



EXHIBITOR BOOTH APPLICATION

Booth reservations will be made on a first-come, first-served basis.

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

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.)

Are you a new exhibitor? Yes No
(New exhibitors receive a 10% booth discount, up to \$200.)

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

EXHIBITOR LOUNGE SPONSORSHIPS

Yes, I want to be a sponsor.\$300/day

Which day(s) would you like to sponsor?

Thursday Saturday
 Friday Sunday

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.)*

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

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

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: **Susan@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 2023 WABA Home & Garden Show!

TERMS & CONDITIONS

- Booth reservations will be made on a first-come, first-served basis.
- Association members with dues paid through February 6, 2023, are entitled to a 10% discount of the booth rental (up to \$200).
- The Association will refund 50% of booth rental if Exhibitor cancels this agreement by January 3, 2023 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.

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 contact the Show office.
- **Landscaping Displays** must have plastic underneath their booth to protect the floor.
- **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.
- **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.