



## EXHIBITOR INFORMATION

For more information contact:  
Lori Lytle, Show Manager  
Wichita Area Builders Association  
Lori@WABAhome.com • 316-265-4226  
730 N. Main St., Wichita, Kansas 67203

### EXHIBITOR SERVICES

■ **Provided Equipment** with your booth rental includes:

- 8' Backdrop Drapes
- 3' Divider Drapes
- 1 – 24"W x 30"H x 6'L draped table for every 10'x10' of booth space.
- Chairs available as needed
- Exhibitor Name Sign

■ **Additional booth equipment** can be contracted in advance or at the service desk during move-in with the Show Decorator.

■ **Service Desk** will be manned by the Show Decorator during move-in hours to assist exhibitors with any additional services needed.

■ **Advance Shipment/Storage** arrangements can be made through the Show Decorator.

■ **Storage of Packing Crates** can be arranged through the Show Decorator at the Service Desk.

■ **Hanging Signs** above your booth must be hung by Century II event staff. Please make prior arrangements to have your sign installed.

■ **Freight Elevator** is located in the basement garage with entrance from the west side of Century II. Elevator dimensions are 9'8"W x 13'6"H x 41' L with a 27,500 lb. weight limit. Contact Century II to make an appointment to utilize the freight elevator.

■ **Forklift** for loading and unloading should be scheduled in advance with Century II.

#### Show Decorator Services:

Henry Helgerson Company  
316-943-1851  
2900 S. Hydraulic  
Wichita, Kansas 67216

### EXHIBITOR SCHEDULE

#### • Exhibitor Check-in:

Before moving in or setting up your booth, please pick up your Exhibitor packet. This will contain your exhibitor badges and any other pertinent information you will need. These can be picked up at the WABA office the week before the show or starting Monday afternoon at 2 p.m., January 31, 2022, at the Home Show office above Expo Hall.

#### • Exhibitor Move-In:

*No exhibitor will be allowed to move in before 2 p.m., on Monday, January 31, 2022.* Booths that are 400 square feet or larger will be allowed to start moving in on Monday afternoon, January 31, 2022, after 2:00 p.m. Exhibitors with booths less than 400 square feet can start moving in on Tuesday, February 1, 2022 at 8 a.m. Smaller booths will require special permission for early move-in. To minimize traffic congestion, we ask that if you drive a vehicle into the Expo or Convention Hall to unload and drive back out within an hour. No vehicles will be allowed in the building after 11 p.m. on Wednesday, February 2, 2022.

#### • Exhibitor Move-Out:

Booths must remain open and staffed until show closing at 4:00 p.m. on Sunday, February 6. Century II will be open for tear-down and move-out on Sunday until 11 p.m. and from 8 a.m. to 5 p.m. on Monday, February 7.

#### Century II Event Services:

316-303-8000  
[www.century2.org/Pages/Services.aspx](http://www.century2.org/Pages/Services.aspx)  
225 W Douglas  
Wichita, Kansas 67202

### SHOW SCHEDULE

#### THURSDAY, FEBRUARY 3

1:00 to 5:00 p.m.

VIP Reception, 6 to 8 p.m.

#### FRIDAY, FEBRUARY 4

10:00 a.m. to 7:00 p.m.\*

#### SATURDAY, FEBRUARY 5

10:00 a.m. to 7:00 p.m.\*

#### SUNDAY, FEBRUARY 6

10:00 a.m. to 4:00 p.m

*\*Admissions after 5 p.m. include free pass for additional day admission.*

### SPONSORSHIP OPPORTUNITIES

#### Exhibitor Lounge Sponsors – \$300

*(One for each day, Thurs. through Sun.)*

Sponsors will get signs with their logos placed throughout the Exhibitor Lounge recognizing and thanking them for their sponsorship. Sponsors will also receive recognition in the Exhibitors Packet.

#### VIP Night Sponsors:

- **Platinum Sponsor – \$5,000**  
*Includes 12 VIP Night reservations, recognition at the event and a 10% booth discount*
- **Gold Sponsor – \$2,500**  
*Includes 6 VIP Night reservations, recognition at the event and a 5% booth discount*
- **Silver Sponsor – \$1,000**  
*Includes 4 VIP Night reservations and recognition at the event*
- **Bronze Sponsor – \$500**  
*Includes 4 VIP Night reservations and recognition at the event*

The logo for the WABA Home Show & Garden 2022. It features the text "WABA" in a small font above a stylized house icon. Below this, "Home Show" is written in a large, dark blue serif font. A green ampersand "&" is positioned to the left of the word "Garden", which is written in a large, flowing green script font. The year "2022" is written in a dark blue serif font to the right of "Garden".

# WABA Home Show & Garden 2022

**FEBRUARY 3-6, 2022 • CENTURY II • WICHITA, KANSAS**

Thank you for your interest in the 2022 WABA Home & Garden Show, which is scheduled for February 3-6, 2022, at Century II Convention Center. The WABA Home & Garden Show is an ideal place to increase your customer base, gain leads and sales and demonstrate your products and services. Some exhibitors get up to 75% of their leads for the year from our annual show.

A tradition since 1953, the WABA Home Show is now expanding to become the WABA Home & Garden Show. The show attracts attendees both locally and thru out the state of Kansas. Being an exhibitor is an opportunity to meet 20,000 potential customers face-to-face. This is a great way to expand your business!

An application is enclosed to reserve a booth for the show. An application must be submitted before a booth reservation can be made. Please fill out the application completely, as this helps us to make sure your assigned booth is not right beside your competitor.

Special consideration is being offered to WABA members during the first 10 days of registration. Subsequently, registration will be open to both members and non-members.

Reservations will be made on a first come, first served basis. The application forms will be date and time stamped as they come in. Booth confirmations will be sent out by May 15, 2021 and contracts will be mailed out no later than the end of June 2021. A 50% deposit will be due with the booth reservation request and payment in full is due by September 15, 2021.

Booth reservations are not guaranteed until they are paid in full. If you wish to pay your booth in full by July 31, 2021 you will be able to take a 5% discount. WABA members will automatically receive a 10% discount on their booth (up to \$200) and if paid in full by July 31, 2021, you will be eligible for the extra 5% discount.

If you have any questions, please contact our Home Show Manager at the WABA office at 316-265-4226 or [lori@wabahome.com](mailto:lori@wabahome.com).

*We look forward to seeing you at the 2022 WABA Home & Garden Show!*



316-265-4226 • [WABAHome.com](http://WABAHome.com) • 730 N Main, Wichita, Kansas 67203



## EXHIBITOR BOOTH APPLICATION

Booth reservations will be made on a first-come, first-served basis. A 50% deposit will be due with the booth application request and payment in full is due by September 15, 2021. Booth reservations are not guaranteed until they are paid in full. Booths paid in full by July 31, 2021 receive a 5% discount.

Company Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Business Phone # \_\_\_\_\_  
 Cell Phone # \_\_\_\_\_  
 Email Address \_\_\_\_\_

**BOOTH DEPOSIT:**  Check Enclosed Amount \$ \_\_\_\_\_  
 Charge credit card:  Mastercard  Visa  AmEx  Discover  
 Name on Card \_\_\_\_\_  
 Card # \_\_\_\_\_  
 Amount \$ \_\_\_\_\_ Sec. Code \_\_\_\_\_ Exp. Date \_\_\_\_\_

Are you currently a WABA member? .....  Yes  No  
 Would you be interested in joining? .....  Yes  No  
 WABA members receive a 10% booth discount, up to \$200.

**REQUESTED BOOTH SPACE**

Which hall do you prefer:  
 Expo Hall – Home Improvement & Building Related Exhibitors  
 Garden Hall – Landscaping, Lawn & Garden Related Exhibitors

Booth Size: \_\_\_\_\_  Endcap  Island  
 Booth Location: (Refer to floorplan for booth locations.)

1ST CHOICE:	2ND CHOICE:	3RD CHOICE:
Booth # _____	_____	_____

Will you conduct retail cash & carry sales in booth?  Yes  No  
 Products(s) or Service(s) to be displayed (be specific):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Utilities Needed:  Electric  Water  Gas

**SPONSORSHIPS**

Yes, I want to be a sponsor.  
*Sponsorship Type:*  
 **Exhibitor Lounge Sponsor** .....\$300  
 (1 day, Thursday - Sunday)  
**VIP Night Sponsor:**  
 Platinum .....\$5,000  Silver .....\$1,000  
 Gold .....\$2,500  Bronze .....\$500

**BOOTH SPACE PRICING**

10'x10' .....	\$800
10'x20' .....	\$1,800
10'x20' end cap.....	\$2,200
10'x20' island.....	\$2,400
10'x30' .....	\$2,800
20'x20' end cap.....	\$3,600
20'x20' island.....	\$4,000
20'x30' end cap.....	\$5,000
20'x30' island.....	\$5,400
20'x40' end cap.....	\$5,800
20'x40' island.....	\$6,200
30'x40' island.....	\$7,000
Garden Grand Stage.....	inquire

Please return application by  
 Email: **lori@wabahome.com**  
 or Mail: **WABA**  
**730 N Main**  
**Wichita, KS 67203**

I have read and understand the booth rules, terms & conditions and contract stipulations on reverse side.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Thank you for your interest in the 2022 WABA Home & Garden Show!*

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## TERMS & CONDITIONS

- A 50% deposit is required for preliminary booth reservation.
- Association members with dues paid through February 6, 2022, are entitled to a 10% discount of the booth rental (up to \$200).
- Exhibitors may take a 5% discount if booth is paid in full by July 31, 2021.
- Failure to pay for booth space by date specified on contract will result in loss of booth space and the total deposit.
- The Association will refund 50% of booth rental if Exhibitor cancels this agreement by January 3, 2022 and that contracted exhibit space is resold.
- No Exhibitor will be able to obtain passes or be permitted to move in until their booth is paid in full. Any outstanding balance on your contract must be paid with either cash or credit card at the time of move-in. No personal checks will be accepted at that time.
- Exhibitor agrees to comply with all ordinances of the City of Wichita and all guidelines of the Association.
- 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.
- Exhibitor hereby releases the Association and the City of Wichita from any claim for damage and injury to property or person in conjunction with Exhibitor's participation in the Home Show.
- Exhibitor agrees that the Association may include Exhibitor's name and products/services in advertising and promotional material.

## CONTRACT STIPULATIONS

*Exhibitor agrees to:*

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

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## BOOTH RULES

- **Height of displays** is limited to 12' high.
- **Liability insurance** coverage by exhibitors is required to protect against theft, liabilities and hazards.
- **Booth must be staffed** by a company representative at all times during the Show's hours of operation.
- **No solicitation or activity outside your contracted booth space.** Distribution of literature and promotional materials is restricted to the confines of exhibitor's booth and limited to material pertaining to exhibited products. Activities to help draw attendance to your booth must be done within your allotted booth space, not in the aisle.
- **Signage** – All booths will be identified by the Show Decorator with a sign on the back of the booth. You may use your own signage providing it does not extend beyond your booth space and it only advertises the company in your booth area.
- **Fire & Safety** – All booths must comply with fire and safety regulations. Combustible oils, gases, use of charcoal of bottled gas are prohibited in Century II. Inflammable materials must be fire-proofed. Exhibit inspection will be conducted by the Home Show officials to check for contract and fire regulation compliance.
- **Damage to Booth** – Exhibitor will be responsible for any damages to the booth (drapes, tables, tablecloths, etc.). Nothing shall be bolted, latched, screwed or otherwise attached to columns, walls, floors or any 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. If you need assistance hanging something in your booth, please contract the Show office.
- **Noise Level** of electronic devices must be kept at a reasonable level so as not to disturb neighboring exhibitors.
- **Demonstrations** - As a matter of safety and courtesy to other, exhibitors should conduct sales presentation and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance.
- **Animals** are allowed if they are part of your booth. Animals must remain in the booth at all times unless they are being transported to and from the booth. Exhibitors are responsible for cleaning up after their animals.
- **Subletting space prohibited** – Exhibitors must contract individually with WABA to exhibit and are not allowed to sublet booth space.
- **Food & Drink** – Century II does NOT permit exhibitors to bring any food or beverage items into their booth. Food and beverage items must be purchased at the Café Expo. WABA will have an exhibitors lounge upstairs outside the Home & Garden Show office and we will have coffee and water available for all exhibitors throughout the day. Other refreshments will be available from 9-10 a.m. on Friday, Saturday and Sunday mornings.
- **Smoking is prohibited** inside Century II Convention Hall. Please go outside, away from the public entrances of the building to smoke.
- **Removal from show** – Home & Garden Show officials have the authority to remove from the show any exhibitor, display or literature they deem inappropriate.