

LRBA Exhibitor Information - Rules & Regulations

Booths are sold on a **first come, first serve basis**. Get your registration and payment in early in order to secure your desired booths as exhibitor space fills quickly.

- **Payment must accompany this reservation form.** No spaces guaranteed until payment in full is received.
- **No refunds given after March 20.** If cancellation is received after March 20, the amount paid will be applied to the next year's show.
- A **Certificate of Insurance** certifying a general liability policy must be submitted to the LRBA with the reservation form and payment in full.

LRBA Rights: The Lake Region Builders Association (LRBA) reviews all exhibits to insure the quality of the show. LRBA reserves the right to refuse any exhibit, exhibitor, or employee which, in the opinion of the LRBA, is not in the best interest of the show. Home and Sport Show Committee reserves the right to approve all exhibitors and to make booth location changes to best serve the show as a whole.

Waiver of Liability: The LRBA shall not be responsible for any damage done to the building by them, their agents, or employees. All property destroyed or damaged by the exhibitors must be replaced in its original condition or at the exhibitor's expense. Walls, woodwork, doors and floor of the building must not be defaced or altered in any manner whatsoever. Tacking, taping, or nailing of signs, banners, etc., to any permanent walls or woodwork or beyond the limits of any background is prohibited. No nails or bracing wires used in erecting displays may be attached to the building or arena walls. Exhibitors will be required to keep their booth displays neat and orderly throughout the show. If exhibitor displays candy or other items that require some cleanup, you will be asked to keep your area clear of debris.

No subletting of booth space - only your company can occupy or advertise in your space.

- Only products relating to your specific business may be sold from booth.
- No open flame devices are allowed on site. Propane containers are PROHIBITED by the Fire Marshal.
- Booth space includes 110 electricity. 220 service is not available.
- Booth space includes curtains and electricity. Carpet rental is available, or you may bring your own floor covering. It is an ice arena, so floors may be cold.
- Please design lighting for your booth as house lights are relatively dim.
- All drawing for door prizes must be drawn by end of the Show.
- Nothing shall be removed from your booth before 7pm on Saturday. All exhibits to be taken down and removed from the arena on Saturday night - No Exceptions. Violators will not be permitted in future shows.
- Dumpsters shall not be used for the disposal of tile or concrete. If so, a fee of \$125 will be charged to the exhibitor (as this is what we have to pay the City.)

Violations: Exhibitor shall be bound by the rules and regulations set forth herein, and by additional rules and regulations which may be established by the LRBA. Any violations by an Exhibitor of any terms or conditions herein shall be subject to the cancellations of the contract to occupy exhibit space, and forfeiture of any monies paid on account thereof upon due notice of such cancellation. LRBA shall have the right to take possession of Exhibitor's space, remove all persons and properties of Exhibitor, and hold Exhibitor responsible for risks and expenses incurred in such an event. All matters and questions not covered by the above will be subject to final judgment and decision by the LRBA.

Additional information will be sent prior to the show with set-up & tear down times, parking information, etc.

**Questions? Please contact Lake Region Builders Association
at 218-847-0699 or Builders@LakeRegionBuilders.com.**