

2019 SHOW DATES

Saturday, April 27th 10am-5pm
 Sunday, April 28th 10am-5pm

LOCATION: St. Martin's University Marcus Pavilion ~ 5300 Pacific Ave SE Lacey, WA 98503

- Your company can be a part of the area's most extensive and professional Home and Garden Show.
- Exhibitors report that these shows draw motivated, qualified buyers.
- Exhibitors continue to receive competent leads all year round.
- Is your competitor already in the show? Don't let them take all the qualified leads!
- You'll be partaking in an event with an extensive local marketing campaign.

WHY SHOULD YOU BE AN EXHIBITOR?

BOOTH PRICES

	<u>MEMBER</u>	<u>NON-MEMBER</u>	<u>DIMENSIONS</u>
MARCUS PAVILION			
Corner Booth	\$725	\$925	10'wide x 8' deep
End Cap (2 booths)	\$1450	\$1850	16'wide x 10'deep
Regular Booth	\$575	\$725	10'wide x 8' deep
Mezzanine Table Top	\$175	\$225	6' skirted table
WORTHINGTON CENTER			
Corner Booth	\$725	\$925	10'wide x 8' deep
End Cap (2 booths)	\$1450	\$1850	16'wide x 10'deep
Regular Booth	\$575	\$725	10'wide x 8' deep
Worthington Table Top	\$175	\$225	6' skirted table
PARKING LOT	\$425	\$525	20' wide x 16' deep

Call OMB to Reserve your Booth NOW!

360.754.0912

To reserve your booth, contact: Jenni Hatfield—jenni@omb.org
 After your booth is reserved, contact: Brianna Bedell—brianna@omb.org

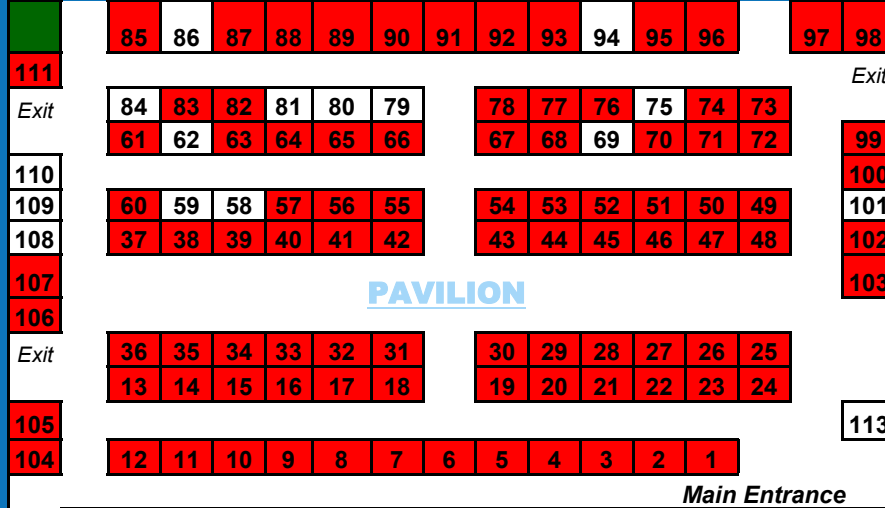
MEZZANINE

MTT 1	MTT 2	MTT 3	MTT 4	MTT 5	MTT 6	MTT 7	MTT 8	MTT 9	MTT 10	MTT 11	MTT 12	MTT 13	MTT 14	MTT 15
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Stairs to Mezzanine Loading

Stairs to Mezzanine

Entry

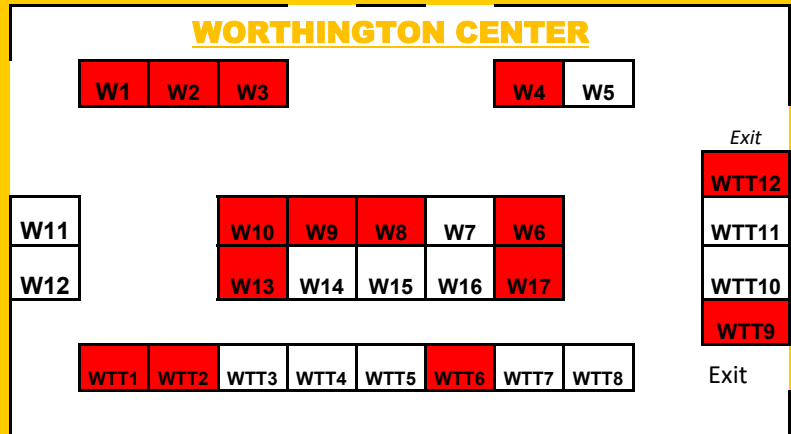


Stairs to Mezzanine

Stairs to Mezzanine

PAVILION

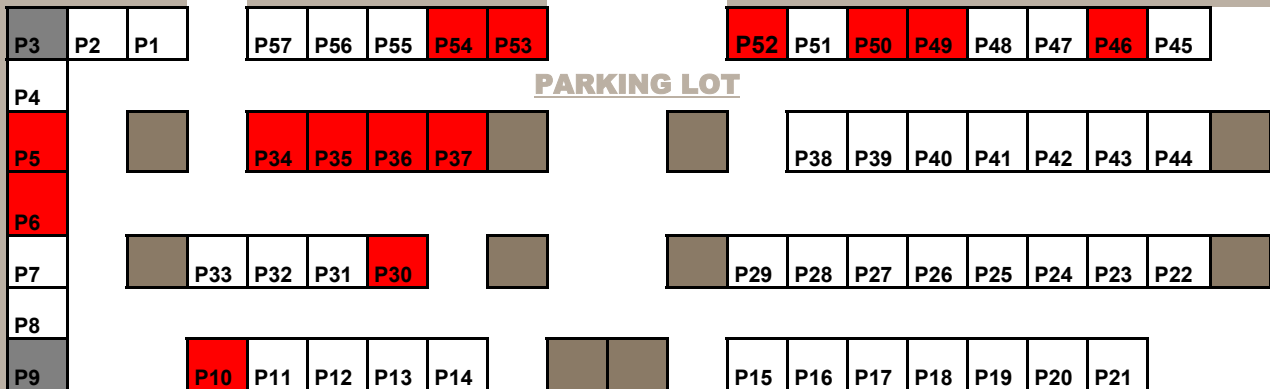
WORTHINGTON CENTER



Contact Jenni at
360-754-0912 or
jenni@omb.org
to reserve your booth
space.

Spaces in RED are
not available.

PARKING LOT



Company Name: _____

Contact Prior to the Show: (name) _____ (phone) _____

Contact During the Show: (name) _____ (phone) _____

Company Address: _____ City: _____ State: _____ Zip: _____

Company Phone: _____ Email: _____

What product will your booth display? _____
(this helps us avoid placing competitors near each other)

PLEASE COMPLETE THIS ENTIRE SECTION

2019 BOOTH REQUEST:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

4th Choice: _____

Requests for booth locations will be considered but not guaranteed.

TABLE & CHAIRS: We must rent tables and chairs ahead of time, so please mark what you need for your booth(s):

Table(s): None One Two Other: _____

Chair(s): None One Two Three Four Other: _____

INSURANCE: OMB requires a Certificate of Liability from each vendor who participates in the show. If you are unable to obtain a certificate from your insurance carrier, short term coverage is available through OMB for \$75. Please check one:

- I will be providing my own Certificate of Liability Insurance by 4/19/19.
- I want to purchase short-term liability through OMB for \$75.

Contract is not valid until all pages included in this packet are completed, signed and returned to OMB.

OMB reserves the right to release any booths that are not secured by deposit and/or do not have completed paperwork

DEADLINES

Upon Signing: 50% deposit and contract (2 pages) due

March 29, 2019: Final balance due

April 19, 2019: Certificate of Liability Insurance due

PAYMENT AND AUTHORIZATION

BOOTH FEE TOTAL: \$ _____

\$75 Insurance (optional): + \$ _____

Refundable Compliance Deposit (required): + \$ \$250

TOTAL DUE: \$ _____

50% Deposit (enclosed): - \$ _____

Balance Due 3/29/19: \$ _____

Method of Payment: Check Visa MasterCard American Express

Card Holder Name: _____

Credit Card Number: _____

Exp. Date: _____ CRV: _____ Billing Zip Code: _____

Billing Address, State: _____

By signing below, I authorize OMB to charge the card above for the 50% deposit upon receipt of this contract. I understand that final payment arrangements are the responsibility of the vendor to submit, according to deadlines set forth above.

Authorized Signature: _____

DON'T FORGET TO SIGN THE BACK PAGE!!

ALL VENDORS ARE NOW REQUIRED TO PAY A \$250 COMPLIANCE DEPOSIT

Due to a multitude of vendor and public complaints over the years, the Home Show Committee has opted to require a Compliance Deposit of all vendors. If your team abides to all of the rules set forth, your deposit will be returned to you after the show.

1. Exhibit Space

Most vendor spaces are 10' wide by 8' deep. Sidewalls are 3' high and back walls are 8' high. Exhibits must not exceed assigned space or infringe upon adjacent booth or aisles. Upon request, OMB will provide a skirted table and two chairs for each booth. Table and chair orders must be submitted to OMB by Friday, April 12th.

2. Booth Move-In

BOOTHS MUST BE COMPLETELY SET UP AND READY TO GO BY 9:30AM on Saturday, April 27th. There will be a mandatory vendor meeting at that time. If you plan to setup on Saturday instead of Friday, you **MUST** contact OMB staff prior to setup day. Please note that there will **NOT** be forklifts provided for setup. All booths must be staffed and open during show hours.

3. Booth Move-Out

Move-out will be after 5:00 PM on Sunday. **DISMANTLING OF YOUR BOOTH WILL NOT BE PERMITTED PRIOR TO 5:00pm ON SUNDAY.** Everything must be out of the building and the parking lot by 9:00 PM on Sunday evening after the show, no exceptions. Cleaning of individual booths is the responsibility of the exhibitor.

4. Parking

All exhibitors must park in the designated Vendor Parking Lot (LOT "R") during show hours. The only exception to this rule, is for those who have paid for a sponsorship that includes a parking space. Parking close to the building for unloading on Friday will be permitted. However, during show hours we must have parking spaces available for visitors!

5. Pavilion Rules

The facility does not allow vehicles to be driven onto the Pavilion floor. Also, there is no water or helium balloons allowed in the gym area. Please be aware that staff will be closely monitoring these rules and has the right to move an exhibitor to another location to conform to said regulations.

6. Pets

Saint Martin's University is a NO-PET campus. Only service animals are allowed on campus grounds.

7. Electricity and Internet

Each inside booth will be allotted 500 Watts - 120 volts of electricity. Bring your own extension cord if needed. Power is limited in the parking lot (we will have several generators), so please bring your own power source if possible. Wireless internet connection will be available to all vendors.

8. Signage

All booth signage should be professional. If you are a member of OMB you will receive a "Proud OMB Member" place card. We ask that booths be manned during all exhibit hours, but if you need to leave for any reason (like to eat lunch), please make sure to place a sign at your booth that indicates you will be right back.

9. Food

Eating at your booth does not look professional and is not allowed. Staff will be enforcing this rule and reminding exhibitors as needed. There will be food vendors outside, or you are welcome to bring your own food, but please make arrangements to eat somewhere other than your booth. The Cheney Classroom is available as a Vendor Break room and vendors are encouraged to use this space.

10. Noise Levels

Loud speakers, radios, televisions or the operation of any machinery or equipment, which is of sufficient volume to be distracting to neighboring vendors or show visitors, will not be permitted.

11. Insurance

OMB requires a Certificate of Liability from each vendor who participates in the show. If you need a COL Insurance sample sent to you, please contact OMB. If you are unable to obtain a certificate from your insurance carrier, short term coverage is available through OMB for \$75.

12. Admission/Show Entry

There are no exhibitor/vendor passes. For free exhibitor entry, present your business card/company badge or apparel, and tell the person at door that you are an exhibitor. Each exhibitor will also receive an electronic version of a coupon for \$2.00 off admission. Please make these available to your customers via e-mail, or post the coupon on your own website.

13. Booth Holds and Reservations

OMB reserves the right to release any booth on hold that is not secured by deposit or final payment.

14. Cancellation of Booth

Cancellations of exhibit booths must be made in writing. Reservation fees and deposits are non-refundable. Failure to cancel booth space prior to March 29th, 2019 will result in forfeiture of all monies tendered to the Olympia Master Builders for booth space rental.

15. Right of Refusal

The association reserves the right to alter the location of the exhibitor's booth(s) as shown on the official floor plan if deemed in the best interest of the show. OMB shall further have the right to prohibit, prevent or remove any part of the exhibit deemed unsuitable or inappropriate for the purpose of the show.

16. Conduct

Olympia Master Builders reserves the right to stop or remove any exhibitor or their representative from the show for performing an act or practice which, in the opinion of OMB staff or the OMB Home Show Chair, is objectionable or detracts from the integrity of the show. OMB does not allow vendors who publicly display a political agenda. Refusing to follow rules, or harassing other exhibitors and/or customers will be grounds for removal from the show.

17. Security

The University will be locked during non-show hours and OMB hires security to patrol the parking lot between Saturday's closing and Sunday's opening. At no time, however, will the Olympia Master Builders or Saint Martin's University be liable for theft, damage or vandalism for any property in or around campus.

18. Liability

VENDOR agrees to hold harmless and to indemnify OMB from and against any and all claims by any and all persons and/or mother legal entity(ies) arising from, or in any way related to, the VENDOR's participation in the 2019 OMB Home Show.

This indemnity agreement includes but is not limited to any third party claims or actions against OMB or any other claims, crossclaims or third-party claims by any party who may believe the OMB is in any way liable for damages allegedly sustained as the result of VENDOR participation in the 2019 OMB Home Show. Such indemnification shall include all costs and attorney fees incurred by OMB in the defense of such action.

By signing this document, I acknowledge and agree to the terms and conditions above, and understand that these rules and regulations must be shared with all parties from my company involved with the OMB Big Home and Garden Show.

Authorized Signature: _____

Date: _____