

EXPO DATES:

Friday, February 3, 2012:
Vendor Set-Up

Saturday, February 4, 2012
Hours: 9:00 am to 6:00 pm

Sunday, February 5, 2012
Hours: 11:00 am to 3:00 pm

Booth Pricing:

HBAGTA / NAHB Member:

8' x 10' Booth = \$600
8' x 10' Premium = *ADD* \$100 per Booth
5' x 10' Booth = \$375

Non-Member:

8' x 10' Booth = \$800
8' x 10' Premium = *ADD* \$100 per Booth
5' x 10' Booth = \$500

ON & AFTER DECEMBER 1, 2011:

HBAGTA / NAHB Member:

8' x 10' Booth = \$700
5' x 10' Booth = \$450

Non-Member:

8' x 10' Booth = \$900
5' X 10' Booth = \$575

Full Payment is REQUIRED to hold any booth rentals. Once your booth rental has been approved, your payment will be processed according to the HBAGTA EXPO Contract.

3040 Sunset Lane
Traverse City, MI 49684

Phone: 231.946.2305

Fax: 231.946.1051

Email: kerry@hbagta.com

Web Site: www.hbagta.com



GRAND TRAVERSE AREA, INC.

COMMITMENT TO EXCELLENCE

2012 HOME BUILDERS EXPO APPLICATION & BOOTH RENTAL AGREEMENT

Appendix I

REGISTRATION: HBAGTA MEMBER NAHB MEMBER NON-MEMBER

COMPANY NAME: _____

COMPANY CONTACT NAME: _____

BILLING ADDRESS: _____

CITY, ZIP: _____

BUSINESS PHONE: _____

CONTACT EMAIL ADDRESS: _____

SELECT BOOTH (S) : Please Indicate Booth (s) In Order of Preference

First Choice _____ Second Choice _____ Third Choice _____

IF YOU WOULD LIKE TO RESERVE MULTIPLE BOOTHS PLEASE WRITE YOUR REQUESTED BOOTH NUMBERS BELOW:

Booth #: _____ Booth #: _____ Booth #: _____

COST OF BOOTH RENTAL (S) :

BOOTH #:	SIZE:	COST:
ADD PREMIUM BOOTH FEE : # of Premium Booths _____ x \$100:		
HBAGTA APPROVED: _____	TOTAL BOOTH RENTAL COST:	

STANDARD EQUIPMENT **INCLUDED** IN ALL BOOTH RENTALS

- ◇ Wireless Connection up to 100 KB—additional can be purchased through GT Resort
- ◇ Exhibit booth drapery with 8' high backs and 3' high sides
- ◇ Booth ID Sign

OPTIONAL: One (1) 2' x 6' covered and skirted table, 2 Chairs, 1 Wastebasket—please select:
 YES, Please Include NO, I Am Not Interested **NOTE:** Items can't be split

PAYMENT INFORMATION: \$ _____ *AMOUNT DUE* HBAGTA: _____

Name _____

Billing Address _____

Company _____

E-mail address _____

Phone _____

Local Association _____

Method of Payment

Check # _____

Visa MasterCard

Credit Card # _____

Expiration Date / V Code # _____

Signature _____

INSTRUCTIONS FOR THE
2012 HOME BUILDERS EXPO
APPLICATION & BOOTH RENTAL AGREEMENT

STEP ONE: BOOTH RENTAL

INFORMATION REQUIRED:

- ◇ **REGISTRATION:** Please print the primary contact information on the **REGISTRATION** portion of the **2012 Application & Booth Rental Agreement**.
- ◇ **PRICING CATEGORY:** Indicate what type of **PRICING CATEGORY** your application will be processed under for example: Member / Non-Member.
 - ◇ Proof will be required for **ACTIVE** NAHB Membership.
- ◇ **SELECT BOOTH(S):** Choose which EXPO Booth(s) that you prefer by indicating the booth number(s) of your first, second or third choice.
 - ◇ If you are interested in **MULTIPLE BOOTHS**, please indicate all booth numbers you are interested in reserving in the area designated on the form.
 - ◇ **NOTE:** Your Booth is not confirmed until it is approved by the HBAGTA Staff and payment is received.
- ◇ **COST OF BOOTH RENTALS:** Calculate the cost of your booth rentals by indicating the booth number, size and cost of each booth. **NOTE:** Price increase becomes effective December 1, 2011.
 - ◇ You must **add the premium fee** of \$100 for each booth designated as a **"Premium Booth"**.
 - ◇ **TOTAL BOOTH RENTAL COST:** HBA must confirm rental cost is correct before submitting payment.
- ◇ **EQUIPMENT:** The Standard Booth Features listed below are included in your booth rental. In addition you will be provided: "Pipe & Drape", ID Sign, and Wireless Connection up to 100 KB.
Standard Furnishings include the following:
 - ◇ One (1) 2' x 6' Draped & Skirted Table
 - ◇ Two (2) Chairs
 - ◇ One (1) Wastebasket
 - ◇ **NOTE:** This Standard Furnishing package cannot be split. You can either **ACCEPT** or **DECLINE** this package on the **Application and Booth Rental Agreement Form**.
- ◇ Additional Booth Amenities must be contracted through Art Craft Display (furniture, carpet, different size tables, etc.) or Grand Traverse Resort (electrical, internet, phone, video, etc.). Arrangements must be made in advance and payment must be made directly to these providers, not the HBA.
- ◇ **ADDITIONAL SERVICES:**
 - ◇ **Electrical, Private Network—Wi-Fi, Phone Service:**
 - ◇ Contract through the Grand Traverse Resort—see form in packet of materials
 - ◇ **Extra Furnishings, Carpet, Tables:**
 - ◇ Contract through Art Craft Display-(www.artcraftdisplay.com) Event Code **191732**
 - ◇ **Non-Profit Community Partners:** Booths available at a "Discounted Rate", please contact the HBAGTA for more information.
 - ◇ **Payment Plans:** A Payment Plan is available to active HBAGTA Members only.
 - ◇ **Terms:** 1/2 total Rental Payment and \$25 processing fee to secure contract. Final payment due 30 days from initial deposit. Contract requires HBAGTA Approval and Credit Card on file for second payment.

STEP TWO: SUBMIT BOOTH RENTAL PAPERWORK & PAYMENT TO THE HBAGTA

- ◇ Complete the **PAYMENT INFORMATION** on the **APPLICATION & BOOTH RENTAL AGREEMENT**
- ◇ Read & Sign the **2012 HOME EXPO EXHIBITOR CONTRACT & GENERAL TERMS & CONDITIONS**
- ◇ Submit the following forms to the HBAGTA:
 - ◇ **APPLICATION & BOOTH RENTAL AGREEMENT** (Appendix I)
 - ◇ Completed Signature Page of **2012 HOME EXPO EXHIBITOR CONTRACT** - Keep a copy/
 - ◇ **BOOTH PAYMENT**
 - ◇ **For More Information:** Contact Kerry Gartland at (231) 946-2305 ext. 15 or kerry@hbagta.com.