

# EXHIBIT SPACE APPLICATION AND CONTRACT

## February 3,4,5 • 2023

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



(Please print or type)

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

CELL NUMBER (Mandatory for set-up) \_\_\_\_\_

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 10x10 per booth = \$ \_\_\_\_\_

\_\_\_\_\_ Premium Booths @ \$780 per 10x10 booth = \$ \_\_\_\_\_

\_\_\_\_\_ Premium Booths @ \$1560 per 10x20 booth = \$ \_\_\_\_\_

\_\_\_\_\_ Ultra-Premium Booths @ \$1660 per 10x20 booth = \$ \_\_\_\_\_

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

TOTAL = \$ \_\_\_\_\_

Amount Enclosed – **minimum 50% to hold space.** = \$ \_\_\_\_\_

Amount Remaining – due by **November 18, 2022.** = \$ \_\_\_\_\_

- First Right of Refusal Exhibitors must pay 50% by September 2<sup>nd</sup> or risk losing their space.
- Registrations after August 5<sup>th</sup> have 30 days to pay 50% deposit or risk losing their space.
- All invoices must be paid in full by November 18<sup>th</sup>. Any invoices with a remaining balance are subject to a 1% per month penalty. Full payment required to set up booths.
- All cancelations must be received by November 18, 2022 to receive a 50% refund of the total booth rental fee

### Enclosed Payment

\_\_\_\_\_ I am enclosing a check for \$ \_\_\_\_\_

\_\_\_\_\_ I want to pay with credit card online

**Deadline for First Right of Refusal: August 5, 2022 \*\* OPEN BOOTH DATE: Aug 8, 2022**

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](mailto:Shelly@RochesterAreaBuilders.com)

## **Costs / Payment**

Standard Booths @ \$730 10x10 per booth

Premium Booths @ \$780 per 10x10 booth

Premium Booths @ \$1560 per 10x20 booth

Ultra-Premium Booths @ \$1660 per 10x20 booth

Companies who are not members of Rochester Area Builders pay an annual **non-member fee of \$295.00.**

**A deposit of 50% 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, American Express and Discover are also accepted.

Balance is due November 18, 2022. Contracts received after October 21, 2022, must include payment in full. **Exhibitors who have not paid in full will not be allowed to set up.**

## **Cancellations / Refunds**

- Must be made in writing.
- First Right of Refusal Exhibitors must pay 50% by September 2<sup>nd</sup> or risk losing their space.
- Registrations after August 5<sup>th</sup> have 30 days to pay 50% deposit or risk losing their space.
- All invoices must be paid in full by November 18<sup>th</sup>. Any invoices with a remaining balance are subject to a 1% per month penalty. Full payment required to set up booths.
- All cancellations must be received by November 18, 2022 to receive a 50% refund of the total booth rental fee.
- 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 5th at 3:00pm. Exhibitors found dismantling before 3:00pm will be fined \$100. Any fines not paid, could result in being banned from future shows.
- 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 - (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 confirmed exhibitors a complete information packet in **mid-December**. A representative will also be available during the Show's set-up time.

The Show colors for this year are black. There will be NO carpeting allowed without permission from Rochester Area Builders, Inc.

## **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 court's jurisdictional limits.