



VENDOR REGISTRATION FORM

Friday, Saturday & Sunday
February 9th, 10th & 11th, 2018



VENDOR INFORMATION (Please print or type):

Company Name _____

Contact Name _____

Billing Address _____

City _____ State _____ Zip _____

Phone / Cell _____

Email Address _____

Website Address _____

WA State Resale License Number (Mandatory)

Contractor's License Number (If Applicable)

Do you currently have a City of Wenatchee Business License? Y N (Please circle one)

If no, you may be required by the City to obtain a temporary, 3-day license.

IMPORTANT HOME SHOW INFORMATION:
February 9th - 11th @ the Town Toyota Center

Set-up dates/times:

Thursday, February 8th from 8am - 8pm

Friday, February 9th from 7am until noon

Show Hours:

Fri. 2-7pm Sat. 10-7pm Sun. 10-4pm

Tear-down date/time:

Sun., February 11th from 4-9pm

Please mail completed registration form to:
Building North Central Washington (BNCW)
PO Box 3556
Wenatchee, WA 98807
Phone: 509-293-5840 • Fax: 509-665-6669
www.buildingncw.org • lindsay@buildingncw.org

BOOTH CHOICES:

During Early Registration, please make your choice of desired location. After December 20th, vendors will be contacted for final booth placement.

- | | |
|------------------------------------|----------------------------------|
| <input type="checkbox"/> Concourse | <input type="checkbox"/> Arena |
| <input type="checkbox"/> *End Cap | <input type="checkbox"/> *Corner |

*Limited availability in arena only

BOOTH PRICING:

Member First Booth \$795
After December 15, 2017 \$895

Non-Member First Booth \$895
After December 15, 2017 \$995

Note there is a \$150 Non-refundable registration fee.

Additional Booths - \$ _____
Each additional booth will receive a \$100 discount.

of Corner Booths _____ add \$75 per

Less Deposit - \$ _____ (if prepaid)

Total Amount to be Paid \$ _____

INVOICING OPTIONS ARE AVAILABLE:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Check Enclosed - Payment in Full |
| <input type="checkbox"/> | Credit Card <i>We accept all major credit cards</i> |
| <input type="checkbox"/> | Request Invoice Rate |

Name on card _____

Exp. Date _____ V-Code (on back) _____

Signature _____

I have read and understand the terms and conditions of this commitment for the 2018 BNCW Home Show. I hereby acknowledge and accept all agreements, terms and conditions. (See back for ** terms and conditions)

Vendor's Signature _____

Today's Date _____

TERMS & CONDITIONS

**** DISPLAYS/SIGNAGE:** No exhibitor signage on the back wall to exceed more than 24" above the pipe & drape. The visible back side of any signage that is above the pipe & drape must be finished. If the exhibitor's booth design exceeds the 3' high side walls, exhibitor must be pre-approved by a BNCW event staff member prior to set-up. NO EXCEPTIONS!

Space: The contracted space is to be used solely by the exhibitor named on the registration and no portion can be sublet. The exhibit shall forfeit all space and monies paid if he or she fails to comply with this condition or if they fail to occupy the space by Friday, February 9th, 2018 no later than 11:00 am. The BNCW does not guarantee the success of the exhibitor.

Reassignments: The BNCW has the right to move an exhibitor to another location to conform to all city, county, state and federal laws, regulations and requirements or as deemed necessary by management. There are no exclusives.

All Exhibits: Must comply with city, county, state and federal ordinances, regulations, Fire Marshall instructions, all inspections, licenses, and permits required by law, at the vendor's expense prior to the Show.

Restrictions: The BNCW reserves the right to restrict, remove, or relocate booths without refund that are deemed unsuitable or objectionable by management or have been falsely entered. This restriction includes but is not limited to: noise, PA Systems, persons, animals, smells, printed matter, conduct, food or anything of character that management might deem objectionable. The public attendance is forbidden from operating any power tools located in a vendors booth.

Move-In/Move-Out: Exhibitor acknowledges the move-in dates of Thursday, February 8th 8:00am – 8:00 pm and Friday, February 9th, 2018 8:00 am – 12(noon). If you require drive-in access or a forklift, you must contact the BNCW office prior to move-in to schedule a time, or else this privilege will not be allowed. The exhibitor also acknowledges the move-out date of February 11th, 2018 4:00 pm – 9:00 pm. Vendors will remove all possessions from the booth space by the deadline. **Failure to do so could result in a fine of up to \$2,500 and forfeiture of all property left on or around the Town Toyota Center premises.** No exhibitor will start the tear down of his or her booth until 4:00 pm, February 11th, 2018 or be subject to a fine and/or a one-year suspension from exhibiting in the BNCW Home Show.

Vendor Information/Passes: After registering you will receive a confirmation of your booth space. On or about January 20th, 2018, you will receive your vendor packet via email. Each vendor will receive four (4) vendor passes per booth purchased. All vendors must be wearing the appropriate vendor pass and show it in order to enter. Additional passes are available once all other vendors have their passes. Vendor passes will be handed out when you check-in at the show prior to your set-up. For more information on additional passes please contact Lindsay at the BNCW office (509-293-5840).

Food & Drinks: The Vendor Hospitality Room will provide coffee, water and light snacks Saturday and Sunday of the show. The Hospitality Room will be located on the second level of the Town Toyota Center. Vendor passes must be shown to access. All food/drink must be brought in through the bay area doors and can only be consumed in the Hospitality Room. SORRY NO EXCEPTIONS! Any food and drink found outside the Hospitality Room will be removed.

Utilities: Each booth is furnished with one fused 120-volt duplex receptacle outlet capable of delivering 500 watts of electricity. All electrical connections shall be equipped with an equipment ground conductor. Items that might require more than 500 watts of power are heating or cooling equipment of any kind, vacuums, hot tubs or a combination of smaller usage items such as lighting. Please contact the electrician if you are not sure how much power you may need. Additional power will cost more at time of show than if it is pre-arranged. Arranging power and all costs associated with it is the vendor's sole responsibility. ALL ELECTRICAL POWERED UNITS CONTAINING ANY AMOUNT OF WATER MUST HAVE A GFI ATTACHED-NO EXCEPTIONS!

Cancellation: If this agreement is cancelled by exhibitor or management for any reason because of exhibitor's default, or by violation of this agreement, the management will keep all monies already paid and all outstanding balances will still be due. If cancellation is submitted in writing to the BNCW office 45 days prior to the show, 50% of monies paid will be refunded. If cancellation occurs within 45 days of the show, the BNCW will retain all monies already paid. Space will be forfeited and resold. All other requests for refunds must be requested within 90 days of the event to the Chief Executive Officer for placement on the Board of Director's agenda and reviewed.

Security of Space: Failure of exhibitor to make any or all payments as outlined in this agreement shall entitle management to resell space, collect all unpaid monies, and collect through legal channels all amounts owed on behalf of exhibitor or its company. Management shall have the right to dispose of exhibitor property without notice to the exhibitor in such manner as it deems appropriate whether by sale or otherwise. Any sales' proceeds shall be retained by the management in payment of expenses incurred in disposing of such property and in payment of unpaid amounts; any excess shall be distributed to the exhibitor.

**** INSURANCE:** Exhibitor shall secure liability insurance for the dates of the show, naming BNCW and the Town Toyota Center as additional insured's. Neither the management nor BNCW shall be responsible for loss or damage occurring during the show to the exhibit or exhibitors from any cause.

Attorney's Fees: If a civil action was to arise between said parties out of this agreement or to enforce any provision named in this agreement, the exhibitor shall pay attorney's fees, court costs and any other related costs.

Agreement: Failure of exhibitor to make payment in full or as specified shall entitle management, at its option, to cancel this agreement without notice. An exhibitor will remain liable for any unpaid balance upon cancellation or forfeiture. A \$50 charge will be assessed for any check returned by the bank. Subject to terms and conditions contained within this document which are incorporated in and from a part of this agreement and upon acceptance of this agreement by Building North Central Washington (Management) and Registrant hereinafter referred to as the Exhibitor, agree to reserve booth as space shown on the diagrams of the official floor plan and under choice of booth(s) for the duration of the show, February 9th, 10th and 11th 2018. Use of the name Building North Central Washington Home Show or that of any office of said organization or recommendations of a product or service is expressly prohibited. Building North Central Washington reserves the right to refuse service or rental of the space to anyone. The terms and conditions listed throughout the registration form are also a part of this agreement. Upon acceptance of this agreement by management, this agreement shall become a lawful binding and enforceable contract between said parties. All exhibitors are subject to review by L&I, WA Department of Revenue, and the Better Business Bureau prior to participation in the BNCW Home Show. Use of the name BNCW Home Show or any similar use is prohibited and protected by copyright laws.

Liability: Exhibitor is entirely responsible for the space occupied by him or her and shall not injure, mar or deface the premises. The exhibitor will not affix any objects to the premises of any kind. No adhesive material can be used to hang banners, signs, etc. No vehicles, equipment, etc. shall block the entrances or egress in any way. The exhibitor will reimburse the BNCW and the Town Toyota Center for any and all damage occurring on or to the premises. Management shall not be liable for damages or expenses incurred by exhibitors in the event the show is cancelled, delayed or interrupted or not held as scheduled. Exhibitor shall indemnify and hold harmless the BNCW and Town Toyota Center, volunteers and staff from any claims arising out of or resulting from activities of the exhibitor or the officers, licenses, contractors, agents, employees, guests, invitees or visitors of an exhibitor.