

## Non-Exhibitor Solicitation

No solicitation or handing out of business cards is allowed by non Home Show Exhibitors during the Home Show. Please notify any Home Show Committee member on any solicitations you are aware of during the show.

**HOME BUILDERS ASSOCIATION  
OF GREATER KINGSPORT, INC**

**1200 E. SEVIER AVE.  
KINGSPORT, TENNESSEE 37664**

**Phone: 423-378-5501**

**E-mail: [Info@kingsporthomebuilders.com](mailto:Info@kingsporthomebuilders.com)**

**IDENTIFICATION BADGE LIST**

**PLEASE TYPE OR PRINT NAMES NEATLY**

**PRINT COMPANY NAME HERE \_\_\_\_\_**

**Please type or print (legibly) below the names of those that will be working in your booth during the 2023 Home Show. All exhibitors and their employees must wear the official Home Builders Association badge to enter the exhibit hall at the convention center and while in the exhibitor hall. Badges are **ONLY** for your workers.**

If you do not return your name badge list by the deadline, name badges will not have the option to be personalized. . All badges that are lost or any changes made during the show are for non personalized badges only.

his list must be returned by **FEBRUARY 10<sup>TH</sup>**. You may either mail to the above address or email to [info@kingsporthomebuilders.com](mailto:info@kingsporthomebuilders.com).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please indicate below whether you will need table and chairs and how many.**

There is no charge for the table or chairs.

I will not need the table \_\_\_\_ or chairs \_\_\_\_.

I will need \_\_\_\_\_ table/tables I will need \_\_\_\_\_ chair/chairs.