



You know the time to market your business is when you are busy - get your leads at the BIA Spring Home Show and secure your pipeline!

Topic	Quick Reference Guide
Show Dates/Times: March 11-13, 2022	Friday, March 11 th : 1-8, Saturday, March 12 th : 10-6, and Sunday, March 13 th : 10-4
Show Location	Wyndham Expo Center, 2300 Lincoln Hwy East, Lancaster, PA 17602
Parking	Dedicated parking lot is paved and lined, parking is free
Move-In Dates	Wednesday and Thursday, March 9 th and 10 th , your date and time will be assigned
Move-Out Date	Sunday March 13 th (no forklift service) & Monday, March 14 th (7:00 AM -2:00 PM)
Show Square Footage Floor plan layout is completely new	22,000 sq. feet dedicated exclusively to the BIA Home Show
Booth Selection	Previous BIA Member exhibitors (those members who exhibited in 2020) are given priority registration. Booth assignments will be made in the order received.
Booth Costs and Limits Payments may be made by Check or by Credit Card. Credit Card payments are subject to a \$25 convenience fee. You may contact BIA if paying by Credit Card.	BIA Member Discounted Pricing: 10 front x 8 deep In-Aisle Space - \$ 1,150 (along perimeter walls, see floor plan) 10 x 10 In-Aisle Space - \$ 1,395 10 x 10 End/Corner - \$ 1,695
WiFi	WiFi cost is \$135 for the 3 show days
Electric Service	110 volt Electric cost is \$135 for the 3 show days; 220 volt cost is \$180
Electric Service Specifications *NOTE* Electric is NOT available in the following booths: 404, 405, 504, 505 (center block) And booths 16-22	Standard 110 volt outlet electrical service will be provided by the Wyndham in select booths. For companies with multi-booths, you may note in which booth(s) you want electric service NOTE: Extension cords may be used for length, not to provide additional outlets. If you need extra electric 220 service (extra power for pumps, lighting, hot tubs, vacuums etc.) accommodations can be made in select booths.
Admission	\$5 for Show attendees
Parking Cost	No cost. Parking is free to exhibitors and guests
Entrance / Door Restrictions	Garage Door access is 11.5 feet x 11.5 feet Double Door access is 62" wide by 92" high Unloading area is limited in size, we will assign move in times accordingly

Questions? Contact Tara Cook at the BIA 717-569-2674 or email Tara@lancasterbuilders.or

Dates: March 11, 12 and 13, 2022
Venue: Lancaster Wyndham Expo Center
 2300 Lincoln Hwy East, Lancaster, PA 17602
BIA Phone: 717-569-2674 **Fax:** 717-569-5187
Email: Tara@lancasterbuilders.org



BIA Member Booth Cost:
 10 wide x 8 deep Space - \$ 1,150
 10 x 10 In-Aisle Space - \$ 1,395
 10 x 10 End/Corner - \$ 1,695

Electric Cost: \$135 for 3-day show / **WI-FI Cost:** \$135 for 3-day show

Booth Selection: How many booths would you like to reserve? _____ We are currently limiting to 3 booths.

(To select a particular booth, please refer to the floor plan included. Selection not guaranteed, BIA staff will confirm)

Booth #s: 1st Choice(s) _____ 2nd Choice(s) _____ 3rd Choice(s) _____

ELECTRIC SERVICE: YES _____ NO _____ **WIFI:** YES _____ NO _____

BIA Staff will confirm electrical availability with you, and determine where you need service if reserving more than one booth.

Company Name (in exact manner you wish to be listed): _____	
Show Contact: _____	E-mail: _____
Alternate Contact: _____	E-mail: _____
Address: _____	Phone: _____
Website: _____	
<p>_____ YES, I will exhibit at the 2022 BIA Home Show. I understand that after paying the required deposit (50% of Booth Cost) the final payment is due by February 1, 2022. Booth space may be forfeited if all deadlines are not met. No refunds after January 15, 2022.</p> <p>_____ NO, I will not exhibit at the 2022 BIA Home Show.</p>	
_____ Authorized Signature	_____ Date

(For your security we do not hold any credit card information)

Business Name: _____ **Contact:** _____

Method of Payment (please select) _____ Check (mail in) _____ Credit Card (see below)
(Credit card payments for booth sales are subject to a \$25 Convenience Fee. Contact BIA, 717-569-2674, if you wish to pay with a Credit Card.)

Cardholder's name: _____ **Amount Paid:** _____ + \$25 Convenience Fee = _____

Credit Card Number: _____ **Exp. Date:** _____

Please return • Reservation Form • 50% deposit • Exhibitor Agreement Signature Page to:

BIA of Lancaster County 204 Butler Avenue, Suite 200 / Lancaster, PA 17601 Fax: (717) 569-5187 or E-mail tara@lancasterbuilders.org.
 If you have any questions, please contact the BIA at (717) 569-2674 or E-mail Tara@lancasterbuilders.org

You will receive further instructions for the "ONLINE" portion of your registration needed for your guidebook listings.



March 11, 12 and 13, 2022
Wyndham Lancaster Resort & Convention Center
2300 Lincoln Hwy East, Lancaster, PA 17602

EXHIBITOR AGREEMENT

THIS AGREEMENT is made as of the date set forth below by and between the BUILDING INDUSTRY ASSOCIATION OF LANCASTER COUNTY ("BIA"), with an office located at 204 Butler Ave. Suite 200, Lancaster, Pennsylvania 17601, and the undersigned "Exhibitor."

BACKGROUND

BIA will be sponsoring and administering a Home Show at the Wyndham Lancaster Resort & Convention Center (WLRCC) Lancaster, Pennsylvania on March 11, 12 and 13, 2022 (the "Home Show"). The Home Show provides Exhibitors the opportunity to display their products and services to the public, and provides the public the opportunity to learn about the building industry and the availability of specific products and services. The Exhibitor desires to participate in the Home Show, and the BIA is willing to permit the Exhibitor to participate, under the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, and intending to be legally bound, the parties hereby agree as follows:

- Booths.** Subject to the terms and conditions set forth herein, the Exhibitor agrees to rent from the BIA, and the BIA agrees to rent to the Exhibitor, the number of booths at the Home Show indicated at the end of this Agreement. Each individual booth shall consist of a space within the designated exhibit area of approximately 8 feet by 10 feet or 10 feet by 10 feet.
- Rental Fee.** The Exhibitor agrees to pay to the BIA the rental fees as provided in the listing of booth prices for each booth the Exhibitor desires to rent from the BIA (the "Rental Fee"). Except as otherwise provided herein, the Rental Fee entitles the Exhibitor to the use of booth space at the Home Show and paid access to electrical service to run equipment utilizing 5 amp/110 volt service, paid access to wifi service, standard booth equipment (8' high back & either 8' or 3' high side divider black drapes) and a standard head sign, but does not include any accessories or other services for the actual booth(s) rented.
- Selection of Booths.** The Exhibitor shall select booths beginning September 21, 2021. Booth reservations made for the 2021 Fall show which is now the 2022 Spring show will be honored. Exhibitor may lose booth location if stated deadlines are not met. Relocation cannot and will not be guaranteed but will be accommodated if and when possible. Related entities, including without limitation parent and subsidiary companies, **may not share a booth without the express consent of the BIA.**
- Cancellation by Exhibitor.** If the BIA receives written notification from the Exhibitor of the Exhibitor's intention to cancel this Agreement, the Exhibitor shall be entitled to a refund of the 50% deposit less a 10% service fee if said written notification is received by the BIA no later than July 15, 2021. **There shall be no refund of fees paid after January 15, 2022, and no refund of fees if the Exhibitor fails to occupy the booth rented by the Exhibitor for any part of the Home Show.**
- Cancellation by the BIA.** The BIA may cancel or postpone the Home Show in its sole discretion by written notice to the Exhibitor fifteen (15) days or more before the date the Home Show is scheduled to begin. In the event the Home Show is canceled or postponed, the BIA's liability to the Exhibitor shall be limited to a refund of the Rental Fee paid by the Exhibitor.
- Termination/Ejection.** The BIA reserves the right, to be exercised in its sole discretion, to terminate this Agreement at any time prior to the Home Show or to eject the Exhibitor from the Home Show, with or without cause given. In the event the BIA terminates this Agreement prior to the Home Show, the BIA shall refund the Rental Fee to the Exhibitor. In the event the BIA ejects the Exhibitor from the Home Show, the BIA shall refund a pro rata portion of the Rental Fee based on the number of days the Exhibitor exhibited at the show. Notwithstanding anything else contained herein, the Exhibitor shall not be entitled to any refund of the Rental Fee whatsoever if this Agreement is terminated by the BIA or if the Exhibitor is ejected from the Home Show for violation of any term or condition of this Agreement.

7. **Retail Sales.** The Exhibitor is permitted to enter into contracts and accept deposits thereon from persons attending the Home Show. You must Contact BIA in advance if you desire to sell products from the show floor as specific floor areas may be determined for certain product sales.
8. **Damage to Property of Third Parties.** The Exhibitor shall be liable for any and all damage caused by the Exhibitor, its agents or employees to any property of WLRCC, including without limitation buildings, floors, walls, columns, ceilings, lighting fixtures, sidewalks, doors and windows. The Exhibitor shall also be liable for any and all damage caused by the Exhibitor, its agents or employees to any property of any other third party, including without limitation property of other Exhibitors.
9. **Indemnification.** The Exhibitor shall indemnify and hold harmless the BIA from and against any and all claims, liabilities, losses, costs, damages, expenses, including reasonable attorneys' fees, obligations or charges of any kind whatsoever made against or suffered by the BIA in any way connected with or relating to the Exhibitor's participation in the Home Show, unless caused by the BIA's own gross negligence or willful misconduct.
10. **Limitation on Liability and Damages.** The Exhibitor hereby expressly waives any claim for damages, including without limitation advertising costs incurred and consequential or incidental damages, as a result of the exercise by the BIA of any of its rights under this Agreement. The Exhibitor expressly agrees that the BIA shall not be liable for any loss or damage to any of the Exhibitor's merchandise, display materials or other personal property or for personal injury to the Exhibitor, its agents or employees resulting from the actions or failure to act of a third party, unless such action or failure to act results from the gross negligence or willful misconduct of the BIA or its employees.
11. **Force Majeure.** The BIA shall not be responsible for any cancellation or postponement of the Home Show resulting from fire, flood, insurrections, labor disputes, breakdown of equipment, acts of God, government statute, regulation or licensing requirement or any other cause beyond the control of the BIA. In such event, the BIA's only obligation shall be to refund the Rental Fee to the Exhibitor.
12. **Assignment by Exhibitor Prohibited.** The Exhibitor **shall not** assign, sublease or otherwise transfer any of its rights and responsibilities under this Agreement without the express prior written consent of the BIA.
13. **Insurance.** The Exhibitor, at Exhibitor's expense, shall obtain and maintain in effect a commercial general liability insurance policy, written on an occurrence basis, that provides coverage against claims for personal injury, death or property damage occurring on the premises of the Home Show, including without limitation the building and parking lots. Such policy shall afford protection with a **limit of not less than One Million Dollars (\$1,000,000)** combined single limit with respect to bodily injury, personal injury, or damage to property in any one occurrence. **The Exhibitor shall list BOTH the BIA and Wyndham Lancaster Resort & Convention Center, 2300 Lincoln Hwy East, Lancaster, PA 17602 as additional insureds on such policy and shall deliver to the BIA at least thirty (30) days prior to the Home Show an original or duplicate original policy or certificate of insurance evidencing said coverage. Failure by the Exhibitor to comply with the provisions of this section shall result in the termination of this Agreement upon written notification to the Exhibitor by the BIA and, should such termination occur, the Exhibitor shall not be entitled to a refund of any part of the Rental Fee.**
14. **Home Show Rules.** The following rules shall apply to this Home Show.
- A. **Display Content.** The exhibitor shall install an attractive and educational display of its products and services. **Under no circumstances shall an exhibitor display any goods other than those manufactured or sold by the exhibitor in its regular course of business, provided, however, that an exhibitor may use products from another entity to enhance the aesthetic appeal of its display and may recognize the other entity with a sign no larger than eighty (80) square inches.** Upon request by the BIA, the exhibitor agrees to provide the BIA with a complete list of products, including serial numbers that the exhibitor intends to display. The BIA reserves the right, in its sole discretion, to reject for any reason any display material used by an exhibitor and to require an exhibitor to remove the same from the exhibitor's booth.
- B. **Display Requirements.**
- (a) The exhibitor's display shall be built within the designated area of the booth(s) rented.
- (b) The display must not obstruct the view of other exhibits or signage, or disrupt the general harmony of the Show.
- (c) Pipe & drape will be included with booth rental (8' back drape & 8' or 3' side drapes). Back wall of booth may not be more than 12 feet high. Draperies will be black in color.
- (d) All displays and signage shall be contained within the rented booth space of the exhibitor. Signage may not extend into any aisle. Signage may face towards the open aisle or sides of the exhibitor's booth, but may not interfere with the display of another exhibitor.

- (e) If any booth or combination of booths and/or display(s) requires a canopy or roof in **excess of 300 square feet**, it may be deemed a fire hazard. **Additional fire safety requirements may be enforced at the discretion of The Wyndham Lancaster Resort & Convention Center.**
 - (f) All aisles shall be kept clear.
 - (g) All exhibits, interviews, demonstrations, distribution of literature and other activity must be conducted **within the exhibitor's booth**, or in specified areas determined by BIA. Under no circumstances shall the exhibitor conduct any activity in any aisle.
 - (h) The booth must meet all conditions necessary to satisfactorily pass any inspection by the Fire Marshal.
 - (i) **No open flames or cooking/heating of food are permitted** as part of any display. No confetti material may be used. Helium balloons must be tied down.
 - (j) The driving of nails or screws or the use of any other method to attach materials to building walls, floors or railings **is prohibited**.
 - (k) The exhibitor shall not allow any article to be brought into the show, or any act to be taken on the premises, that will result in any damage to any part of the building. In addition, the exhibitor, its agents and employees shall take such affirmative action as is reasonable and necessary **to protect the premises from damage. Without limiting the generality of the foregoing, the exhibitor shall protect the floors and walls of the building against stains, marks or discoloration by the use of water-tight pans, shields, baffles or such other materials and devices as are reasonable and appropriate.** Exhibitors shall comply with all rules, procedures and directions issued by WLRCC and WLRCC personnel.
 - (l) All television, video, radio, and other equipment and musical instruments used to produce sound or vibration must be kept to such a level so as not to disturb neighboring exhibits. No microphones or other sound-amplifying equipment is permitted to demonstrate or explain products or services without No unpackaged food or beverage, may be distributed, with or without charge from any booth, with the exception of those vendors specifically contracted by the BIA to provide food and beverage products.
 - (m) No liquor or other intoxicating beverages are permitted on the show floor premises at any time without express written permission from BIA staff.
 - (n) Gambling is not permitted on the premises at any time.
 - (o) No explosives or highly flammable materials are permitted. No balloons confetti, glitter or bumper stickers
 - (p) No smoking permitted in the Wyndham Lancaster Resort & Conference Center Expo Center.
 - (q) No lawn chairs or uncovered card tables are permitted.
- C. **BIA Furnished Services.** The BIA shall furnish janitorial services in the aisles and general lighting, subject to the limitations of the facility.
- D. **Display Set Up and Removal.**
- (a) The exhibitor will be advised of its move-in time and specific times will be designated for vehicle unloading. All exhibitors must abide by the schedule established by BIA unless they make other prior arrangements with BIA.
 - (b) The move-in schedule is dependent on, and subject to change as a result of weather conditions.
 - (c) All move-in work must be completed no later than 8:00 PM on Thursday, March 10, 2022.
 - (d) **No part of any display may be removed from the premises before 4:00 PM on Sunday, March 13, 2022.**
 - (e) All materials must be removed and the booth restored to its original condition by 2:00 PM March 14, 2022.
 - (f) **Exhibitors shall not park any vehicles to be used in the removal of a display in the unloading areas until after the close on the final day of the show.**
 - (g) Material or equipment that could cause damage to the floors shall not be dragged, skidded or rolled over the floors. Any such material or equipment shall be carried or moved on wheels and such other precautions as are reasonable and necessary shall be taken by the exhibitor. Exhibitors shall comply with all rules, procedures and directions issued by Wyndham Lancaster Resort & Convention Center personnel.
- E. **Electrical Service.**
- (a) **Standard 110 volt electrical service will be available in select booths; standard electrical service cost is \$135 (per 8 x 10 or 10 x 10 booth, for the 3 show days) and will be at the exhibitor's expense. An extension cord may be used if exhibitor needs more length from the main outlets, but exhibitor may not create additional connections from those extension cords. If you need 220 volt/20amp service, contact the BIA for details and arrangements. 220 amp service costs \$160 per 10 x 10 booth, for the 3 show days.**

- (b) **Wi-Fi Service is available through the Wyndham Lancaster Resort & Convention Center. Cost is \$135 per 10 x 10 booth connection per day)**
- (c) An exhibitor must cooperate with adjacent exhibitors concerning the use of outlets.
- (d) The use of compressors or generators is prohibited.
- (e) Only industrial strength electrical cords will be permitted, **exhibitor shall provide their own.**

F. **Water.**

(a) Water for spas and other uses is available, but large quantities may require special arrangements with the facility, and might be subject to a water fee from the WLRCC. Exhibitors with special water needs should contact the BIA for specifics regarding water use and fees.

(b) **Any hoses or other devices used to transport water to a display shall not be placed on, or moved across the floor of the premises during set up or tear down without express permission from BIA.** LWRCC may charge a fee to exhibitors using over 10 gallons of water in displays. Arrangements must be made with the BIA for the use of hoses or other devices at a time convenient to, and under the direction of, personnel of LWRCC or the BIA.

H. **Landscape Designs.** All landscaped designs must have a border of a minimum of (4) inches in height. A vapor barrier (waterproof material such as plastic tarp), **must** be supplied by all exhibitors under the entire exhibit.

I. **Show Hours.** The exhibitor agrees to have its booth staffed at all times during the designated hours of the show unless a separate, specific contractual agreement is made with the BIA. Entry during non-show hours is strictly prohibited.

J. **Disputes.** All disputes among exhibitors arising from any cause whatsoever shall be adjudicated by a Dispute Committee established by the BIA. The Dispute Committee's decision shall be final.

K. **Additional Rules.** The BIA reserves the right to adopt from time to time such further rules as shall be reasonably necessary for the convenience and safety of all exhibitors and any such rules shall have the same force and effect as the rules set forth herein.

15. **Entire Agreement.** This Agreement embodies the entire understanding of the parties hereto with respect to the subject matter hereof and supersedes all prior or contemporaneous agreements, representations, conditions or undertakings. This Agreement may be amended only by a later written agreement, signed by both parties, IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the date set forth below.

BUILDING INDUSTRY ASSOCIATION OF LANCASTER COUNTY

By: _____ Date: _____
Exhibitor Contact Representative and Title

By: _____ Date: _____
BIA Representative and Title

EXHIBITOR: (Please Print)

Contact: _____

Company: _____ Email: _____

Date: _____ Telephone: (____) _____

Title: _____

Requested Booth(s) Number(s) reserved _____ NOTE: this will be confirmed by BIA staff

Exhibitor Signature: _____