



SUPPORT THE HOME SHOW THAT TRULY SUPPORTS THE HOME BUILDING INDUSTRY!

The Home Expo
January 19 – 22, 2012

Contract Submission Checklist
 (Please attach items in this order to Checklist.)

_____ 2012 SHOW HOURS –Thursday, January 19, **3 pm - 8 pm**, Friday, January 20, **12:00 pm – 8 pm**, Saturday, January 21, **10 am – 6 pm**, and Sunday, January 22, **10 am – 4 pm**. (See revised hours for Friday, 1/20/12)

_____ CHECK – Payable to BCHBA for booth space and Facility Equipment/Services Order

Payment Options:

#1. \$100 Deposit with contract – Monthly payments of \$_____. Balance in full by January 13, 2012.

#2. Payment in full with contract for a total amount of \$_____.

_____ EXPO CONTRACT - Signed & dated; initial acknowledgement of fines and rules (page 2).

_____ BOOTH CONFIGURATION REQUEST –

Please indicate if you would like to increase or decrease your booth space.

_____ Increase	Total # of Booths _____
_____ Decrease	Total # of Booths _____
_____ Remain the Same	Total # of Booths _____

_____ FACILITY EQUIPMENT/SERVICES ORDER FORM – (payment can be combined with booth rental).

_____ CERTIFICATE OF INSURANCE – certificate holder must name the Brown County Home Builders Association, PO Box 13194, Green Bay, WI 54307

_____ STATE OF WISCONSIN-DEPARTMENT OF REVENUE VENDOR INFORMATION – Completed in full-Part B

_____ CLASSIFIED listing(s) in the official Expo Guide. Please highlight or circle **all** product areas that you will have on display.

_____ PLEASE **LIST AND DESCRIBE** AT LEAST **ONE NEW PRODUCT/SERVICE** you will display this year. **We will use this info to promote the home show plus your company may be asked to participate in radio or TV promotions during the show.** This is **free** advertising for you and generates consumer curiosity to attend.

← OVER

OVER →

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Contract Submission Checklist Continued

_____ EXHIBITOR PASSES - Please send me _____ Exhibitor Passes for my staff to work the booth.

_____ "HOW TO" Seminars:

Yes, we will conduct an in booth demo on _____.
If you want your demo promoted at specific times, please list details.

_____ SEMINARS - Yes / No (**circle one**) I am interested in conducting a more detailed demonstration during the shows regularly scheduled seminars. BCHBA staff will contact me to confirm and schedule.

Seminar Topic: _____

_____ Skyline Exhibit Resource Seminar – Tips to Be A Successful Exhibitor – To register, complete the registration form and fax back to 920.494.5965

Information forthcoming:

Exhibitor passes will be mailed with accepted Contract and Move in and out schedules in early January. It is your responsibility to maintain these passes until the Expo.

Move In/Out Schedules – All exhibitors will move in the facility on Tuesday, January 17th, Wednesday, January 18th, or Thursday, January 19th depending on location of booth.

FREE tickets for exhibitors will be available again this year. Watch for the sheet of tickets in your December and January newsletter. Remember to distribute these tickets to employees or potential customers who wish to attend the show. If you need more, please request additional by contacting Lori (Lfrisbie@bchba.org) or 920.494.9020.

New Exhibitors – A separate mailing will be sent to you reviewing fines, rules and move in/out procedures.

PAYMENT INFORMATION

**If paying by credit card, please complete the following information or contact
Lori (920.494.9020) at the Association:**

Name: _____

Company: _____

Amount charged: _____ Visa or MasterCard # _____ CRV # _____
(3 digit code)

Expiration _____ Phone _____

CC Billing Address: _____
Address Zip