

**Southern Southeast Alaska Building Industry Association  
2012 Building Industry Home & Trade Show**



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**January 27 & 28 2012**

Dear Prospective Exhibitor:

It's time to reserve your space in the SSEABIA 2012 Building Industry Home & Trade Show set for January 27 & 28 at the Ted Ferry Civic Center in Ketchikan, Alaska. Allow us to provide you an opportunity to show your products and services for the trades to hundreds of homeowners, builders, remodelers and tradesmen from across the State.

The Show is a home building and remodeling trade show targeted at Builders and Associates in the Building Industry as well as homeowners who are building or remodeling. Be one of the exhibitors who will gather under one roof to display new products and ideas for home building, remodeling, and commercial construction.

The Trade Show committee is working hard to generate ideas that will meet the needs of an Industry Home & Trade Show. Our commitment to hosting a show dedicated solely to the building industry will ensure that your time will be spent talking with qualified builders and buyers. This year we will feature a live remote and hourly drawing of gifts from booth vendors as well as a Contractor's Reception on Saturday evening.

# Booth Rates

For Booth location, please refer to the map on the reverse side of this form

<i>Booth #</i>	<i>Width</i>	<i>Member Rate</i>	<i>Non-Member Rate</i>
1-30 - Main Hall	10 ft	375.00*	575.00*
31 – 39 - Entry and Stage	8 ft	325.00*	525.00*
T1 – T4*	6 ft table top space only	225.00	225.00

\*In addition, each booth vendor will supply a gift worth \$25.00 minimum for drawings to be held during the show.

Costs include:

- (1) draped & skirted table & (2) chairs (if requested)
- (1) Business Card Size Ad included in the KDN Weekend Edition Trade Show Insert

**You will be eligible for member rates as soon as you join the Association  
Please call the SSEABIA office for details 247-4903**

*\*Table Top fees are \$225.00 for both member and non-members and do not include the KDN business card size ad or any square footage beyond the table top.*

**A 3-column inch ad in the KDN Trade Show Insert is available for \$50.00 or a 6-column inch ad for \$100.00**

Once you are confirmed as an exhibitor for the Trade Show 2012, the following steps will be taken:

1. An email to you confirming your booth assignment
2. In early January, an exhibitor Information Packet will be sent to you. It will contain:
  - Move-In/Move-Out Schedule
  - Times the show is open to the public each day.
    - Tentative Schedule (times subject to change): Open to the public from 4:00 p.m. to 9:00 p.m. Friday and Saturday from 9:00 a.m. to 5:00 p.m. Contractor's Reception from 5:30 until 7:30 p.m.
  - Electrical Request Form
  - Name Badge Request Form
  - Request for Business Card Size Ad to be included in the Trade Show Insert
  - Reminder for your drawing item

## PLEASE NOTE:

Setup of booths is scheduled beginning 8 am Friday morning, January 27th. All booths must be set up by 3:00 pm. Tear down of the show is scheduled for Saturday, January 28th after the show closes and Sunday January 29<sup>th</sup> until 1 pm.

# Registration Form & Exhibitor Contract

*Be sure the individual listed below as your contact person understands that all pertinent Trade Show information will be sent directly to them and they are responsible for processing this information.*

**Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**HBA Member**

**Non-Member**

**Booth Selection:**

*Refer to the attached floor plan & price list to determine which booth space you would like to reserve.*

1st Choice \_\_\_\_\_

2nd Choice \_\_\_\_\_

3rd Choice \_\_\_\_\_

**Reservation Policy:** An exhibitor may reserve up to a maximum of four 8x10' booth spaces. Show management will make every effort to accommodate booth assignment requests based on availability.

**Cancellation Policy:** I understand all cancellations must be made in writing to the Southern Southeast Alaska Building Industry Association. There will be a 50% refund for cancellations received by 12/1/2011, 25% refund until 12/15/2011, and no refund for cancellations received after 12/15/2011. In the event that the space can be resold to another exhibitor, a refund given to the canceling vendor less a \$75.00 processing fee.

**By signature on this application, exhibitor agrees with the rules and regulations stated on both sides of this form.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PAYMENT IN FULL IS DUE  
WITH THIS APPLICATION**

Method of Payment:

☞ Check – make payable to Southeast Alaska BIA

or

☞ Personal Credit Card    ☞ Business Credit Card

Billing Address

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

X	X	X	X	X	X	X	X	X	X	X	X				
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Card #

If you choose CC please include the last four digits of your card and we will email an invoice with a link for you to pay your invoice.

VISA    Mastercard

\*\*\*\*\*Office Use Only\*\*\*\*\*

**Receipt of the following is acknowledged:**

\_\_\_\_\_ completed application form

\_\_\_\_\_ payment amount of \_\_\_\_\_

**Booth space assigned:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Please FAX completed form to:  
1-907-247-6903

or mail completed form to:  
Southern Southeast Alaska BIA  
PO Box 6291  
Ketchikan, AK 99901

or e-mail: [ketchikanhba@hotmail.com](mailto:ketchikanhba@hotmail.com)

### 1. Space contracts

Management may assign space based on the nature of the company and products to be displayed as well as the amount of space available in the effort to promote and develop the most professional and well-balanced show. Show management reserves the right to refuse space because of unethical or illegal business practices.

### 2. Subletting space

No exhibitors **shall** assign, sublet, or apportion the whole or any part of the space allotted to him, nor exhibit therein any other goods, apparatus, service, advertising signs, etc., than those manufactured or sold by the exhibitor in the regular course of his business. Violation of this rule shall be cause for eviction without refund.

### 3. Relocation of exhibits

The Association reserves the right to alter the **location** of exhibitors, or of booths as shown on the official floor **plan**, if deemed **in the** best interest of the exposition. The Association shall have the further right to prohibit, bar, prevent and remove any exhibitor proposed exhibit, or any part or portion thereof, which in the judgment of the Association is unsuitable or inappropriate for the Exhibition or purposes of such Exhibition; and such right shall extend, but **shall** not be limited to, all equipment, materials, displays, installation, and other items constituting part of or used **in** connection with any such exhibit.

### 4. Arrangement of display

Exhibitors are required to arrange **their** displays so as not to obstruct the general view or **conceal** other exhibits. It is suggested that exhibitors having large or bulky exhibits select wall space. Any display materials exposing an unfinished surface to neighboring booth must be finished at the exhibitor's expense. Any unfinished surfaces must be finished or masked to the satisfaction of show management.

### 5. Signs

Spatial signs, apparatus, etc. (balloons, blimps, or other devices) cannot extend more than 5 feet above **the** top of an exhibit booth **in the main** ballroom area. Booth displays in the lobby or showrooms must have an 18-inch clearance from **the** ceiling. No signs or banners are to be placed outside of the exhibit space assigned to **each** exhibitor. Any **exhibitor displaying signs, which are or look amateurish or unprofessional and detract from the integrity of the show may be required to remove such signs at the discretion of the show management.** Signs may not be hung from the ceilings, beams, or **columns** without approval of the show **and** Ted Ferry management.

### 6. Sound control

Loud speakers, radios, television sets, and/or the operation of any other type of product, machinery or equipment which is of sufficient volume as to be annoying or hazardous to the neighboring exhibitors will not be permitted. Public address systems used to attract the attention of people passing in **front** of your booth will not be permitted.

### 7. Distribution of literature, souvenirs, and food

Printed advertising, souvenirs, literature, etc. may be distributed by exhibitors from their own space only. Any souvenir or advertising that is of an objectionable or undignified character will not be permitted. Souvenirs should not be of the noise making variety. Only registered exhibitors will be allowed to distribute literature, souvenirs, etc. Anyone distributing **such** material who is not a registered exhibitor will be asked to leave immediately. No food may be sold by an exhibitor. Any food distributed from an exhibitor's booth must be in prepackaged, sample-size portions.

### 8. Electrical needs

If an exhibitor's booth requires electricity, the exhibitor may request electrical installation on the Equipment Request Form being sure to specify **how many amps** of electricity the booth will need and what type of equipment will be using the electrical outlets. **All orders for electrical installation must be received no later than Tuesday, January 20, 2012. Orders received after this date will include a late charge and will be subject to availability. The exhibitor will furnish his own extension cords.** The cords must be # 14 or larger with a 3-prong grounded plug and free from defects.

### 9. Flammable materials

All material issued in the exhibit hall **MUST** conform to the fire regulations of the Ketchikan Fire Department and the Ted Ferry Center. All packing paper, excelsior, and wrapping materials are to be removed from the floor and must not be stored under the tables or behind displays. Material **not** conforming with such regulations will be removed immediately at **the** exhibitor's expense.

### 10. Care of building and exhibits

Exhibitors will be responsible for any damage done to the building by themselves, their agents, or employees. All property destroyed or damaged by exhibitors must be placed in its original condition by the exhibitor or at the exhibitor's expense. Walls, woodwork and the 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. Exhibitors will be required to keep their booth displays neat and orderly throughout the show. **Exhibitors using unauthorized tape or demo materials will be charged for restoration or removal from surfaces damaged.**

### 11. Eventualities

It is understood and agreed that in case the show management shall fail to open the Trade Show as herein provided, or to furnish space to the exhibitor here in described, it will refund to the exhibitor all sums paid thereunder. **If** however show management is unable to open the Trade Show as herein provided, or is compelled to postpone said show on account of strikes, fires, casualties, acts of God, or other causes beyond management control then it **shall** not be in any manner financially liable to exhibitor. Exhibitor understands that bad weather is not under the show management control and will not amend the contract.

### 12. Liability

Neither the Ketchikan Home Builders, the city and borough of Ketchikan, the Ted Ferry Civic Center, nor **any** of their directors, officers, employees, or agents will be responsible for any death, injuries to persons, or for loss or damage to property that may occur to the exhibitor or its directors, officers, employees, agents, or invitees, from any cause whatsoever prior to, during, or subsequent to the period covered by the exhibit contract, or by displaying without a signed contract (implying acceptance), the exhibitor, for itself, its directors, officers, employees, agents, and invitees, expressly releases the above-named entities and persons from any and all claims, demands, damages, actions, **and** causes of action for any such loss, damage, death, or injury. Without the foregoing, the exhibitor understands that any consignment of goods is entirely at the risk of the exhibitor.

### 13. Indemnification

Exhibitor indemnifies the Ketchikan Home Builders Association, the city and borough of Ketchikan, Ted Ferry Civic Center, and their directors, officers, employees, and agents against all claims, demands, damages, actions, causes of actions, or judgments for death or injuries to persons or loss of **damage** to property **arising** out of any act or **emission** of exhibitor or its officers, employees, agents, or invitees, done or omitted **in connection** with the Trade Show.

### 14. Insurance

In all cases, exhibitors desiring to insure themselves against any or all claims for bodily injury, property damage, or any other loss caused by or relating to their acts or omissions of their employees, guests, representatives, and agents or use of their assigned exhibit space are urged to maintain such insurance coverage as they may deem necessary to fully protect them **against** all risks. The Association will carry public liability insurance for injury or damage not relating to or occurring in space rented by the exhibitor.