



Exhibitor Application / Home & Outdoor Expo 2024

March 8-10, 2024

Business Name: _____ Contact: _____

Mailing Address: _____

Phone Number: () _____ Fax: () _____

Email Address: _____ Mem _____ CCB License No. (if applicable): _____

Product/Service to be Exhibited: _____

Booth Location Preferred (Space Number): _____ Alternate Space(s): _____, _____, _____ # of Vendor Badges: _____

Membership has its benefits! Klamath Basin HBA members get a discount on their Expo fees along with other discounts & benefits. If you are not a member, join today and save on the 2024 Home & Outdoor Expo!

YES! Call me with information on membership so I can save!

Saturday Night Vendor Social

At the close of the event on Saturday the Klamath Basin HBA hosts a dinner for the exhibitors to relax, enjoy a nice meal and networking. Tickets for this dinner must be requested and/or purchased in advance. Each booth will receive tickets in their registration packet when they check in at the event.

Tickets are issued based on booth size. Booths 10x15 and smaller will receive 2 free tickets for the dinner. Booths 10x20 and larger will receive 4 free tickets. Additional tickets are available at \$25/person.

We plan to have _____ attendees at the Saturday Night Social Event.

March 2024

- Set Up** Thursday March 7, 2024 8:00 am to 8:00 pm
Friday March 8, 2024 7:00 am to 2:00pm
- Expo** Friday March 8, 2024 2:00 pm to 8:00 pm
Saturday March 9, 2024 9:00 am to 6:00 pm
Sunday March 10, 2024 10:00 am to 4:00 pm
- Teardown** Sunday March 10, 2024 4:00 pm to 8:00 pm
Monday March 11, 2024 8:00 am to 11:00am

Door Prizes

Door Prizes are a great way to reinforce your business after the Expo is over. All exhibitors are required to provide at least one item with a value of no less than \$20. Please identify what item(s) you will be donating (does not have to be your product, can be something as simple as a coffee gift card):

All Door Prize donations will be listed on a board at the front entrance, please be prepared to turn the item in when you check in for the Event on Thursday or Friday (March 7th or 8th).

Klamath Basin Home Builders Association (KBHBA) 1414 E. MAIN STREET ★ KLAMATH FALLS, OREGON 97601 ★ 541.884.8570
Email: Theresa@KBHBA.org



Exhibitor Application / Home & Outdoor Expo 2024

HBA Members SAVE 20% over non-members!

| Booth Size* | Member Rate | | Non-Member Rate | |
|---------------|---------------------------------|---------|-----------------|---------|
| | Concrete | Arena | Concrete | Arena |
| Tabletop** | \$140 | n/a | \$175 | n/a |
| 10x10 | \$544 | \$352 | \$680 | \$440 |
| 10x15 | \$772 | \$420 | \$965 | \$525 |
| 10x20 | \$996 | \$512 | \$1,245 | \$640 |
| 10x30 | \$1,424 | \$724 | \$1,780 | \$905 |
| 20x20 | \$1,904 | \$860 | \$2,380 | \$1,075 |
| 20x40 | n/a | \$1,200 | n/a | \$1,500 |
| Outdoor Space | Call for availability & pricing | | | |

If you are interested in presentation opportunities during the event, or would like to write or submit an article for the Expo Program, please check this box and we will contact you.

General topic (if available): _____

\$ _____ Booth Rental Cost

\$ _____ **Add \$25.00** if distributing helium balloons

\$ _____ **Add \$75.00** to hang signs on the ceiling (Event Center)

\$ _____ **Add** _____ tables rented @ \$15.00/table (inc. 2 chairs)

\$ _____ **Add** extra electrical service (\$30/20 amp or \$50/40 amp)

\$ _____ **Add** _____ extra Saturday Dinners @ \$20/person

\$ _____ **Total of rental and extra add-on items**

\$ (_____) Early Bird Discount **

(**10% discount on booth rental **only applies if paid in full on/before 10/31/2023**)

\$ _____ **Total** (less Early Bird Discount if applicable)

\$ _____ **Deposit Due Now (at least 50%)**

\$ _____ **Balance Due by February 1, 2024**

*Tables are not included in booth fee (except Tabletops)

*Tabletops not eligible for Early Bird Discount

Early Bird Discount **

Members and Non-Members

Full Payment by 10/31/2023 10% Discount

Signature and payment are REQUIRED for space to be held.

My deposit of \$ _____ is enclosed-which is at least 50% of the total above. I have a balance due of \$ _____ and I understand the balance is to be received by KBHBA prior to either October 31, 2023(for the early bird discount) or by **February 1, 2024** (with no early bird discount).

Checks are to be made payable to Klamath Basin HBA. In addition, I agree to provide KBHBA a **Certificate of Liability Insurance with Klamath Basin Home Builders Association** named as "Additional Insured" prior to February 1, 2024

My signature herein, as Exhibitor, indicates that I am an authorized signer for the above business and have received and read the Terms and Conditions included with this Application (pages 3 thru 5) and agree to abide by them.

Exhibitor Name (Printed)

Exhibitor Signature

Exhibitor Title

Date

Terms & Conditions

1. **LIABILITY** – Vendor is responsible for the space assigned to him and shall not injure, mar, or deface the premises. Vendors **may not sell or post signs/materials** outside of their designated area.
2. **AISLES/SIGNS/BANNERS** – Aisles, passageways, and overhead spaces remain under the control of KBHBA and no signs, decorations, banners, advertising matter, or exhibits may extend into those areas without prior approval and possible payment made to the KBHBA.
3. **SPACE** – The space contracted is to be used solely by Vendor whose name appears on the Contract and **no portion can be sublet or shared by another business or individual. It is acceptable to display products and have sales representatives from companies which you distribute for assist you.** Vendors cannot advertise their product outside of their rented space. All dimensions are approximate in nature and not exact for construction purposes. ***Any part of an exhibit that is over 8' high must have prior written approval from KBHBA. KBHBA reserves the right to move booth locations and/or drapery walls for the good of the overall event.***
4. **SETUP & REMOVAL** – Vendor shall forfeit his right to the space and all prepaid rentals if he fails to occupy or use his space, or fails to have his exhibit in place **prior to 10 am on Friday**-the first day of the Expo. KBHBA shall be entitled to reassign the space in the event Vendor does not begin occupation of the space by 10 am on Friday. Exhibits are to be removed immediately after the close of the Expo on Sunday afternoon beginning but **not before** 4:00 pm. Vendors must have their items removed from the Fairgrounds **NO LATER THAN 11 AM MONDAY.** Vendors who have not picked up their items before 11 am may be subject to additional fees as determined by the Fairgrounds & KBHBA.
5. **ELECTRICAL** – All spaces will have 500 watts of electricity. The surcharge for over 500 watts per space will be \$30 for 20 amp service or \$50 for 40 amp service. KBHBA must be advised no later than one week prior to the event of any electrical needs greater than 500 watts. Any electrical changes made at the event will result in hourly charges to be paid prior to the opening of event. We need to know exact power requirements, i.e. watts required, at least one week in advance of the event or you may not have the electrical hook-ups your booth requires. **All vendors using electricity will be required to provide GFCI Protection for their booth. This will be checked. Call KBHBA if you have any questions.**
6. **FOOD & BEVERAGE SALES** – Vendors may not distribute food or beverages in the Exhibit Area unless a registered Food Vendor for the Expo.
7. **MERCHANDISE SALES** – Vendors may sell merchandise items during Expo. Vendor must disclose the items they plan to sell from their booth and this is subject to approval from the Home & Outdoor Expo Committee. Each Vendor is solely responsible for any property damage or loss suffered by another arising from or related to Vendor's activities. Vendor agrees to defend, indemnify and hold harmless the Klamath Basin Home Builders Association; KBHBA employees and or agents; and the Klamath County Fairgrounds' employees and agents, from any and all claims, or damages arising from any activity or action on the part of Vendor. Neither KBHBA nor the Klamath County Fairgrounds shall be responsible for any loss or damage occurring to the exhibit or sustained by the Vendor from any cause. Items requiring a hand truck to move/deliver cannot be moved during the event hours. **Seller will make arrangements on delivery/pickup of such items to take place after the Expo is completed.**
8. **SET-UP HOURS** – **Thursday, March 7, 2024 - 8:00 am to 8:00 pm and Friday, March 8, 2024 ~ 7:00 am to 1:00 pm. All set-up must be completed by 1 pm to allow for safety checks.** The HBA is allowing larger and interior location booths to load into their spaces starting Wednesday, March 6 at 2pm until 8pm. This special load in must be arranged with the HBA in advance of the show.
9. **VENDOR IDENTIFICATION** – Vendors are to have name badges provided by KBHBA. Name badges **will be required** for early admittance or free admittance to the event. **Vendors are asked to be at their exhibit ½ hour prior to opening of event each day and may be asked to help at entry doors.** Each exhibit must be identified with a company sign.
10. **EXHIBIT APPEARANCE** – Vendors are urged to complete their exhibits in an attractive and decorative manner including lighting, plants, and bright colors. KBHBA reserves the right to move a booth's pole and drapes in the best interest of the Expo's layout.
11. **PRINTED MATTER** - Distribution of printed matter, informative brochures, flyers or other articles must be restricted to the space of your exhibit.
(continued on next page)

12. **EARLY REMOVAL** – *If vendor tears down display and leaves prior to close of event on Sunday at 4:00 pm, they will lose all discounts they would have been entitled to for next year’s event and will lose priority to rent the same space for future events. This will be strictly enforced as the event is open until 4:00 pm!!!!*

13. **TERMS & CONDITIONS: ALL EXHIBITS** – All exhibits must comply with County Fire ordinances. For further information please contact the County Fire District Office at 541-885-2056. Helium tanks must be anchored on a cart that is approved by the Fire District. *If you plan to distribute helium-filled balloons a \$25.00 surcharge will be charged to cover post event removal of balloons from the ceiling of The Event Center.*

14. **RUNNING OF ENGINES OR GENERATORS – Oil, Propane or Gasoline – is Prohibited. Music or audio-visual sound must not be audible more than 4’ from booth.**

15. **PAYMENTS** – All monies owed to KBHBA for the Expo must be paid in full at check-in or vendor will be unable to setup their booth for the event.

16. **CANCELLATION OF CONTRACT** – If cancellation occurs within 30 days prior to the Event, the entire rental paid to date by Vendor shall be retained by KBHBA as liquidated damages for organizing, setting up and providing space for Vendor, and losses and additional expenses caused by Vendor’s withdrawal including re-letting the space. All cancellations must be in writing. If cancellation occurs more than 30 days prior to event date, a charge of \$100 per 10’ space with a maximum fee of \$200 will be retained by KBHBA.

17. **INSURANCE** – Each Vendor is solely responsible for any bodily injury, property damage, or loss suffered by another arising from or related to Vendor’s activities. Vendor agrees to defend, indemnify and hold harmless the Klamath Basin Home Builders Association; KBHBA employees and or agents; and the Klamath County Fairgrounds’ employees and agents, from any and all claims, or damages arising from any activity or action on the part of Vendor.

Each Vendor shall provide the Klamath Basin Home Builders Association, 1414 East Main Street, Klamath Falls, OR 97601 a Certificate of Liability Insurance showing the Klamath Basin Home Builders Association as an Additional Insured. Neither KBHBA nor the Klamath County Fairgrounds shall be responsible for any loss or damage occurring to the exhibit or sustained by the Vendor from any cause.

18. **DESTRUCTION OF PREMISES** - In case the Klamath County Fairgrounds shall be partly or totally destroyed by fire or the elements, or by any other cause, or in case of other circumstances which prevents KBHBA from permitting occupancy of the contracted space by Vendor, then this lease shall be terminated, with the return of the sum of space rental paid. Vendor agrees to waive any further claim for damages or compensation.

19. **ENTIRE AGREEMENT** – It is understood and agreed that **no alteration or variation of terms, (verbal, or otherwise) of this contract shall be valid unless reduced to writing, signed by the parties and attached hereto.**

20. HOME & OUTDOOR EXPO CRITERIA

The primary purpose of the Home & Outdoor Expo is to promote and highlight the home building industry and make available to the public the broad range of talent, products and services available. The secondary purpose of the Expo is to identify the things to do and places to work within the area. As a membership group, the Klamath Basin HBA reserves the right to refuse booth space based on the directions of the membership.

All booths within the event will be focused toward promoting living, working or playing in the area. Vendors present should be there for the education of the public on the municipal services, outdoor activities and products/ services available to promote business within the community.

Requests to exhibit/sell products which are not directly related to the Home & Outdoor Expo Criteria will be examined on an individual basis by the Home & Outdoor Expo Committee and may be offered booth space subject to the committee’s approval with no guaranteed offer of space. No political/voter registration/petition gathering will be allowed to obtain a booth. All products exhibited must be legal in the State of Oregon and Federally.

(continued on next page)

20. HOME & OUTDOOR EXPO CRITERIA (cont.) :

PRIORITY OF BOOTH SPACES

FIRST preference for booth space requests will be given to vendors who have responded by the required deadlines and are currently a member in good standing with KBHBA (or other HBA) and had contracted for space in the previous year's event.

SECOND preference for booth space requests will be given to KBHBA members in good standing (or other HBA) who have responded by the deadlines and had not contracted for space in the previous year's event.

THIRD preference for booth space requests will be given to non-members who have responded by the required deadlines and had contracted for space in the previous year's event.

FOURTH preference for booth space requests will be given to non-members who have responded by the required deadlines and had not contracted for space in the previous year's event.

After above mentioned deadlines remaining booth space requests will be sold on a first-come first-serve basis to KBHBA members and non-members.

KBHBA reserves the right to assign spaces in the event the requested spaces are not available or in the best interest of the Home & Outdoor Expo layout.

In order to give the broadest range of vendors it is the policy that the number of exhibitors may be limited in a particular category/brand. The determination of whether a particular category is filled will be in the sole discretion of the Home & Outdoor Expo Committee.

The Board of Directors authorizes the Home & Outdoor Expo Chairman, Board President and the Executive Officer to resolve any disputed matters.

21. HOURS OF EXPO:

Set Up

| | | |
|----------|---------------|--------------------|
| Thursday | March 7, 2024 | 8:00 am to 8:00 pm |
| Friday | March 8, 2024 | 7:00 am to 1:00 pm |

Expo

| | | |
|----------|----------------|---------------------|
| Friday | March 8, 2024 | 1:00 pm to 8:00 pm |
| Saturday | March 9, 2024 | 9:00 am to 6:00 pm |
| Sunday | March 10, 2024 | 10:00 am to 4:00 pm |

Teardown

| | | |
|--------|----------------|---------------------|
| Sunday | March 10, 2024 | 4:00 pm to 8:00 pm |
| Monday | March 11, 2024 | 8:00 am to 11:00 am |