



EVENT REGISTRATION

Friday, March 15th – 3 pm to 8 pm
 Saturday, March 16th – 10 am to 7 pm
 Sunday, March 17th – 10 am to 3 pm
www.centralpabuilders.com

Registration Requirements: In order to reserve an exhibit for the 2019 Home and Outdoor Living Show, the Builders Association of Central PA must receive all of the following materials by the deadlines listed below: completed contract, a current liability insurance certificate and full payment. *Sites will not be reserved, held or assigned in any way without payment.*

Company Name: _____ PA Sales Tax Number: _____
 (As it should appear in Home and Garden Show materials) (If applicable)

Billing Contact:

Contact Name: _____
 Address: _____
 City, State Zip: _____
 Email: _____
 Phone: _____

Home Show Contact: (If Different)

Contact Name: _____
 Address: _____
 City, State Zip: _____
 Email: _____
 Phone: _____

Add koshea@centralpabuilders.com to your safe senders

Member Exhibitor	(Oct 1-Jan 1)	(After Jan 1)
White Arena Site (10x10)	\$650	\$750
Purple Arena Site (6x10)	\$550	\$650
Founders Lounge (10x10)	\$650	\$750
Outdoor Site (20x10)	\$650	\$750

Non-Member Exhibitor	(Oct 1-Jan 1)	(After Jan 1)
White Arena Site (10x10)	\$950	\$1050
Purple Arena Site (6x10)	\$850	\$950
Founders Lounge (10x10)	\$950	\$1050
Outdoor Site (20x10)	\$950	\$1050

Location Request: Provide three preferred booth locations. Final placement will be determined by the Committee. **Returning vendors may claim their past spaces before November 1st. All spaces after that time will be assigned on a first-come, first-served basis.** Preference will be given to returning member exhibitors when possible. NO spaces will be reserved until payment is made. Please also review the cancellation policy on the attached Rules & Regulations. Refer to maps (attached). Please Note: The cost of the membership is \$495.

Arena Booth Request: (1) _____ (2) _____ (3) _____

Founders Lounge Booth Request: (1) _____ (2) _____ (3) _____ **Outside Booth:** _____

Equipment Request: Rental of exhibit space includes use of designated booth space, electricity (except in outdoor sites), standing uniform 8’ tall back and 3’ side blue and white drapes. All other equipment to be provided by exhibitor, or ordered through the BACP at the fees specified below. Initial orders must be placed at the time of registration
 Indicate Number Needed: 6’ Skirted Table (\$60) _____ Chair (\$10 each) _____ 10x10 Carpeting (\$100) _____

Insurance Information: Please provide proof of liability insurance coverage extending through the dates of the 2019 Home Show to the BACP (minimum coverage required is \$1,000,000 per occurrence). Insurance providers can send certificates directly to: **Builders Association of Central PA, 2149 East College Avenue, State College, PA 16801.**

Indicate One: ___ Insurance Certificate Included ___ Insurance Provider Will Send ___ On File at BACP Office

Continued on Back

2019 Move-In Request: Please note that all booths must be completely set up by 1:00 pm on Friday, March 15th. Failure to be set up by this time will result in your booth being excluded from the Booth Judging. The Committee will review all requests and make every effort to accommodate your request. Confirmation of final information will be provided prior to the Show.

Please indicate your preferred move-in day and time (on the hour or half hour): _____

Available Times: Thursday, March 14th: 7:00 am – 3:00 pm and Friday, March 15th: 7:00 am – 12:00 pm.

(Please note that if we are able to move in on Wednesday, March 13th, we will contact our large exhibitors to offer that opportunity. All booths must be cleared by Sunday evening at 9 pm.)

Special Requests: ___ My booth has water. ___ I need a fork lift.

Other: _____

Name Badges: Single booths receive 4 free badges. Companies with two or more booths receive 6 free badges.

Additional badges are available at a cost of \$2.00 per badge. ID badges are required for all exhibitors, volunteers and committee members.

- We will NOT provide name badges during the course of the Home and Garden Show. You are responsible for ordering enough and distributing them to the people working at your booth in advance of the Show. Exhibitors who do not have a name badge will be required to purchase an admission ticket for \$6.00.

- The paper portion of your name badge will be in your confirmation packet. The plastic portion will be left in each booth prior to the opening of the Show on Friday.

___ Additional Badges (\$2.00 per badge)

Advanced Ticket Sales: Take advantage of this opportunity to purchase discounted admission tickets to use as giveaways for clients, employees, or to have on hand at the Show for potential customers who would like to come back a second day! Tickets will be sent to the address indicated on above. General Admission is \$6.00 - Order tickets in advance and save 50%! Advance ticket orders must be placed by February 15th.

I would like ___ Tickets x \$3.00 = \$ _____

Cash Sales: Do you plan to conduct cash sales? ___ Yes or ___ No

Exhibitors who wish to conduct cash sales must pay an additional \$300 fee per sales booth. You do not need to pay the \$300 for every booth, only for those booths that hold your merchandise. (i.e. 1 sales booth and 1 display area would only be \$300 extra.)

Door Prize Sponsorship: As an added value to our visitors, the Home and Garden Show features Door Prize giveaways. Sponsoring a door prize is an easy way to enhance your company's participation in the Show and keep your name recognizable to potential customers! You will receive recognition in the Home and Garden Show Guide, public addresses will be made at the Show announcing your company name and you will receive recognition on the BACP website. **Door prizes must be valued at \$50.00, appeal to every visitor, and be small enough to easily transport.** Prizes should be delivered to the BACP Booth prior to the start of the Home and Garden Show.

Door Prize: _____

Continued on Next Page...

Company Name: _____

Become a Home and Garden Show Partner: Get the most out of your Home and Garden Show experience by participating in our expanded partnership opportunities. More exposure means more success!

___ Deluxe Package (\$75) – Logo will be displayed on TVs at the BJC and on directional signage, logo on the Show website and in Guide, one announcement at the Show, and a Facebook post about your company.

___ Home Show Hunt Location (\$100) – Your booth will be included on the Home Show Hunt, a fun experience for our visitors. After having visited each booth on the Hunt, they will be eligible for an exclusive prize. Your logo will be included on the website, on directional signage and in the Home Show Guide.
(There is a limit of 10 Home Show Hunt Locations).

Payment Information: Please enclose a check made payable to the Builders Association of Central PA or write down credit card information below. We require a minimum of 50% down payment. This down payment is non-refundable. If you choose to pay in full (which we prefer), a 50% refund will be issued to you prior to January 1st if you must cancel.

Total Amount Due: _____ **I've enclosed a check:** _____

Credit Card Number: _____ **3-digit code:** _____ **Expiration Date:** _____

Signature of Agreement: By signing this agreement you indicate that you have read, understand and agree to comply with the exhibitor rules and regulations as outlined in this registration packet. You also indicate that you understand that the Association may amend these rules and regulations at any time and all amendments that may be so made shall be equally binding upon publication on all parties affected by them as the original regulations. As a condition of registration and participation, all exhibitors shall be required to and expressly agree to indemnify and hold harmless the Builders Association of Central PA, its officers, employees and agents from and against all loss, expense, or claim including reasonable attorney's fees as a result of any action or failure to act on the part of the exhibitor, its employees or agents.

Authorized Signature: _____ Date: _____

You may email to koshea@centralpabuilders.com or send to BACP Office at 2149 East College Avenue, State College, PA 16801. If you do not receive confirmation of receipt within 1 week, please call the office!