



**SUPPORT THE ONLY HOME SHOW THAT TRULY SUPPORTS THE HOME BUILDING INDUSTRY!**

**The Home Expo**  
**January 25 – 28, 2018**

**Contract Submission Checklist**  
**October 6, 2017 – DEADLINE**

(Please attach items in this order to Checklist.)

\_\_\_\_\_ 2018 SHOW HOURS –Thursday, January 25, **3 pm - 8 pm**, Friday, January 26, **3 pm – 8 pm**, Saturday, January 27, **10 am – 6 pm**, and Sunday, January 28, **10 am – 4 pm**.

\_\_\_\_\_ CHECK – Payable to BCHBA for booth space and Facility Equipment/Services Order

**Payment Options:**

**Early Bird Registration** – All contracts received by October 6<sup>th</sup> will secure booth space for the 2018 Expo. Staff will make every effort to honor exhibitors’ configuration requests. After 10/6/17 exhibit space will be released to new exhibitors.

**10x10 Booth Rates**

BCHBA Members- \$518 / Non-members- \$818

**CORNER BOOTHS**

BCHBA Members- \$543 / Non-members- \$843

\_\_\_\_\_ #1. \$100 Deposit with contract – invoice monthly with final balance in full by December 15, 2017.

\_\_\_\_\_ #2. \$100 Deposit and monthly payment plan.

\_\_\_\_\_ #3. Payment in full with contract for a total amount of \$ \_\_\_\_\_.

**Contracts received after December 1<sup>st</sup>:**

**10x10 Booth Rates**

BCHBA Members- \$618 / Non-members- \$918

**CORNER BOOTHS**

BCHBA Members- \$643 / Non-members- \$943

\_\_\_\_\_ #1. Payment in full with contract for a total amount of \$ \_\_\_\_\_.

\_\_\_\_\_ EXPO CONTRACT - Signed & dated; initial acknowledgement of fines and rules (page 2).

\_\_\_\_\_ BOOTH CONFIGURATION REQUEST – Staff reserves the right to assign exhibitor space as necessary to increase the Expo’s effectiveness.

**Please indicate if you would like to increase or decrease your booth space.**

_____ <b>Increase</b>	<b>Total # of Booths</b> _____
_____ <b>Decrease</b>	<b>Total # of Booths</b> _____
_____ <b>Remain the Same</b>	<b>Total # of Booths</b> _____

\_\_\_\_\_ FACILITY EQUIPMENT/SERVICES ORDER FORM – (payment can be combined with booth rental).

\_\_\_\_\_ CERTIFICATE OF INSURANCE – certificate holder must name the Brown County Home Builders Association, PO Box 13194, Green Bay, WI 54307

\_\_\_\_\_ STATE OF WISCONSIN-DEPARTMENT OF REVENUE VENDOR INFORMATION – Completed in full. Exhibitors will be allowed to exchange merchandise and take payments on product (i.e. blue prints, silk arrangements, wall lettering) but must keep all large items at their booth until consumer is ready to leave. Contact the Expo Coordinator for any questionable items.

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\_\_\_\_\_ CLASSIFIED listing(s) in the official Expo Guide. Please highlight, check or circle **all** product areas that you will have on display.

\_\_\_\_\_ PLEASE **LIST AND DESCRIBE AT LEAST ONE NEW PRODUCT/SERVICE** you will display this year. **We will use this info to promote the home show plus your company may be asked to participate in radio or TV promotions during the show.** This is **free** advertising for you and generates consumer curiosity to attend.

\_\_\_\_\_ **EXHIBITOR PASSES** - Please send me \_\_\_\_\_ Exhibitor Passes for my staff to work the booth.

\_\_\_\_\_ "HOW TO" In Booth Demonstration: BCHBA Staff will contact me to confirm specific dates and times.  
Yes, we will conduct an in booth demo on \_\_\_\_\_

\_\_\_\_\_ **SEMINAR** - Yes / No (**circle one**) I am interested in conducting a more detailed demonstration during the shows regularly scheduled seminars. BCHBA staff will contact me to confirm and schedule.

**Seminar Topic:** \_\_\_\_\_

\_\_\_\_\_ **SPONSORSHIPS:** Interested in sponsoring The Expo Reception? Please indicate below if interested.

The Expo Reception is held on Thursday, January 25<sup>th</sup> at The Hyatt Regency – 8 PM.

\_\_\_\_\_ **\$500** Beverage Sponsor at The Expo Reception

\_\_\_\_\_ **\$500** Food Sponsor at The Expo Reception

**Information forthcoming:**

You will receive your Expo packet at time of move in, which will contain a copy of your contract and your exhibitor passes. It is your responsibility to distribute the exhibitor passes to anyone working the Expo. If you wish to have your exhibitor passes mailed to you in January, send a request to Lori via email to [Lfrisbie@bchba.org](mailto:Lfrisbie@bchba.org).

Move In/Out Schedules – All exhibitors will move in the facility on Tuesday, January 23<sup>rd</sup>, Wednesday, January 24<sup>th</sup>, or Thursday, January 25<sup>th</sup> depending on location of booth. Exhibitors will be moving out on Sunday, January 28<sup>th</sup> and Monday, January 29<sup>th</sup> by noon. Watch your email – the master move in / out schedule will be emailed in January.

**FREE tickets** for exhibitors will be available again this year. Watch for the sheet of tickets in your December and January newsletter. Remember to distribute these tickets to employees or potential customers who wish to attend the show. If you need more, please request additional by contacting Lori ([Lfrisbie@bchba.org](mailto:Lfrisbie@bchba.org)) or 920.593.7953.

**PAYMENT INFORMATION**

**If paying by credit card, please complete the following information  
or contact Lori (920.593.7953) at the Association:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Amount charged: \_\_\_\_\_ Visa or MasterCard # \_\_\_\_\_

Expiration \_\_\_\_\_ Phone \_\_\_\_\_

CC Billing Address: \_\_\_\_\_

Address

Zip Code

\_\_\_\_\_ Please keep my credit card information on file and contact me to set me up a monthly payment plan.