



2012 Home Show

Saturday February 4, 2012 10am-4 pm

Sunday February 5, 2012 11am-3pm

Registration Packet

ACT NOW! Booths are selling fast.

Don't miss out on participating in the third annual CRBA Home Show. The 2012 CRBA Home Show will be 2 days this year and will take place at the McLeod County Fairgrounds in Hutchinson, MN.

Attractions:

- *Large central display featuring "Outdoor Living"*
- *Youth Birdhouse Build on Saturday*
- *No charge to visitors to attend*
- *Raffle Drawing on Sunday-proceeds to benefit scholarships*

Seminars:

Interested in putting on a seminar? Contact Vicky Langan at 320-234-8383 or grbaglencoe@hotmail.com, or any committee member. All seminars will need to be approved by the committee.

Booth Requests:

Booth assignment is in order of received applications and placement may be adjusted by committee.

Marketing:

The CRBA Home Show will be promoted through the newspaper, Internet, billboards, radio and posters.

Hours:

- *Show times are Saturday February 4, 2011 10am-4pm and Sunday February 5, 2012 11am-3pm.*
- *Set up is Friday, February 4*

Booth Sizes and Fees

| | <i>Member</i> | <i>Non-Member</i> |
|--------------|---------------|-------------------|
| 10 X 8 Booth | \$150 | \$175 |
| 16 X 8 Booth | \$200 | \$250 |

***See the rules and regulations sheet in this packet for add'l info.*

CRBA, PO Box 656, Hutchinson, MN 55350 Phone: 320-234-8383 crbaglencoe@hotmail.com



Rules and Regulations

Deposit & Payment Terms

A deposit of 50% of the booth fee must be submitted with the **Application and Contract of Exhibit Space**. Exhibitors with an unpaid balance the day of the show will not be allowed to participate.

Booth Location

Spaces will be assigned by the CRBA Home Show Committee. Every effort will be made to give exhibitors their preferred location. Booths will be assigned on a first come basis.

Booth Limit

A maximum of six booths will be allowed per company. A 5% discount will be given for two adjoining booths. Three or more adjoining booths will receive 10% discount. This excluding end caps.

Sub Letting

No exhibitor shall assign or sub let the space allotted to them without written consent of CRBA Home Show Committee.

Certificate of Insurance

A proof of insurance certifying General Liability coverage for the date of the home show must be submitted prior to the show.

Booth Staffing

All booths must be staffed during home show hours. No early closing of booths is allowed.

Sound Control

Sound emitting equipment will be permitted. Sound must be kept at a level that is not disturbing to neighboring exhibitors.

Care of Building & Exhibits

Exhibitors will be responsible for any damage done to the building by them, their agents or employees. All property destroyed or damaged by exhibitors must be replaced in it's original condition and at the exhibitor's expense.

Exhibitors will be required to keep their booth displays neat and orderly through out the show.

All tables must be draped by the exhibitor.

Exhibits using carpet must have carpet tightly secured to floor and must stay inside the boundaries of booth.



CRBA Home Show
February 4th and 5th, 2012

Application and Contract for Exhibit Space

Date: _____

Company Name: _____

Contact Person: _____

Mailing Address: _____

City _____ **State/Zip** _____

Phone: _____ **Fax or email address:** _____

List of Products/Service/brand name to be exhibited: _____

Booth Requests: 1st choice _____ 2nd choice _____ 3rd choice _____

Exhibit space contract to include a total of ____ **booths**

(Six booth limit per company. 5% off on two booths. 10% off three or more. Excluding end caps.)

50% Deposit \$ _____

Signed _____ **Print Name Here** _____

Send with your deposit to:

CRBA, PO Box 656, Hutchinson, MN 55350 Phone: 320-234-8383 * Email: crbaglencoe@hotmail.com

Return payment to the Crow River Builders Association:

PO Box 656

Hutchinson, MN 55350

Phone: 320-234-8383

Email: crbaglencoe@hotmail.com



HOME & LANDSCAPE SHOWCASE

CRBA Home Show
february 4th and 5th

Options Rental Form & Final Payment Form

This form will not be accepted after January 18, 2012
After this date exhibitors must order option at the show at a 25% higher rate

| <u>Options</u> | <u>Price</u> | | <u>Quantity</u> | | <u>Total</u> | |
|---|--------------|---|-----------------|---|--------------|-------|
| ELECTRICITY | | | | | | |
| Up to 1,000 watts | \$20 | X | _____ | = | _____ | |
| WATER | \$20 | X | _____ | = | _____ | |
| UNDRAPED TABLES (Tables must be draped by the exhibitor) | | | | | | |
| Standard Height (30" W x 30" H) | | | | | | |
| 8 Foot | \$5 | X | _____ | = | _____ | |
| FURNISHINGS | | | | | | |
| Chair: | | | | | | |
| Unpadded | \$2.50 | X | _____ | = | _____ | |
| TOTAL OPTIONS | | | | | = | _____ |

This form will not be accepted without payment in full for options noted

This form must be returned to CRBA with your completed forms and payment in full.
You will not be able to set up your booth until balance is paid in full.

Total Final Payment

| | |
|----------------------|-----------------|
| Total Booth Fee | \$ _____ |
| Deduct Deposit | \$ _____ |
| Options Rental | \$ _____ |
| Total Charges | \$ _____ |

Company Name: _____ Contact: _____
Address: _____ City/State: _____
Phone: _____ Fax: _____
Email: _____

Return payment to the Crow River Builders Association:

PO Box 656
Hutchinson, MN 55350
Phone: 320-234-8383
Email: crbaglencoe@hotmail.com





Exhibitor Badge

Order Form

January 18, 2012 Deadline

To present a professional image, all exhibitors will be asked to wear a badge. There will be a \$3.00/badge charge if they are ordered after January 18, 2012.

Badges can be picked up at the McLeod County Fairground anytime after 8:00 a.m. Saturday, February 4th.

**AVOID INCONVENIENCE AND EXPENSE
ORDER YOUR BADGES NOW**

Badge Order Form

Deadline: January 18, 2012

YOUR COMPANY NAME: _____

Below, please clearly print or type the names of your employees working your booth:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Crow River Builders Association
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NORTH

