

## ■ Benefits

PASSES – Exhibitors will be issued exhibitors’ passes and tickets based on the size of space contracted.

ADDITIONAL TICKETS for your employees can be purchased at a group discount.

STANDARD EQUIPMENT – Includes 8 foot back drape, 3 foot side drapes, 42 inch company name sign, 1 six foot draped table, and a chair upon request. Additional equipment may be rented from the decorator at Century II.

## ■ Advance Planning

CUSTOM BOOTH DISPLAYS are encouraged. They will make a positive impression and allow you to display your product more effectively. Construction of custom booths are to be built **4 inches smaller than contracted space on all 4 sides and are limited to a 12' height.**

ADVANCE SHIPMENT and storage arrangements can be made through OK Transfer Co., 808 E. Zimmerly, Wichita, KS 67211, (316) 264-3391 or 1-800-835-0112.

ELECTRICITY AND TELEPHONES: For rate and installation arrangements contact: Century II (316) 264-9121 at least ten days prior to show dates.

LIABILITY INSURANCE coverage by exhibitor is required to protect against theft, liabilities and hazards.

## ■ Move-In

TUESDAY MOVE-IN is reserved for exhibitors with extensive construction and complicated set-ups. WEDNESDAY MOVE-IN minimal set-up exhibitors may begin moving in. THURSDAY MORNING from 8 to 11 a.m. may be used for finishing touches and cleaning up of booths. **No vehicles are allowed inside the building Thursday.** Century II staff will be cleaning the exhibit area in preparation for the show opening at 1:00 p.m. Absolutely no move-in is allowed during public show hours.

SERVICE DESK – A service desk will be manned during move-in hours to assist exhibitors with additional services at a minimal charge.

EXHIBIT INSPECTION will be conducted by the Home Show officials to check for contract and fire regulation compliance.

FREIGHT ELEVATOR entrance is on the west side of Century II in the basement garage. Elevator dimensions are 13 feet high, 14 feet wide, and 39'6" long. Contact the WABA office to make an appointment to utilize the freight elevator 265-4226.

STORAGE of packing crates can be arranged through the official decorator at the Service Desk.

FIRE & SAFETY – To avoid any alteration of constructed booths, build your exhibit to comply with fire and safety regulations.

- Combustible oils, gases, use of charcoal or bottled gas are prohibited in Century II.

- Any inflammable materials must be fire-proofed.

DAMAGE – Exhibitors will be billed for any damage to Century II. Nothing shall be bolted, latched, screwed or otherwise attached to columns, walls, floors or other part of the building. Rubber-heeled dollies must be used to prevent damage. No sand or aggregate can be used without a barrier being first placed on the floor.

## ■ During The Show

EXHIBITORS ENTRANCES – will open 1 hour prior to show time to allow booth staffers time to clean up and restock display. Exhibitors can enter the building through Convention and Expo Hall ticket entrances and Expo south walk-in door.

EXHIBITORS PASSES – must be displayed for admittance to Century II exhibit areas.

NOISE LEVEL of electronic devices must be kept at a reasonable level so as not to disturb neighboring exhibitors. Public address systems are restricted and use of this is at the discretion of the Home Show officials.

DISTRIBUTION OF LITERATURE & PROMOTIONAL MATERIALS is restricted to the confines of exhibitor’s booth and limited to material pertaining to exhibited products.

SECURITY – is provided by the Home Show to provide normal protection against loss, although the Home Show officials assume no responsibility for lost or stolen items. Exhibitors are urged to take the necessary measures to prevent such temptations.

FOOD – City ordinance #40-133 prohibits food or beverages from being brought into the building. An exhibitors lounge is provided as an option to concession stand items.

SMOKING – is prohibited inside the facility. This is in compliance with City Resolution #R-94-074. This will be strictly enforced.

## ■ Home Show Officials

HOME SHOW OFFICE – will be open 8:00 a.m. to 5:00 p.m. during move-in days and during all show hours. It is located on the second floor of the Expo Hall.

MESSAGE BOARD – The office phone is essential to the operation of the show and is not intended to be used by exhibitors. If calls are received for an exhibitor, the messages will be posted on a bulletin board; they will not be delivered to the booth.

HOME SHOW OFFICIALS – will be on hand to answer questions that you may have and to assure all exhibitors experience a productive show.

## ■ Move-Out Procedures

Please remove any small items or merchandise immediately after the show closes. The building will remain open for move-out following the close of the show on Sunday from 5:00 p.m. to 11:30 p.m. Monday move-out is from 8:00 a.m. to 5:00 p.m.

## ■ Terms, Conditions & Stipulations

- A 50% deposit is required for preliminary booth reservation.
- Provided that exhibitor's membership in the Association is current on the date the Home Show ends, exhibitor will be entitled to a refund equal to 10% of the booth rental (not to exceed \$100.00.)
- A 5% discount will be given if booth is paid in full by July 31, 2017.
- Failure to pay for booth space by date specified on contract will result in loss of booth space and the total deposit.
- Cancellation information is on contract.
- The Association reserves the right to refuse, change or modify space and booth assignments, floor plans, and show conditions, without notice at the sole discretion of the Association.

CONTRACTED SERVICES – The Home Show officials have made arrangements with local vendors for additional services you may want to utilize. Additional booth equipment, carpet, special electrical and plumbing connections or manpower can be contracted in advance or at the service desk during move-in. A list of official Home Show vendors offering other services will be forwarded to you.

SUBLETTING SPACE – Exhibitors must contract individually to exhibit.

CONTRACT STIPULATIONS – Exhibitors agree to:

- Make payment within contracted time frame or forfeit space.
- Adhere to move-in and move-out schedule.
- Staff displays during all show hours.
- Conduct promotional activity within contracted space only.
- Refrain from creating an unacceptable level of noise or the use of public address systems.
- Use professionally printed signs.

**Retail selling of products on a cash & carry basis is only permitted in the Commercial and Retail area of the show with prior written approval.**

REMOVAL FROM SHOW – Home Show officials have the authority to remove from the show any exhibitor, display or literature they deem inappropriate.

### FOR BOOTH RESERVATION

Call the Wichita Area Builders Association  
at (316) 265-4226  
or mail this reservation form to  
730 N. Main, Wichita, Kansas 67203  
Sandy Call – Home Show Manager

COMPANY • CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PRODUCTS TO BE EXHIBITED  
\_\_\_\_\_  
\_\_\_\_\_

LOCATION  EXPO HALL

CONVENTION HALL

EXHIBITION HALL

BOOTH SIZE  10X10  10X20  20x20

Island  End Cap

UTILITIES  gas  electric  water