VENDOR PACKET







2027 OMB Home Builders Expo

January 28th

5pm-8pm

Indian Summer Golf & Country Club

OMB
OLYMPIA
MasterBuilders
FIVE COUNTIES STRONG

2027 OMB Home Builders Expo

VENDOR PACKET

Welcome Vendors!

Thank you for participating in the 2027 Home Builders Expo! This vendor packet provides all the essential information to ensure your experience is seamless and successful.

Event Details:



Thursday, January 28th

Vendor Setup: 3:00pm-4:45pm

Event: 5:00pm-8:00pm



Indian Summer Golf & Country Club

5900 Troon Ln SE, Olympia, WA 98501

Dates to Remember!

Dec. 17, 2026 — **Deadline to register.** Send entry form and logo to brianna@omb.org.

Jan. 14, 2027 — **Final Payments are due.** You may pay online through your member portal, mail in a check to the address below or call us at the number listed below.

Jan. 14, 2027 — **Insurance Certificates are due.** OMB must be listed as the certificate holder and your expiration date must be after January 28th, 2027. A sample is included in this packet if you need to send it to your agent. Please email to brianna@omb.org.

Jan. 20, 2027 — **Deadline for guest count and table/chair order.**

2027 OMB Home Builders Expo

VENDOR PACKET

SETUP

Vendors can set up anytime between 3:00pm-4:45pm. Please be completely ready for our guests no later than 4:45pm. There are two entry doors to the building; if you park close by, please make sure to move your vehicle after you're done unloading to make room for others.



VENDOR SPACE

In order to fit everyone into the ballroom, vendor spaces are mostly confined to your table size with a bit of space behind the table for chairs. Tables are lined up as pictured here. Your display must stay in the confines of your space and aisles must stay clear to prevent tripping hazards.

Specific location requests will be considered, but vendor placement is ultimately up to the discretion of the Homebuilders Expo committee.

TABLES AND CHAIRS

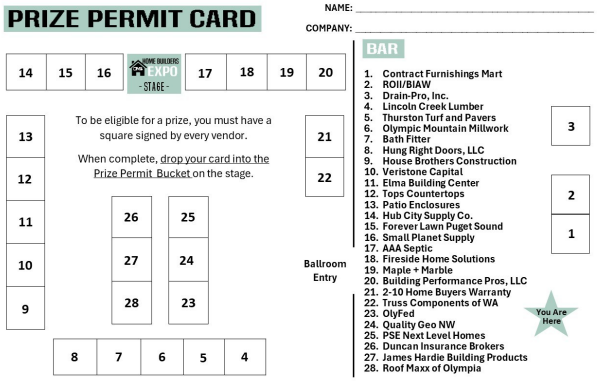
Tables and chairs are available upon request using the entry form. Standard vendor tables are 8' in length and include a black linen. If you plan to use your 8' space *without* a table, you must let us know on the supplied form.

ELECTRICITY and INTERNET

Outlet access is available upon request using the entry form. Vendors must bring their own extension cord(s). Wireless connection is available, and there is no password to connect.

PRIZE PERMIT CARDS

To ensure that our Builder guests visit each vendor table, they will each receive a "Prize Permit Card" that will need to be validated by each vendor before they can drop it into the prize bucket. Our guests will receive one of these cards at check-in and are required to get a signature (or initials) from each vendor to enter the prize drawing. You will each get a red pen to use for signing your "square".



PRIZES

Each vendor is required to provide a prize to be raffled off to the guests who complete their prize permit card. The suggested minimum value is $100. You may display your prize at your table during the vendor hour; we will then call vendors up to the front during the program to draw for your prize. Please bring your prize the night of the event with your business card attached to it. **You may conduct a separate raffle at your table, but please note that we need an additional raffle prize from you for the "Vendor Raffle" at the end of the night.*

EVENT TICKETS

Every attendee will need an Event Ticket. One ticket is included in the full table fee. Additional event tickets are $50 each. Heavy appetizers will be served about 90 minutes after guest arrival. Each vendor will also receive 2 drink tickets. *Please note that due to space restraints, there may only be room at the round guest tables for our builder guests.*

TEAR DOWN

You may not tear down your area until the event is over. We expect it to end around 8:00pm. Same rules apply to the loading area as during setup.

OLYMPIA MasterBuilders — FIVE COUNTIES STRONG —

Home Builders Expo

January 28th, 2027

VENDOR ENTRY FORM—Page 1

We have limited space, and registration is first come, first serve.
Deadline to register is December 17th, 2026.

Company: _____

Contact Name: _____ **Phone:** _____

Email: _____

PRICING AND PAYMENT

OMB MEMBER PRICING	
Full 8' Table	$300
Full 6' Table*	$275
Event Ticket	$50
NON-MEMBER PRICING	
Full 8' Table	$400
Full 6' Table*	$375
Event Ticket	$50

Only four 6' tables available. First come first serve.

Please note, **every attendee needs an Event Ticket.**
All vendors who purchase a full table (6' or 8') will receive one complimentary event ticket.

Vendor Table (please check one): $_____

- ☐ Member Full 8' Table
- ☐ Non-Member Full 8' Table
- ☐ Member Full 6' Table
- ☐ Non-Member Full 6' Table
- ☐ Member Half 4' Table

Event Tickets (_____)

- ☐ 1 Comp Ticket *included w/ Full Table* $ 0.00
- ☐ Paid Tickets: _____ X $50 $_____

TOTAL DUE: $_____

☐ **CHECK ENCLOSED** ☐ **SEND ME AN INVOICE** ☐ **CHARGE THE CARD BELOW**

Circle One ☐ Visa ☐ MasterCard ☐ American Express

Card Number: _____ Exp. Date: _____

V-code: _____ Name on Card: _____

Address of Card: _____

City/State/Zip: _____

All Vendors are required to supply a door prize for the event.

Vendors are also required to submit a Certificate of Insurance, naming OMB as additional insured.

See following pages for more detail.

This form is a contractual agreement between your company and Olympia Master Builders. Cancellations must be made in writing. Cancelling within 30 days of the Expo will result in forfeiture of your fee.

_____ _____

Vendor Signature Date

OLYMPIA MasterBuilders — FIVE COUNTIES STRONG —

Home Builders Expo
January 28th, 2027

VENDOR ENTRY FORM - Page 2

We have limited space, and registration is first come, first serve.
Deadline to register is December 17th, 2026.

Day of Event Contact Name: _____

Day of Event Contact Phone: _____

What product/service does your company provide?
This helps us place competitors away from one another as much as possible.

_____

_____

EQUIPMENT NEEDS

Do you need a Table for your display? ☐ YES ☐ NO

How many Chairs do you need? ☐ 0 CHAIRS ☐ 1 CHAIR ☐ 2 CHAIRS ☐ 3 CHAIRS

Do you need access to an Outlet?* ☐ YES ☐ NO

**Please make sure to bring your own extension cords.*

DOOR PRIZE

A door prize is required from every vendor and we will list all prizes in the Event Program. Suggested minimum value is $100.

What door prize will you be providing?_____

☐ My prize is to be determined - Please check back with me closer to the event

LOGO + INSURANCE

In addition to this form, please send the following to brianna@omb.org:

☐ **Company logo** *(due by December 17th)*

☐ **Certificate of Insurance** listing OMB as additional insured.
(due by January 14th 2027, see sample on last page)

Email: brianna@omb.org Ph: 360-754-0912

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Your Insurance Company Name & Address	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Your Insurance Company	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Your Company Name & Address

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY X CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:	X		L088000955	03/15/2026	03/15/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 50,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N / A						

Expiration date must be AFTER the event or it will be rejected.

PLEASE NOTE: All Vendors must be covered to participate in the Expo. Please send your certificate to OMB no later than January 14th, 2027.

OLYMPIA MASTER BUILDERS
1211 State Avenue NE—Olympia, WA 98506
Phone: 360.754.0912
Email: staff@omb.org or brianna@omb.org

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Olympia Master Builders Association, it's chapters, officers, directors, employees and agents are named as additional insured with respect to insureds operations.

********THIS CERTIFICATE REPLACES ALL PRIOR CERTIFICATES*********

CERTIFICATE HOLDER

Olympia Master Builders
1211 State Ave. NE
Olympia, WA 98506

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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