

41ST ANNUAL KPBA HOME SHOW

APRIL 25TH & 26TH, 2020

VENDOR MANUAL
What you need to know.

YOUR BOOTH. YOUR SHOW.

[HTTP://WWW.KENAI PENINSULA BUILDERS.COM/2020-HOMESHOW/](http://www.kenaipeninsulabuilders.com/2020-homeshow/)
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THE SCHEDULE

SETUP | FRIDAY – APRIL 24TH | 11AM – 9PM

SATURDAY – APRIL 25TH | 9AM – 6PM

SUNDAY – APRIL 26TH | 11AM – 5PM

TEAR-DOWN | SUNDAY – APRIL 26 | 5PM – 10PM

**2020 KENAI PENINSULA BUILDERS ASSOCIATION
HOME SHOW GUIDELINES**

BOOTH SPACE: EACH DRAPED BOOTH WILL MEASURE 10' X 10' X 8' HIGH. THE BOOTH RENTAL FEE IS \$500 FOR KPBA MEMBERS / \$700 FOR NON-MEMBERS. WE HAVE THREE 10'X17' SPACES AVAILABLE FOR A FEE OF \$650 TO MEMBERS / \$850 TO NON-MEMBERS. KPBA MEMBERS MAY DEDUCT \$25 FOR EACH ADDITIONAL BOOTH SPACE RENTED. BOOTHS ARE NOT GUARANTEED UNTIL DEPOSIT IS RECEIVED. A \$25 FEE WILL BE CHARGED FOR ALL NSF CHECKS. BOOTHS MUST BE PAID IN FULL BY MARCH 1, 2020.

ACCESSORY ORDERS: ORDERS FOR THE EXHIBITOR SIGNS MUST BE TURNED IN PRIOR TO THE MARCH 10, 2019 DEADLINE. ORDERS PLACED AT THE HOME SHOW FOR DRAPED TABLES, BOOTH CARPETING, DISPLAY PANELS AND ELECTRICAL HOOK UPS WILL BE SUBJECT TO A 25% RATE INCREASE, AND THE AVAILABILITY CANNOT BE GUARANTEED. PRICES: ELECTRICAL OUTLETS \$40; 8' DRAPED TABLE \$50; 4'X 8' VELCRO DISPLAY PANELS \$45; CARPETING \$70 (9'X10') / \$125 (9'X20') CARPET COLORS: GREEN, BLACK, DARK GREY, RED, OR BLUE; 7"X 44" EXHIBITOR SIGNS \$20. CHAIRS WILL BE AVAILABLE FREE OF CHARGE FROM THE SPORTS COMPLEX.

ELECTRICAL OUTLETS FEE: MINIMUM ELECTRICAL SERVICE WILL BE PROVIDED FOR A \$40 CHARGE FOR EACH OUTLET. EXHIBITORS MUST PROVIDE THEIR OWN 25' EXTENSION CORD, IF NEEDED. ADDITIONAL ELECTRICAL SERVICE IN EXCESS OF 500 WATTS WILL BE AVAILABLE BUT MUST BE ORDERED AT LEAST TEN DAYS PRIOR TO THE HOME SHOW AND THERE WILL BE AN ADDITIONAL CHARGE.

PLEASE NOTE: ONLY ONE EXHIBITOR PER BOOTH WILL BE PERMITTED. NO LITERATURE OR MERCHANDISE MAY BE DISTRIBUTED FROM OUTSIDE YOUR BOOTH SPACE. NO FOOD OR BEVERAGES MAY BE SOLD OR GIVEN AWAY. EXHIBITORS SELLING MERCHANDISE FROM THEIR BOOTHS ARE RESPONSIBLE FOR COLLECTING THE PROPER SALES TAX. PLEASE REMOVE ANY TRASH TO THE RECEPTACLES WHICH WILL BE PROVIDED. THE SPORTS CENTER DOES NOT ALLOW THE USE OF HELIUM BALLOONS.

MANNING YOUR BOOTH: ALL BOOTHS ARE REQUIRED TO BE OPEN AND STAFFED THROUGHOUT THE HOME SHOW. BE SURE YOUR EXHIBIT IS READY FOR DISPLAY PRIOR TO THE OPENING EACH DAY. EXHIBITS MUST REMAIN INTACT UNTIL THE HOME SHOW CLOSES AT 5 PM ON SUNDAY.

DAILY HOME SHOW HOURS / ADMISSION: THE HOME SHOW WILL BE OPEN TO THE PUBLIC FROM 9 AM UNTIL 6 PM ON SATURDAY, APRIL 25 AND FROM 11 AM UNTIL 5 PM ON SUNDAY, APRIL 26. EXHIBITS ARE REQUIRED TO BE OPEN DURING THESE HOURS. ADMISSION FEES ARE: \$5 FOR ADULTS, \$4 FOR SENIOR CITIZENS AND STUDENTS, CHILDREN UNDER THE AGE OF 12 AND ACTIVE MILITARY PERSONNEL ARE ADMITTED FREE.

MOVE IN FRIDAY, APRIL 24, 11 AM - 9 PM: EXHIBITORS WILL HAVE UNTIL 9 PM TO COMPLETE BOOTH DISPLAYS ON FRIDAY, APRIL 24. NO MOVE IN WILL BE ALLOWED ON SATURDAY. YOUR COOPERATION IS REQUESTED TO ENSURE THE PAYING PUBLIC IS ABLE TO VISIT BOOTHS READY FOR DISPLAY WHEN THE HOME SHOW OPENS SATURDAY MORNING. YOUR PROFESSIONALISM IS APPRECIATED

JUDGING: BOOTHS WILL BE REVIEWED AND JUDGED BY THE KPBA BOARD OF DIRECTORS, BASED ON A VARIETY OF CRITERIA. BEST SINGLE BOOTH, BEST DOUBLE BOOTH, BEST IN SHOW AND MOST INFORMATIVE BOOTH. WINNERS WILL BE ANNOUNCED AND AWARDS PRESENTED ON SUNDAY, APRIL 26. THIS HAS BEEN AN ENJOYABLE, ONGOING KPBA TRADITION FOR MANY YEARS. GOOD LUCK!

MOVE OUT SUNDAY, APRIL 26, 5 PM - 10 PM: THE DISMANTLING OF BOOTHS IS SCHEDULED TO START AT THE CLOSE OF THE HOME SHOW ON SUNDAY APRIL 26 AT 5 PM. NO EARLY MOVE OUT WILL BE PERMITTED. ALL EXHIBITS MUST BE REMOVED FROM THE SPORTS CENTER BEFORE 10 PM ON SUNDAY, PLEASE.

EXHIBITOR PASSES: BADGES WILL BE USED TO IDENTIFY OUR EXHIBITORS. ALL EXHIBITORS MUST SHOW THEIR BADGE AT THE TICKET BOOTH. PLEASE REMEMBER YOUR BADGES FOR YOU AND THOSE WORKING IN YOUR BOOTH! YOU ARE RESPONSIBLE FOR THE EXCHANGE OF BADGES BETWEEN YOUR WORKERS. BADGES WILL BE ENCLOSED IN THE EXHIBITOR PACKET THAT WILL BE PROVIDED ON MOVE IN DAY. IF YOU NEED MORE THAN FIVE BADGES, PLEASE CONTACT THE KPBA OFFICE AT (907) 283-8071, OR VIA EMAIL: KPBA-ALASKA@OUTLOOK.COM

DOOR PRIZE REQUIRED: EXHIBITORS ARE REQUIRED TO PROVIDE A DOOR PRIZE OF A MINIMUM \$25 VALUE. NO "\$25 OFF PURCHASES" ARE ACCEPTABLE, PLEASE. DRAWINGS WILL BE HELD EVERY 15 MINUTES DURING THE SHOW AND ALL PRIZES WILL BE DISPLAYED IN THE KPBA INFORMATION BOOTH. DONORS WILL BE ANNOUNCED. PLEASE BRING YOUR DOOR PRIZE TO THE KPBA BOOTH WHEN YOU PICK UP YOUR EXHIBITOR PACKET ON FRIDAY, APRIL 5. DOOR PRIZES ARE NOT OPTIONAL; WE CAN PURCHASE ONE FOR YOU IF YOU PREFER; PLEASE INDICATE THIS ON YOUR RESERVATION FORM.

SECURITY: THE KENAI PENINSULA BUILDERS ASSOCIATION AND THE SPORTS COMPLEX MANAGEMENT WILL NOT BE RESPONSIBLE FOR ITEMS LEFT UNATTENDED. ALL DOORS WILL BE LOCKED AT THE END OF THE SHOW EACH DAY AND AN OVERNIGHT STAFF PERSON FROM THE SPORTS COMPLEX WILL BE ON PREMISE.

HOME SHOW MANAGEMENT: THE KENAI PENINSULA BUILDERS ASSOCIATION WILL HAVE AN INFORMATIONAL BOOTH SET UP IN SPACES #42 & #43. DIRECT ANY QUESTIONS YOU MAY HAVE TO KPBA EXECUTIVE OFFICER, KIRSTEN RAYE. ANY SUGGESTIONS YOU MAY HAVE FOR IMPROVING FUTURE SHOWS WILL BE APPRECIATED. THANK YOU FOR CHOOSING TO EXHIBIT IN OUR SHOW - WE APPRECIATE YOUR PARTICIPATION, AND HOPE YOUR EXPERIENCE AT THE HOME SHOW WILL BE A POSITIVE ONE!

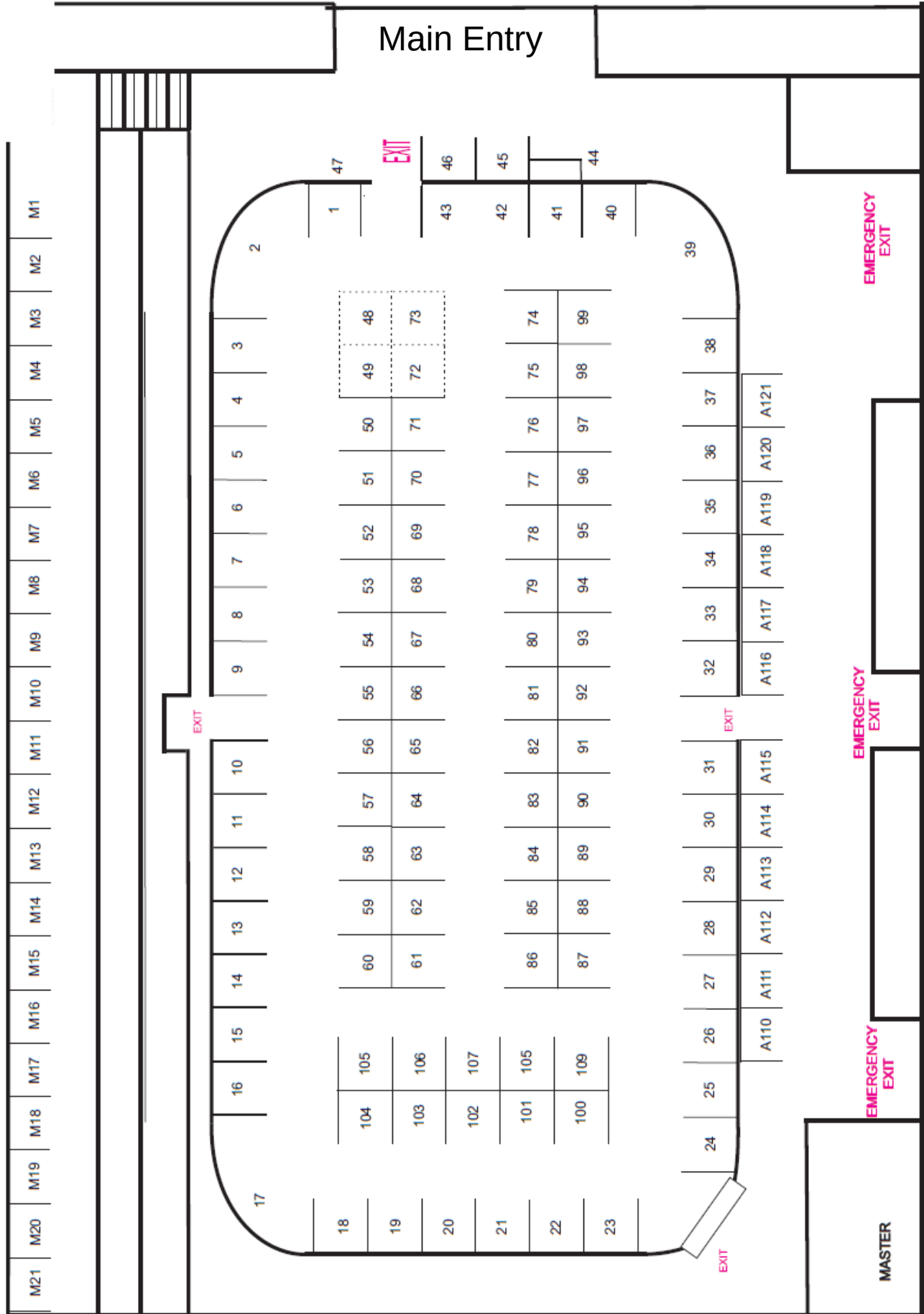
THANK YOU FOR PARTICIPATING IN OUR 41ST ANNUAL HOME SHOW, "DREAM IT. BUILD IS. SEE IT...IN 2020".

KPBA HOME SHOW 2020 TERMS AND CONDITIONS

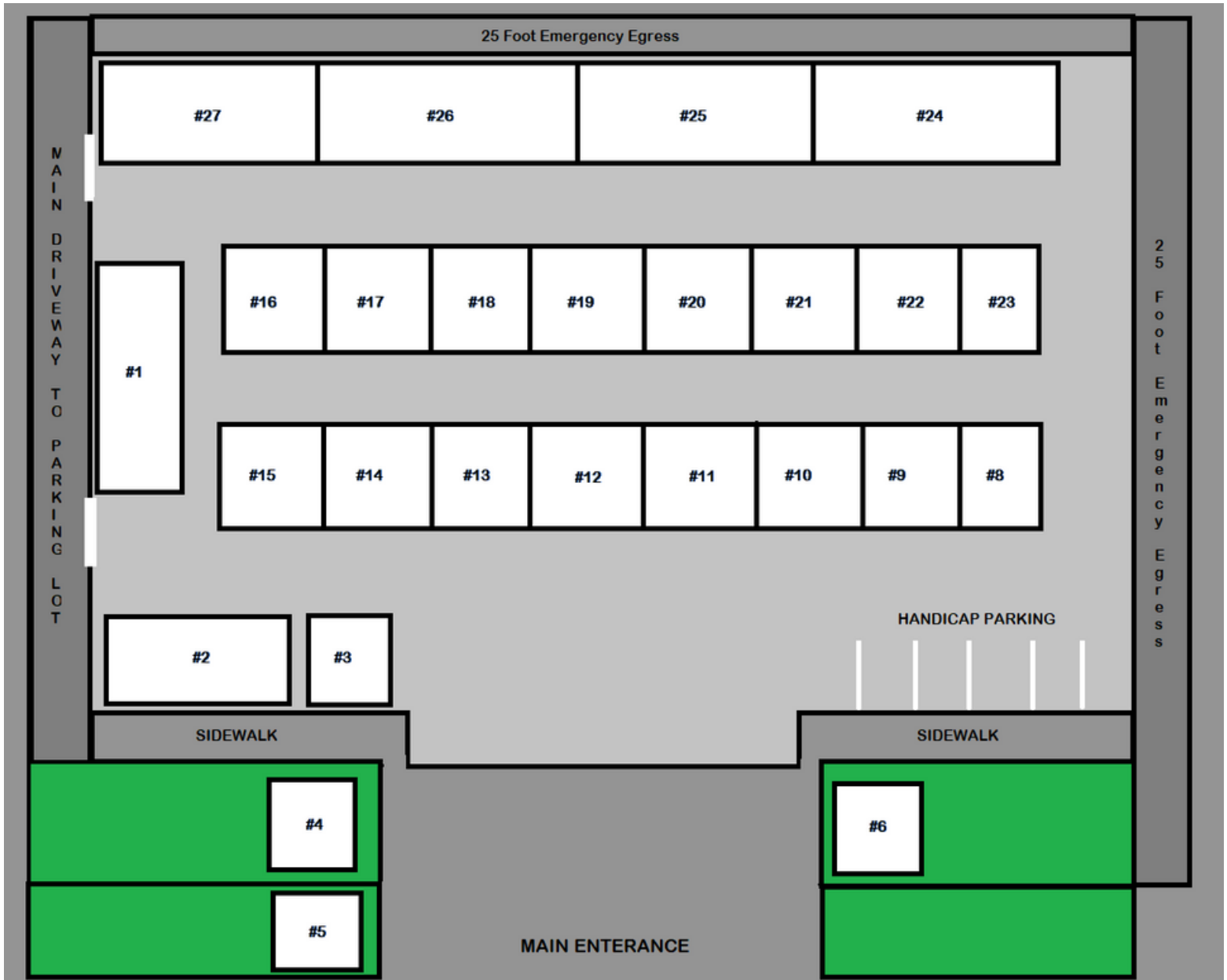
- 1. CANCELLATION AND REFUND POLICY:** After January 15, 2020, no refunds will be given. All cancellations must be in writing to the KPBA. If Vendor is unable to occupy their space, has provided written notice to the KPBA, and if the space is re-rented, then a refund may be given, less a \$50 handling fee, on the following basis: by January 15, 2020—full refund (less the handling fee); after January 15, 2020, no refund will be given. In the event Vendor fails to occupy the booth space contracted before 8:00 a.m. on the first day of the Show, Show Management shall have the right to utilize such space in any manner it chooses. This will in no way release Vendor from its obligations nor shall Vendor be entitled to a refund. Space may be re-sold with no refund.
- 2. USE OF SPACE:** The Vendor is entirely responsible for the space leased and shall not injure, mar, or deface the premises, and the Vendor shall not drive, nor permit to be driven, any nails, hooks, tacks, or screws in any part of the building. Furthermore, Vendor shall not affix to the walls or windows of building any advertisement, signs, etc. or use Scotch tape, masking tape, or any other adhesive type materials on painted surfaces. The Vendor agrees to reimburse the facility and/or decorator for any loss or damage to the premises or equipment occurring in the space leased to the Vendor. The aisles, passageways, and overhead spaces remain strictly under the control of the Management, and no signs, decorations, banners, advertising matter, or special exhibits shall be permitted in them except by special written permission of the Management. All booths and their personnel must remain within the confines of their own spaces, and no Vendor will be permitted to erect signs or display products in such a manner as to obstruct the view, occasion injury, or disadvantageously affect the display of other Vendors. No interference with the light or space of another the vendor will be permitted. This includes erecting signage so that it can be read-only while facing the booth it advertises. The space contracted is to be used solely for Vendor whose name appears on the contract, and it is agreed that Vendor will not sublet or assign any portion of the same without the written consent of the Management. This includes sharing a booth with another company at no charge. Promotion of or promotional material of goods not installed or sold by Vendor is not allowed in the booth area. All demonstrations or promotional activities must be confined within the limits of the purchased space. Noise resulting from there must not interfere with other Vendors. The operation of stereos, radios, televisions, musical instruments, or other equipment must not distract other vendors or be objectionable to them. There will be no yardsticks, balloons or popcorn allowed as giveaways. Balloons as decoration are allowed with the approval of Venue Management.
- 3. RULES FOR EXHIBITS:** - Management has full and final decision-making authority on the placement of any booth.

 - A. All booths and decorations MUST concur with the facility, city ordinances, and local building and fire codes. Any violations may result in the removal of any materials found to be in violation. Materials for booth decorations and construction must be fire retardant.
 - B. **RIGHTS OF MANAGEMENT:** The Management reserves the right to refuse any application, restrict or remove booths, without refund, that may have been falsely entered or may be deemed by the Management unsuitable or objectionable on the entire premises. This restrictions applies to noise, P.A. systems, persons, animals, conduct, printed matter, or anything of a character that might be objectionable to the Show or the Management. In the event the exhibition is not held, Management shall not be liable for any damages or expense incurred by Vendors in the event the Show is delayed, interrupted, or not held as scheduled; and if for any reason beyond the control of the Management the Show is not held, Management may retain so much of the amount paid by Vendors as is necessary to defray expenses already incurred by the Management.

SOLDOTNA REGIONAL SPORTS COMPLEX – ARENA



PARKING LOT SPACES



*Maps are not drawn to scale. Parking lot map is suggestion for designation of spaces and may be adjusted as needed.