

EXHIBIT SPACE APPLICATION AND CONTRACT

Feb 4-5-6 • 2022

This contract indicates our acceptance of all regulations in this prospectus.



(Please print or type)

COMPANY _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE NUMBER _____ **CELL NUMBER** _____

EMAIL (Mandatory) _____

CONTACT PERSON (Please Print) _____

SIGNATURE _____

WEBSITE _____

LIST PRODUCT OR SERVICE _____

BOOTH # REQUESTED _____

Will you need a Forklift for Booth Set Up or Tear Down? Yes No

Which loading area will you need? Ramp at Door 11 Loading Dock Door 9&10

Civic Center Drop-Off Skyway

COST:

_____ Standard Booths @ \$730 per booth = \$ _____

_____ Premium Booths @ \$780 per booth = \$ _____

_____ Ultra-Premium Booths @ \$830 per booth = \$ _____

_____ Non-member fee @ \$295 (if applicable) = \$ _____

TOTAL = \$ _____

Amount Enclosed - **at least 50%** of total required to hold space = \$ _____

Amount Remaining – due by **November 26, 2021** = \$ _____

Enclosed Payment

_____ I am enclosing a check for \$ _____

_____ I am paying by credit card (complete area below)

MasterCard _____ Visa _____ Discover _____ AMEX _____
Amount to be charged \$ _____
Credit Card Number _____
Expiration Date _____ Vcode _____
Signature _____

Delayed Payment

_____ I am enclosing a personal check. Please hold until company check is received.

_____ I am enclosing credit card #. Please hold until company check is received.

(If company check is not received by 8/31/21 personal check or credit card will be used)

Please return to:

Rochester Area Builders, Inc • 108 Elton Hills Lane NW • Rochester, MN 55901
Phone (507) 282-7698 • Fax (507) 282-6351 • Email Shelly@RochesterAreaBuilders.com

Costs / Payment

Cost of 10' x 10' booth space:

- Ultra-Premium Booths (*Must rent both booths*) \$830 * These are located in the Ballroom Lobby or the Ballroom.
- Premium Booths in the Ballroom (*Must rent both booths*) \$780
- Premium Booths in the Ballroom Lobby \$780
- Standard Booths \$730 * These are located in the Ballroom.

Companies who are not members of Rochester Area Builders pay an annual **non-member fee of \$295**.

A deposit of half the total cost must accompany the signed contract. If a corporate check cannot be attained in time for our deadline, a personal check will be held until the corporate check is received. Visa, MasterCard, and Discover are also accepted.

Balance is due November 26, 2021. Contracts received after December 1, 2021, must include payment in full. **Exhibitors who have not paid in full will not be allowed to set up.**

Cancellations / Refunds

- All cancellations must be made in writing.
- All cancellations must be received by November 26, 2021 to receive a 50% refund of all money paid.
- No refund will be made for space that is unused during the Show.
- In the event that the Mayo Civic Center shuts down due to a resurgence of the pandemic, booth cost will be refunded.

Booth Regulations

- These regulations may be changed at any future time based on requirements due to a pandemic.
- No subletting of booth space - only your company can occupy your space. The booth will be advertised by the name that is signed on the contract. If your company is a RAB member, it must be the same name as your membership name. You are allowed to co-market with other companies who have a direct business relationship with your company. If you have questions, contact the RAB office.
- No floor covering allowed in the ballroom.
- Side walls cannot exceed 8 feet high and extend further than 6 feet.
- **Any exhibit over 8 feet in height must be approved by the committee.**
- Video games, radios, amplifiers, and any other device that may interfere with other exhibitors are not permitted.
- We do NOT allow the following to be given away: shelled peanuts and popcorn because of housekeeping problems. Helium balloons are not allowed by the Rochester Area Builders Association.
- Signs and displays must be kept within the confines of each booth. The dimensions of multiple booths will be taped off prior to set-up.
- There can be no soliciting or setting literature or displays or signage outside your designated booth space.
- All sides of your booth exposed to the adjacent booth or to the public must be finished by Thursday evening or you will be charged by the Home Show's service contractor the cost of having the walls draped!
- Nothing can be removed from your booth or your booth dismantled before Sunday, February 6th at 4:00pm.
- Exhibitors must have a representative in their space at least half of the time the exhibits are open to the public.
- Exhibitors who violate booth regulations may lose their rights to exhibit in future shows.

Electrical Service / WiFi

Arrangements for electrical power/WiFi are contracted with **Mayo Civic Center**. Forms will be enclosed in our mailing in early January. Please note that rates for electrical service are set by the Mayo Civic Center. Please send forms and payment for electrical service/WiFi directly to the Mayo Civic Center. **Do NOT send them to Rochester Area Builders or to the service contractor.**

Service Contractor

The official service contractor for this show is: **Majestic Events, 522 6th Ave NW, Rochester, MN 55901 * (507) 876-1127**

Although we would appreciate your use of their service if you need booth furniture, there is no obligation to use them. The service contractor will email to confirmed exhibitors a complete information packet in **mid-December**. A representative will also be available during the Show's set-up time.

RAB Rights & Liabilities

Rochester Area Builders reserves the right to refuse any exhibit, exhibitor, or employee which, in the opinion of the Association, is not in the best interest of the Show.

Rochester Area Builders, the official service contractor, Mayo Civic Center, and the City of Rochester do not guarantee the Exhibitors against loss, damage, delay, or theft of any kind during the course of the show including move in and move out. The Exhibitor shall indemnify and hold blameless the aforementioned entities from any cause or claim whatsoever.

The Exhibitor shall be bound by the rules and regulations set forth herein, and by such additional rules and regulations, which may be established by Rochester Area Builders. All matters and questions not covered by this prospectus will be subject to the final judgment and decision by Rochester Area Builders, Inc. Any violations by the exhibitor of any of the terms and conditions herein shall be subject to the cancellation of the contract to occupy exhibit space and forfeiture of any monies paid.

This contract shall be construed in accordance with the laws of the State of Minnesota. The parties agree and consent that in the event of any legal action, the venue shall be the District Court for Olmsted County, Minnesota or the Conciliation Court of Olmsted County, Minnesota if the amount of the dispute is within the latter courts jurisdictional limits.

DEPOSIT MUST ACCOMPANY CONTRACT TO RESERVE SPACE

Deadline for First Right of Refusal: July 29, 2021 ** OPEN BOOTH DATE: August 12, 2021