



Show Dates:

Saturday, March 14, 2025, 9:00 am – 5:00 pm
Sunday, March 15, 2025, 11:00 am – 4:00 pm

Exhibitor Space Rental Contract
(Please type or print)

Exhibiting Company: _____

Representative: _____

Mailing Address _____

City, State, Zip _____

Phone _____ Cell # _____ E-mail _____

Product(s) and/or services to be exhibited. _____

Are you a: ☐ HBA Member ☐ Non-Member

Please reserve the following space(s) in the 2026 Home Show. I understand this contract applies to the 2026 Home Show only. HBA members must be members in good standing at the time the contract is accepted and remain so through the show dates to be eligible for discounts. Booth spaces are 10' x 10'.

2026 BOOTH FEES

HBA Members –

- Inside Arena Booths - \$500
- Inside Arena ½ Booths (only 4 Available) - \$250
- Corner Booths \$20 Additional charge
- 10% Discount each additional booth.

Outside Exhibit Spaces- \$170.00 per vehicle with 4 wheels, \$295.00 vehicle with 6 or 8 wheels, Other exhibit space priced as needed

Non-Members –

- Inside Arena booths - \$700

PAYMENT SCHEDULE

\$100 deposit per booth due with SIGNED CONTRACT
100% balance due on or before **Oct. 31, 2025**.

For booth sales after Oct. 31, 2025, payment is due
IN FULL WITH SIGNED CONTRACT.

Number of Booths: _____

BOOTH CHOICES:

1st _____

2nd _____

3rd _____

Will you be selling merchandise from your booth?

☐ Yes ☐ No

NOTE: HBA reserves the right to make last minute changes to the floor plan.

The undersigned Exhibitor does hereby agree to indemnify, defend, and hold harmless the Home Builders Association of Northeast Louisiana ("HBA") for any and all claims, suits, and/or causes of action that may arise from, out of, and/or be connected with the undersigned's participation in the Home Show, and furthermore, agrees to release the HBA from any claims including without limitation any and all claims of subrogation against said HBA for any and all claims that may arise in and out of or be related to in any way to the HBA's 2026 Home Show. The signature below indicates acceptance of all rules, terms, conditions, and policies set forth for this event. Exhibitor acknowledges receipt of all such schedules, terms, conditions, and policies. **(Please Note – There will be an additional 4% convenience fee for Credit Card use)**

Exhibitor Signature _____ Date _____

HBA of Northeast Louisiana Representative: _____ Date _____

Your initials are required as indicated on the reverse side of this contract. Total Booth Cost \$ _____

Complete, sign, and return with payment to:

Home Builders Association of NE LA
3105 Desoto Street
Monroe, LA 71201
Phone 318-387-6795
Fax 318-434-6018
Email – hbanela@bellsouth.net

Name on Card _____

- ☐ Charge Deposit Only ☐ Charge Full Amount
- ☐ Charge Deposit Now & Charge Balance Due on 10-31-25

Card # _____

Exp. Date _____ Security Code _____

Signature _____

For credit cards, there will be an additional 4% convenience fee.

When signed by an authorized representative, this Agreement indicates that the Exhibiting Company has read the Terms and Conditions and agrees to be bound by them.

The show management reserves all rights to final and binding interpretation of this Agreement, the Exhibitors Code of Conduct, and the Exhibitor Packet.

During exhibit hours, it is the responsibility of each exhibitor to keep his space staffed with persons properly attired and knowledgeable about the products and/or services on display as well as the policies of the Exhibiting Company. Exhibitors are prohibited from smoking in the arena. Drinking alcoholic beverages is prohibited in any booths.

All exhibitors shall be consistent with and are to further the goal, mission, and purpose of the Home Builders Association of Northeast Louisiana and the Home Show. The Home Builders Association of Northeast Louisiana reserves the sole and exclusive right to: (a) determine if an exhibit meets this requirement, and (b) deny entry to any exhibit which is found to be contrary to the goal, mission, and purpose of the Home Builders Association.

The character and nature of all exhibits are subject to the approval of the Show Management which reserves the right to modify, curtail or terminate exhibits which reflect unfavorably on the Home Builders Association of Northeast Louisiana, the character of the Show or which offend the community. These rights extend to advertising materials, literature, souvenirs, and novelties. Should such action be taken against an Exhibitor, no refund of any kind shall be made.

BOOTH PRICES, PAYMENTS, AND RESERVATION TERMS – Booth prices are as listed on the front of this contract.

Booth space will be reserved on a first-come basis and must be confirmed with a \$100 per booth non-refundable deposit AT TIME OF CONTRACT. 100% balance due on or before October 31, 2025, for booth sales after October 31, 2025, payment is due in FULL WITH SIGNED CONTRACT. HBA may release booth if payment is not received by October 31, 2025. No exhibit is to be installed until all outstanding balances are paid in full. This includes non-Home Show invoices.

Initials _____

SHOW SCHEDULE

Set-up Hours-Thurseday, March 12, 7AM - 10 AM (Large exhibits & booths requiring more time to set up), After 10 AM for others. **Friday, March 13:** 7 AM - 2 PM (Booth Judging begins at 2:00 PM)

Preview Night Fri., March 13, 2026: 6 - 9 PM (Reservations only)

Show Hours - The show will be open Saturday, March 14, 2026, 9 am - 5 pm; and Sunday, March 15, 2026, 11 am - 4 pm. Exhibitor agrees to abide by move-in/move-out schedule as set up by show management.

Initials _____

MOVE-OUT - Exhibitors agree not to remove any displays until after 4:00 pm on Sunday, March 15, 2026, and to abide by move-in/move-out schedules and conditions as set by show management. It is the exhibitor's responsibility to remove displays from Monroe Civic Center no later than 12 pm on Monday, March 16, 2026. HBA reserves the right to charge \$100 per hour for disposal/removal of merchandise and/or display materials left in the Monroe Civic Center after move-out deadline.

Initials _____

CANCELLATION - All cancellations must be in writing. The original \$100 deposit per booth is non-refundable. Exhibitor agrees that no refund of fees will be honored after October 31, 2025. NO EXCEPTIONS.

Initials _____

SUBLETTING - The Exhibiting Company may not donate, sell, or sublet all or any portion of the exhibit space covered by this Agreement or in any manner transfer its rights to any other person or entity. The space shall be exclusively that of the Exhibiting Company. The exhibit on display as well as the personnel working must represent the Exhibiting Company's principal business activity. All literature, signage, and personnel should represent the Exhibiting Company (purchaser) ONLY.

Initials _____

BOOTH WILL INCLUDE - All booth areas will have curtains provided for the back & sides. You may construct a booth with frame walls, but they must not extend more than 8 feet high or 4 feet deep without prior approval from the Home Show Director. The walls must not obstruct the view between booths and exposed walls will not be allowed.

Upon request, exhibitors will receive an 8' skirted table, 2 chairs and (1) 110-volt electrical outlet per booth. Exhibitors must furnish their own extension cords. Additional skirted tables may be available. 220 outlets and water are available upon request. Requests should be in the HBA office no later than 2 weeks before the show.

Internet access at the Civic Center is available through the Home Builders Association Office for \$25.00.

Initials _____

MISCELLANEOUS REGULATIONS & INFORMATION - HBA officials have the authority to remove from the show any exhibitor's display or literature they deem inappropriate. Federal, State, and Local fire laws will be strictly enforced. Exhibitors may distribute literature and samples from their booth only, not from the aisles. Sound effects, loudspeakers, attention getting devices and loud audiovisual equipment must not interfere with neighboring exhibitors. Exhibitors are responsible for any damage they or their booth may cause to the Monroe Civic Center or to other show vendors or exhibitors. HBA will provide security during show hours.

Initials _____

PRE-SHOW TICKETS - Exhibitors may obtain courtesy tickets in advance at no charge. You will be invoiced \$4 each for only the tickets turned in at the show.

Initials _____

Exhibitor Badges- Up to 4 Exhibitor Badges for one booth; up to 6 Badges for 2 or more booths at no charge. Additional badges are \$4 each. You will be invoiced for ALL additional badges - whether you use them or not. **Requests for additional badges must be submitted no later than March 9, 2026, to the HBA Office.**

Initials _____

BOOTH COMPETITION JUDGING -All booths will be judged at 2 PM on Friday. Unfinished booths will be judged as they are at the time of judging. Booths will be divided into categories. First and second place awards may be given based on the number of entries in each category. Booths will be judged on Innovation, Utilization, Marketing and Overall appeal. Our Judging Committee makes every effort to select impartial judges. All judges' decisions are final!

Initials _____

PROPANE USERS - Exhibitors using propane in your booth - *A special permit is required.* **You must comply with the Louisiana LP Gas Commission laws.** Your display must be staffed anytime appliances are on.

Initials _____

ANNOUNCEMENTS AND GIVEAWAYS - Free drawings and giveaways are allowed inside the exhibitor's booth. The exhibitor will be responsible for notifying winners. No announcements over the PA system. The exhibitor may post winners' names in their booth, make telephone calls, and/or deliver prizes.

Initials _____

Helium Balloons are not permitted by the Civic Center

Initials _____