



# MARCH 13-15, 2020

Bartle Hall Convention Center  
KCHomeShow.com

## RETURN THIS COMPLETED FORM TO:

E-MAIL: kelcee@kchba.org

FAX: (816) 942-8367

MAIL: 600 East 103rd St. Kansas City, MO 64131

TEL: (816) 942-8800

### 1. EXHIBITOR INFORMATION

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Facebook URL: \_\_\_\_\_ Twitter Handle: \_\_\_\_\_

HBA Member? Y      N      Non-Profit? Y      N

### MUST COMPLETE FOR EXHIBITOR GUIDE!

### 2. PROGRAM & SIGN LISTING

Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Website: \_\_\_\_\_

*\*Please fill out page #6 in this packet for your Exhibitor Categories.*

### 3. EXHIBIT SPACE

Booth Number Preference (see attached map): (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ Booth Size Desired: \_\_\_\_\_

Location/Neighbor Considerations: \_\_\_\_\_

Please list ALL products/services to be displayed during the show: \_\_\_\_\_

***No substitutions allowed without written consent of the Show Director. Expulsion from the show could result from non-authorized products.***

Do you intend to do food sampling at the show? Y      N

*If you check yes, you are responsible for complying with health department and concession regulations (see page 3).*

### 4. PAYMENT INFORMATION

Check      Visa      Mastercard      American Express

Name on Credit Card: \_\_\_\_\_ Total Booth Space Cost: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Zip Code: \_\_\_\_\_ CSV: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

***By signing above, I authorize the Home Builders Association of Kansas City to process a 20% deposit upon contract acceptance, an additional 40% deposit on Nov 8, 2019, and the final balance on Feb 14, 2020.***

### 5. AUTHORIZATION SIGNATURE (By signing below, you certify you have read and agree to all pages of this contract):

\_\_\_\_\_ Date: \_\_\_\_\_

### HBA OFFICE USE ONLY:

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_ Booth #: \_\_\_\_\_ Booth Size: \_\_\_\_\_ Booth Price: \_\_\_\_\_

2020 EXHIBIT SPACE APPLICATION AGREEMENT

This Agreement is between the Exhibitor and the Home Builders Association of Greater Kansas City ("HBA") regarding the Show to be presented. Exhibitor shall rent from the HBA, a booth assigned by the HBA of the same size as the booth preference stated in the Exhibitor Space Application Agreement for display purposes only at the Show; however, the HBA in its sole discretion and at no additional cost to Exhibitor, may substitute different space of equal or larger size.

Exhibitor shall pay the HBA the booth price stated on the official floor plan. **A 20% non-refundable deposit is due upon execution of this Agreement. An additional 40% deposit will be due by Nov 8, 2019 and the final balance is due by Feb 14, 2020.** If Exhibitor fails to make payment by the due date and/or does not display an exhibit in the appropriate space by the beginning of the Show, then the Exhibitor's space and any rights to display an exhibit shall be forfeited, with all amounts paid by the Exhibitor retained by the HBA as liquidated damages. Exhibitor shall comply with all Rules and Regulations of the Show that are printed on the agreement and incorporated herein by reference, and also with such other rules and regulations that may be adopted from time-to-time by the HBA. If Exhibitor does not comply with any other provisions of the Contract or any other rules and regulations, the HBA may pursue all rights and remedies available under the law. THE UNDERSIGNED ACKNOWLEDGES HAVING READ THE RULES AND REGULATIONS INCLUDED ON THE BACK HEREOF.

If the exhibition hall is destroyed or damaged by any cause or if in the HBA's discretion any other circumstances make it difficult, inadvisable or not in the best interest for the Show to be conducted or for Exhibitor to occupy its space, then at the HBA's option, this Contract shall terminate. In such event, Exhibitor waives and releases all claims for damages in any way relating to such termination. Exhibitor shall for all purposes be an independent contractor and solely responsible for all aspects (including security) of its exhibit, and for the performance, actions and appearance of all personnel staffing the exhibit. If in the HBA's opinion any individual associated with Exhibitor is acting or attired in a manner which is offensive, inappropriate or not in the best interest of the Show, the HBA or any other exhibitor, then Exhibitor shall immediately remove that individual from the exhibition hall, and if it fails to do so then the HBA may remove the individual and the Exhibitor shall be liable for and indemnify and defend against all damages relating thereto.

HBA officers, directors, members, agents, and employees of the HBA, and all of their heirs, representatives, successors and assigns; shall have no responsibility or liability for any injury, loss (including theft), damage or liability to exhibitor or any related individual or party or visitors to its exhibit, or any property owned by any of them or in their possession, from any cause whatsoever, relating to or occurring at the show. Exhibitor shall indemnify and defend the HBA and the other parties described above against all claims, lawsuits, expenses and judgments of any kind whatsoever relating to any injury, loss, damage or liability described above or directly or indirectly resulting from or relating to any actions, inactions or negligence of the exhibitor or its related parties or visitors to its exhibit, directly or indirectly relating to the show, this contract or otherwise.

**EXHIBITOR MUST PROVIDE PROOF OF WORKERS' COMPENSATION, PROPERTY INSURANCE AND GENERAL LIABILITY INSURANCE IN THE MINIMUM AMOUNT OF \$500,000 TO THE HBA.**

Certain services of the Show are provided by parties other than the HBA. The HBA has no liability whatsoever for those services which must be obtained from authorized sources. Exhibitor shall comply with all government and regulatory body laws, rules and regulations, and all rules of the Facility. Time is of the essence. However, the HBA may, without notice, waive or extend any time limit and any other right it has, and any waiver or failure to enforce any right shall not affect the HBA's right to enforce that right in other instances.

This Agreement is governed by Missouri law, and is deemed entered at the HBA's office in Missouri. If any provision of this Agreement is found to be invalid by a court of proper jurisdiction, the remainder shall remain in full force and effect as if that provision had not been included.

**THIS AGREEMENT SHALL NOT BE FINAL UNTIL SIGNED BY BOTH EXHIBITOR AND THE HBA, BUT SHALL THEN CONSTITUTE A BINDING CONTRACT.**

### **\*SPACE APPLICATION AGREEMENT\***

This application for exhibit space must be submitted to the Home Builders Association office with a **20% non-refundable deposit. An additional 40% deposit will be due by November 8, 2019 and the final balance is due February 14, 2020.** Assignment of exhibit space and HBA show management signature will constitute acceptance into the show, making this a binding contract. **There are no refunds for booth payments. All Payments are forfeited if exhibitor is a no-show.**

### **CANCELLATION POLICY**

Cancellation request must be submitted via email to Kelcee (kelcee@kchba.org) and received by **Friday, January 3rd, 2020 by 5:00 pm** to receive a refund of all payments minus the nonrefundable 20% deposit.

### **IN-LINE EXHIBITS**

Attention should be paid to neighboring exhibitors when constructing exhibits. No part of any in-line exhibit (including signs) shall exceed 8 feet in height, unless agreed otherwise by the HBA. Side walls may carry the 8 foot height. **Any visible unfinished back of the exhibit must be either finished or covered with drapery material which can be ordered at the exhibitor's expense from the Official Decorator. Exhibitors are not to display promotional material on the back of booth sidewalls.** Displays should be about 4 inches narrower than the designated space to ensure proper fit. Upon acceptance of this application, exhibitors will receive an exhibitor kit with detailed requirements.

### **ISLAND EXHIBITS**

An island exhibit is one in which the space is a minimum of 20' x 20' and is surrounded by aisle space on all four sides. Island exhibits have a height restriction of 12' unless pre-approved by the HBA. Island exhibits are strongly encouraged to utilize the visibility available on all four sides of the display.

### **FLOOR COVERING**

Exhibit space is concrete and **must be carpeted or covered with other appropriate floor covering at the exhibitor's expense.**

### **SIGNS**

All signage must be professionally made. Signs that appear unprofessional will be removed. A standard identification sign 9" high and 44" long featuring the company name and booth number will be furnished by the HBA.

### **BOOTH SPACE ASSIGNMENT**

The HBA will attempt to assign locations by exhibitor preference and to provide distance from direct competition, but **cannot guarantee exclusivity** of a product or that similar products will not be exhibited in nearby or adjoining spaces. Criteria for booth assignment include: show related products, past exhibitors, booth design/size, and payment history. **The HBA may change the floor plan without notice if, in its sole discretion, it deems it advisable to provide a more attractive and successful show.**

### **BOOTH CONSTRUCTION / DISPLAY**

Exhibits must be of the highest quality. The HBA may reject any exhibit which, in its opinion, does not meet the required standards.

### **SUBLETTING SPACE**

No exhibitor shall assign, sublet, trade or apportion any part of its space, nor exhibit any goods, apparatus, services, advertising, signs, etc, other than those manufactured or sold by the exhibitor in the regular course of business without the HBA's written consent.

### **EXHIBIT SAFETY & ACCESSIBILITY**

No combustible oils, gases or materials can be used as a part of the exhibit. No other materials may be used or stored in the exhibition hall which, in the sole opinion of the HBA, could be potentially dangerous. Exhibitors must specifically comply with all rules and regulations of the applicable fire department and with all other safety requirements relative to the facility. The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. All exhibit equipment and materials must be reasonably located within the booth and protected by safety guards where necessary. Only fireproof materials should be used in displays, and appropriate fire precautions shall be taken by the exhibitor. **AN OPEN FLAME PERMIT IS REQUIRED** if you'll be operating ANY GAS APPLIANCES, CANDLES and/or ANYTHING WITH AN OPEN FLAME - contact the Kansas City, MO Fire Marshall at least two weeks prior to show dates at (816)784-9100. Exhibitors shall be responsible for making exhibits accessible to persons with disabilities as required by the Americans with Disabilities Act and shall hold the HBA harmless from any failure in this regard.

### **INSTALLATION AND REMOVAL OF EXHIBITS**

Exhibits must be completely assembled during the times designated by the HBA. Exhibits must be removed when instructed by the HBA. **Exhibits may not be removed at any time after installation until final closing of the Show unless the HBA approves in writing.** Each exhibitor hereby grants to the HBA a security interest under the Uniform Commercial Code as adopted in the state in which the Show is held in all property of the exhibitor at the Show as security for payment of all amounts which shall be owed by exhibitor to the HBA. In case of attachments or other legal proceedings, the HBA may take charge of exhibits.

**2020 MOVE-IN TIMES WILL BE DETERMINED CLOSER TO THE DATE OF THE SHOW.**

## ANIMALS

Exhibitors with any animals in their booth must notify show management to be covered under a permit from Kansas City Animal Control.

## CONTESTS AND DRAWINGS

All drawings or other contests shall comply with applicable laws, and are subject to the approval of the HBA which may establish additional rules. All Drawings/Contests must be made by show's end.

## RECEIPT OF FREIGHT

Merchandise **should not be shipped directly to the facility**, as it will be refused. Shipping arrangements can be made through the official decorator and must be prepaid and plainly marked.

## EXHIBIT ACTIVITIES / SALES

Exhibitors are encouraged to have activities in their booths, such as contests, handouts, prizes, demonstrations, drawings, etc. Canvassing is limited to the exhibitor's space. **No selling and/or promotional materials will be permitted outside booth space.** Exhibitors shall make sure that there is adequate room within the space for all visitors to the exhibit, and no part of the exhibit may be presented in the aisles which could adversely affect the Show or other exhibitors. All exhibitors who plan to display a vehicle in their booth **MUST** contact Show Management in advance. Show sponsorships may limit the vehicles allowed on the Show floor. Exhibitors must collect and pay any appropriate taxes on products sold and shall hold the HBA harmless from any liability therefore. Sales are permitted, and orders may be taken.

## EXHIBIT HOURS

The HBA shall determine and publicize the exhibit hours of the Greater Kansas City Home Show. The show will be open to the public each day. Show hours are as follows: Friday, March 13 from 12pm-9pm; Saturday, March 14 from 10am-7pm; & Sunday, March 15 from 10am-5pm. HBA cannot guarantee attendance.

## BOOTH STAFFING

**Booths MUST be staffed during all Show hours.**

Exhibitor badges must be worn at all times, and exhibitors must display their badges for admission. Exhibitors are responsible for distribution of badges for their booth shift changes. Exhibitors should arrive 15 to 30 minutes prior to the opening of the Show. Additional passes may be purchased in advance through the HBA.

## SHOW DECORATOR

The official show decorator is the George Fern Company and they will maintain a service desk at the Show (8:00 a.m. to 4:30 p.m. during move-in). An exhibitor kit will be issued by the show decorator to all exhibitors covering the official electrician services of the hall, labor, decorating, sign making, furniture rental, water, drains, drayage, cartage, uncrating, erecting, dismantling and re-crating of heavy machinery. Exhibitors will be billed directly by the show decorator for these and any additional services and must make timely payment, and shall hold the HBA harmless against all liability therefore. Exhibitors will not be allowed to use their own bobcat and/or forklift inside. All bobcat and forklift usage must be scheduled and paid for through the show decorator.

## SOUND CONTROL / MUSIC LICENSING

If sound from any audio presentations spreads beyond the immediate area of the display, Show Management may suspend the use of the exhibitor's amplification system. Licensed music in any form is prohibited without payment of appropriate licensing fees by the exhibitor and the exhibitor shall indemnify and defend the HBA from any liability for any licensing fees owed as a result of the exhibitor's music.

## DISTRIBUTION OF LITERATURE, SOUVENIRS, ETC.

Any souvenir, advertising, etc. that the HBA considers objectionable, undignified or inappropriate will not be permitted. Souvenirs should not be of the noise-making variety. **Helium balloons are strictly prohibited.**

## FOOD AND BEVERAGE SAMPLING

All exhibitors planning on selling and/or sampling food/beverages at the show must obtain a temporary health permit from the Kansas City, Missouri Health Department-Food Protection Division at (816) 513-6315. Also, food sales require a contract with Aramark Food Services. You may contact Aramark at (816) 221-2737.

## SHOW MANAGEMENT

The HBA shall designate the Show Manager and other members of Show Management Staff. Actions by Show Management shall be considered taken on behalf of the HBA, and those individuals shall have no personal liability for those actions. Show officials shall staff an information booth at the Show to help exhibitors and the public. Normal working hours for Show staff is one hour prior to show opening through show closing.

## SECURITY

While Bartle Hall is properly secured and monitored, Bartle Hall & the HBA do not assume responsibility for lost, stolen or damaged items at any time. Exhibitors are advised to remove small valuables from the hall overnight.

## INSURANCE

Exhibitors must provide their own workers' compensation and property insurance and ALSO general liability insurance in the minimum amount of \$500,000.00, and **MUST** be submitted along with this agreement or the agreement will not be accepted by show management.

## NON-PROFITS

Exhibitors with a 501(c)(3) or 501(c)(6) IRS tax exempt status **MUST** submit proof along with the proper insurance upon submission of this agreement.

## AMENDMENTS

The HBA shall have full power to interpret and amend these Rules from time to time. Wherever these rules do not cover a situation, the HBA may make rulings it considers to be in the best interest of the Show, and the exhibitor agrees to abide by the rulings.

## SHOW INFORMATION

Additional information is available on our website at [www.KCHomeShow.com](http://www.KCHomeShow.com)



## Spring 2020 Exhibitor Price List

Booth Size	List Price	20% Deposit (due with contract)
10x10	\$975.00	\$195.00
10x10 1 C	\$1,075.00	\$215.00
10x20	\$1,950.00	\$390.00
10x20 1 C	\$2,050.00	\$410.00
10x20 2 C	\$2,150.00	\$430.00
10x30	\$2,632.50	\$526.50
10x30 1 C	\$2,722.50	\$544.50
10x30 2 C	\$2,812.50	\$562.50
10x40	\$3,510.00	\$702.00
10x40 1 C	\$3,600.00	\$720.00
10x40 2 C	\$3,690.00	\$738.00
10x50	\$4,387.50	\$877.50
10x50 1 C	\$4,477.50	\$895.50
10x50 2 C	\$4,567.50	\$913.50
20x20 2 C	\$3,690.00	\$738.00
20x20 4 C	\$3,870.00	\$774.00
20x30 2 C	\$5,445.00	\$1,089.00
20x30 4 C	\$5,625.00	\$1,125.00
20x40 2 C	\$6,800.00	\$1,360.00
20x40 4 C	\$6,970.00	\$1,394.00
20x50 2 C	\$8,457.50	\$1,691.50
20x50 4 C	\$8,627.50	\$1,725.50
30x40 4 C	\$10,300.00	\$2,060.00
50x50 4 C	\$21,058.75	\$4,211.75

20% deposit due with contract | 40% due by November 8th, 2019 | Final balance due by February 14th, 2020



## 2020 Exhibitor Category for Show Guide

Please select up to three categories

- ☐ Air Purification
- ☐ Appliances
- ☐ Associations
- ☐ Awnings/Solar Shades
- ☐ Basement Finishing
- ☐ BBQ Grills/Smokers & Equipment
- ☐ Beds, Linens & Accessories
- ☐ Building Materials
- ☐ Cabinets / Cabinet Re-facing
- ☐ Central Vacuums
- ☐ Children's Products
- ☐ Chiropractic
- ☐ Cleaning Products/  
Household Supplies
- ☐ Closets
- ☐ Concrete Coatings
- ☐ Concrete Repair/Sealing
- ☐ Concrete Resurfacing
- ☐ Cookware/Cutlery
- ☐ Countertops
- ☐ Custom Home Building
- ☐ Decks & Patios Design/Build
- ☐ Developer/New Home Community
- ☐ Doors
- ☐ Driveways
- ☐ Duct Cleaning
- ☐ Dumpster Rental
- ☐ Electronics/Electrical Services
- ☐ Elevator/Wheelchair Lifts
- ☐ Energy Efficiency
- ☐ Fencing
- ☐ Financial Services
- ☐ Fireplaces
- ☐ Flags & Flagpoles
- ☐ Flooring
- ☐ Food/Beverage
- ☐ Foundations/Foundation Repair
- ☐ Furniture
- ☐ Garage Doors
- ☐ Garage Organization
- ☐ Garden Center/Nursery
- ☐ Garden Supplies
- ☐ Geothermal Heating & Cooling
- ☐ Gutters/Gutter Covers
- ☐ Health & Wellness
- ☐ Heating & Cooling
- ☐ Homebuilding
- ☐ Home Décor/Art
- ☐ Home Entertainment
- ☐ Insulation/Weatherization
- ☐ Interior Design
- ☐ Jewelry
- ☐ Landscaping
- ☐ Lawn Equipment
- ☐ Lighting – Indoor & Outdoor
- ☐ Mattresses
- ☐ Moving & Storage
- ☐ Newspaper/Publication
- ☐ Outdoor Living
- ☐ Painting
- ☐ Pest Control
- ☐ Pets/Pet Products
- ☐ Photography
- ☐ Playground Equipment
- ☐ Plumbing
- ☐ Pools/Spas/Hot Tubs
- ☐ Radon Testing
- ☐ Real Estate Services
- ☐ Remodeling-Bath/Kitchen/General
- ☐ Renewable Energy
- ☐ Roofing
- ☐ Room Additions
- ☐ Security
- ☐ Sheds
- ☐ Shelving
- ☐ Siding
- ☐ Skylights
- ☐ Sprinkler Systems
- ☐ Stone/Tile/Brick/Rock
- ☐ Storm Shelters/Safe Rooms
- ☐ Sunrooms
- ☐ Tankless Water Heater
- ☐ Television-Cable/Satellite
- ☐ Tree Services
- ☐ Vacations/Resorts/Travel
- ☐ Vacuums
- ☐ Water Filtration/Purification
- ☐ Water Proofing
- ☐ Window Cleaning
- ☐ Window Coverings
- ☐ Windows
- ☐ Wireless Providers
- ☐ Wood Refinishing

More  
Than

70 years  
of Inspiration