



**SANTA FE AREA HOMEBUILDERS ASSOCIATION
THE 32nd ANNUAL SANTA FE HOME SHOW March 14 & 15th, 2020
EXHIBITOR AGREEMENT**

Date: _____

Company: _____ Contact: _____

Address: _____ City _____ State _____ Zip _____

Phone _____ Email: _____ Fax _____

Booth Rates:

• **Member rate**

- ❖ 10 x 10 Standard booth \$850.00
- ❖ 10 x 10 Corner booth \$1050.00

• **Non-member rate**

- ❖ 10 x 10 Standard booth \$1275.00
- ❖ 10 x 10 Corner booth \$1475.00

List booth location in order of preference: _____ or _____ or _____

Sponsors and prior year exhibitors have first priority in booth(s) selection based on availability.

Deadline to exercise first priority is January 21, 2020

Annual Member (Verified) ___ Non Member ___

Of Standard booths: _____ Booth #(s) _____ \$ _____

Of Corner booths: _____ Booth #(s) _____ \$ _____

Electricity: \$50.00 for 1+booths - 110 w/5 amp. - Booth(s)# _____ \$ _____

Subtotal = \$ _____

LESS \$50.00 per booth for 3 or more booths (- _____)

10% discount: paid in full by January 24, 2020 (- _____)

50% Deposit to reserve booth w/signed agreement (- _____)

OR

PAID IN FULL \$ _____

TOTAL: = \$ _____

Check enclosed Credit Card Payment by phone

Authorized Signature _____

(Signer attests they are authorized to bind company to this contract)

Print Name of Authorized person _____

Sign this page, initial pages 2 & 3 and return all pages to:

SFAHBA
2520-B Camino Entrada
Santa Fe, NM 8750
Phone: 505-982-1774 Fax: 505-982-023
tanya@sfehba.com

WHAT: The 32th Annual Santa Fe Home Show sponsored by the Santa Fe Area Home Builders Association (SFAHBA).

WHERE: Santa Fe Community Convention Center, 201 W. Marcy Street, Santa Fe, NM

WHEN: Saturday, March 14th at 10 am to 5 pm and Sunday, March 15th, 2019, 10 am to 4 pm. Booth set up will be Friday, March 13, 2020 from 12pm to 8pm. Tear down will begin at 4 pm on Sunday. **NO ONE WILL BE ALLOWED TO BREAK DOWN BEFORE 4 PM ON SUNDAY.** Exhibits must be removed on Sunday. Any exhibit not completely dismantled and removed by Sunday at 8 pm will be removed and all fees will be charged directly to the exhibitor at rates charged by the Santa Fe Community Convention Center.

BOOTH CONSTRUCTION: Each booth will be 10' x 10' with 8' tall curtain at the back and 3' tall curtain dividers at the sides. One 6' long table with drape and two chairs will be provided by the Convention Center. Multiple booths for one vendor will not be separated by 3' tall curtain dividers. Identification sign will be provided by SFAHBA. This sign may be removed and other signage displayed.

Booth Rates:

- | | |
|-----------------------------------|------------------------------------|
| • Member rate | • Non-member rate |
| • 10 x 10 Standard booth \$850.00 | • 10 x 10 Standard booth \$1275.00 |
| • 10 x 10 Corner booth \$1050. | • 10 x 10 Corner booth \$1475.00 |

PAYMENTS, CANCELLATIONS AND DISCOUNTS: You may deduct 10% from your total booth price if paid by January 24, 2020. A 50% deposit must be made to reserve a particular space. A booth will not be held without a deposit. Further payments on booths must be made each month after until paid in full. All booth fees must be paid in full prior to February 28, 2019 or entry to show and set up of booth will be prohibited. All requests for cancellation must be made in writing. If the exhibitor cancels prior to February 1, 2019, the exhibitor will be obligated to pay 25% of total booth price. If the exhibitor cancels prior to March 1, 2019, the exhibitor will be obligated to pay 90% of the booth price. Cancellation after March 1st will result in no refund.

BOOTH CONTRACT: The signed exhibit space contract and deposit shall constitute a valid and binding contract. If the show should be cancelled due to circumstances beyond the control of SFAHBA, the contracted Exhibitor shall waive any claims for damages of compensation.

HACIENDAS MAGAZINE (RESOURCE GUIDE): SFAHBA's Haciendas Magazine will be published in conjunction with the Showcase to promote the Santa Fe Home Show and to describe the Showcase entries. All exhibitors who commit to a booth and an ad will be considered Featured Exhibitors and will get additional exposure through multiple social media campaigns (Twitter, Facebook and blogs) on to and SFAHBA networks.

INSURANCE: Insurance will be purchased by SFAHBA as required. Insurance coverage does not include exhibit areas and the Exhibitor holds SFAHBA harmless from all claims arising with the contracted exhibit areas. Exhibitor will indemnify SFAHBA for any claims, damages, fines of other pecuniary loss, including attorney's fees and costs, arising from Exhibitor's activities or omissions.

EXHIBITORS INSURANCE: Exhibitors shall carry and maintain during the period of any show in which they exhibit, including move-in and move-out days, and at his or her sole cost and expense, personal injury, theft, and property damage coverage under a policy of general public liability insurance, \$1,000,000 minimum coverage.

Exhibitor shall provide proof of insurance which names SFAHBA as "an additional insured party."

SECURITY: Security will be provided during show and after show hours. While ample security is available during show move-in and move-out hours, along with show hours, it is always wise and prudent to staff your booth (at least one person) at all times during the complete run of show to insure additional protection of equipment and valuable. **SFAHBA is not responsible for theft or damage to property.**

LABOR: Exhibitors are responsible for providing or arranging all necessary labor in transporting, uncrating, erecting, dismantling and re-crating of displays.

EXHIBIT INSTALLATION: A loading dock is located on S. Federal Place on the North side of the Convention Center. All vehicles must be removed from the loading dock area immediately after unloading. Smaller items may also be unloaded from a West side entrance on Grant Street. A parking garage is located under the Convention Center accessed from S. Federal Place.

EXHIBIT STAFFING: All exhibits must be staffed during show hours by at least one person. Short breaks for sole proprietors are acceptable, but a notice of when you will return is recommended.

BOOTH ASSIGNMENT: While initial booth reservation is mutually agreed to by the exhibitor and SFAHBA, final assignment is the proprietary right of SFAHBA. Every attempt will be made to locate the exhibitor in the booth he or she has reserved but in extenuating circumstances, the booth can be reassigned without approval of exhibitor. The exhibitor shall not assign, sublet or apportion the whole or any part of the space assigned or have representatives, equipment or materials other than their own in the exhibit space without written consent from SFAHBA.

BOOTH OPERATION: Products may be sold from exhibit space. (See below) The exhibitor shall hold harmless SFAHBA from any and all damages or theft of merchandise or materials from contracted exhibition space. All exhibits shall not extend beyond allotted space unless authorized in writing by SFAHBA prior to the Home Show. Exhibitors who plan to sell merchandise on the premises in a cash and carry fashion are responsible for complying with the City of Santa Fe's licensing and tax requirements. Information can be obtained prior to the show by contacting the City of Santa Fe's Accounts Receivable office at 505-955-6553.

UNOCCUPIED SPACE: In the event an Exhibitor has failed to occupy the space contracted for by 8:00 am on Saturday, March 9th, 2019, SFAHBA shall have the right to utilize such space in any manner it chooses. This will in no way release the contracted exhibitor and no refund shall be in order.



Office Use ONLY

Vendor _____

Inv. # _____

Item

Standard Booth	850.00	Non Member	1275.00
Corner Booth	1050.00	Non Member	1475.00
Electricity	50.00		

10% Early Bird Discount

Multiples Discount (3+)

TOTAL: _____