

# Lawrence Home Builders Association Home Show Guidelines

## CHARACTER OF EXHIBITS

Each Exhibitor agrees to display only products or services which are sold by him in his regular course of business. It is the purpose of the Home Show and understood by the exhibitor, that only products and services that are pertinent to the field of home building, modernizing, decorating, furnishing, landscaping, or closely related to this field of activity shall be displayed, demonstrated and or explained. Each exhibit will comply with and conform to the laws of the United States and the State of Kansas and with the ordinances and requirements of the City of Lawrence and Douglas County, including any 'Crown Automotive' Rules and Regulations that apply to the use of their building and its premises. The Home Show officials reserve the right to reject an exhibit, or part thereof, which is not in keeping with the character and spirit of the Home Show.

## SOUND CONTROL, ETC.

Loud speakers, radios, television sets, or the operation of any machinery or equipment which is of sufficient volume to be annoying to neighboring exhibitors are not permitted. Public address systems used to attract the attention of people passing in front of any booth are prohibited.

## COMBUSTIBLE MATERIALS

Combustible oils, gases, or charcoal cannot be used as part of any exhibit without prior written approval. All inflammable materials must be fire proofed.

## DISTRIBUTION OF LITERATURE AND SOUVENIRS

Printing, advertising, souvenirs, etc., may be distributed by exhibitors from the assigned space only. Any souvenirs or advertising that is of an objectionable or undignified character will not be permitted. Souvenirs will not be of the noise making variety. All such gifts are subject to the approval of the Home Show officials. Exhibitors must confine all sales activities within the limits of their own exhibit spaces.

## CARE OF EXHIBIT SPACE

The Home Show janitors will sweep and clean the aisles, but the exhibitors must keep their spaces clean and their exhibits dusted and in good order. All exhibits must be ready for display ½ hour before Ribbon Cutting. **Exhibits must remain intact on closing day, Sunday, until 4:00pm.** Props and properties cannot be removed before that time without written permission from the Home Show officials. Exhibitors are required to cooperate at all times with the Home Show by maintaining their exhibits throughout the exhibition in perfect condition. Nothing may be attached to the floor or wall.

## UNOCCUPIED SPACE

If an exhibitor fails to occupy space contracted for, or fails to comply in any other respect with the terms of the Home Show agreement, the Home Show officials have the right to rent such space to any other applicant without releasing the exhibitor from paying the sum agreed upon in his Home Show contract.

## SUB-LETTING SPACE

An exhibitor shall not assign, sublet, or apportion the whole or any part of the space allotted to him, nor exhibit therein any other goods, apparatus, services, advertising signs, etc., other than those manufactured or sold by the exhibitor in the regular course of his business, without consent of a Home Show Official.

When it is necessary to use the equipment of another manufacturer distributor or dealer whose equipment should be displayed separately, then no advertising of that equipment may be in evidence.

## Exhibits shall be staffed during all Home Show hours.

**Friday, February 21, 4:00 Ribbon Cutting**

**Friday, February 21, 4:15 – 6:00 p.m. Mixer and Preview**

**Saturday, February 22, 9:00 a.m. – 5:00 p.m. Public Show**

**Sunday, February 23, 11:00 a.m. – 4:00 p.m. Public Show**

## EXHIBITOR PASSES

Exhibitor badges will be issued at the Home Show prior to the Public Show hours.

## REMOVAL OF EXHIBITS

Remove all small items, merchandise, lighting fixtures, and other portable equipment immediately after the Home Show closes. **All exhibits must be completely removed by Monday, February 24, at noon.**

## EVENTUALITIES

In the case the exhibition area shall be destroyed by fire or other elements or by any other cause or in case any other circumstances shall make it impossible for the Home Show officials to permit the contracted space to be occupied by the exhibitor the Home Show contract shall terminate and the exhibitor shall waive any claim for damages or compensation.

## LIABILITY

Neither the LHBA nor Crown Automotive, the employees thereof, the City of Lawrence, or Douglas County will be responsible for any injury loss or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever, prior, during, or subsequent to the period covered by the Home Show Exhibit Contract and the exhibitor on signing contract expressly releases the foregoing named association, individuals, representatives, committee, and officials from any or all claims for such loss, damage, or injury.

**It is a provision of this contract that exhibitors have public and property liability insurance to protect themselves, LHBA, Crown Automotive, and its representatives, the City of Lawrence, and Douglas County, against possible claims arising out of negligent acts of his employees and booth visitors during the operation of his equipment in this exhibit.**