

**RULES, REGULATIONS AND AGREEMENT**  
**BRYAN COLLEGE STATION HOME BUILDERS ASSOCIATION (BCSHBA)**  
**Db a Greater Brazos Valley Builders Association**  
**February 12 & 13, 2022 – 43rd ANNUAL HOME & GARDEN EXPO**

The Bryan College Station Home Builders Association reserves the right:

1. To prohibit any exhibit or part thereof which, in its sole opinion, violates the agreement described herein, or is, in any other way, not suitable to or in keeping with the character and spirit of the 2021 Home & Garden Expo. This includes any literature and/or signage.
2. To close an exhibit which is found to violate this agreement during the course of the 2021 Home & Garden Expo.
3. To alter the location of exhibitors, or of booths as shown on the official floor plan, if deemed in the best interest of the exposition and in keeping with current Brazos County health and safety protocols. The BCSHBA shall have the further right to prohibit, bar, prevent, and remove any exhibit or proposed exhibit, or any part or portion, thereof, which in the judgment of the BCSHBA is unsuitable or inappropriate for the exhibitor or purposes of such exhibition.

### Exhibit Regulations

1. Exhibit booths will be erected according to the approved floor plan. Most booths will have 8' high back walls and 3' side rails enclosing a 10' x 10' area on three sides with the front of the booth open to the aisle. The drapes are made of flame retardant fabric. **Table, chairs, table covering, and carpeting are NOT INCLUDED and are available for additional fees payable to the Phoenix Design Group our selected decorating company. You may also supply your own tables & chairs that must be draped & skirted.**
2. Electrical (110v) service is available to most booths and may be located in back or front of booth. Some electrical boxes will be shared with other exhibitors. A fee will be assessed for use of electrical outlets. Exhibitors must pay a fee for reserved electrical and internet services. **There will be an additional charge for electric not reserved in advance.**
3. Exhibitors may purchase as many booths as are necessary to accommodate the size of their exhibits. **Exhibitors are required to arrange their displays so as not to obstruct the general view or conceal other exhibits. Any display materials exposing an unfinished surface OR BLOCKING a neighboring booth in clear public view must be finished with a clean, attractive surface and lowered at the exhibitor's expense if directed by Event Staff.**
4. Exhibit Hall and Outdoor Exhibitors will park in the designated Exhibitor parking area of the Expo Center parking lot. Limited spots are available on a first come, first serve basis. Other vehicles will park in an overflow area.
5. **Exhibitors may sell their products directly to the public from their booth space or take orders for products and/or services during the show hours of the Home & Garden Expo. Handling and distribution of products must follow health and safety protocols.**
6. All cooking inside the Exhibit Hall must be approved by the Brazos County Expo Center in advance. All food booths must have a floor covering. All food prep vendors must display their Food Handler's Permit at all times and can only hand out samples. Direct food sales may not compete with the Expo's contracted concessionaire. Exhibitors must maintain a clean environment and are solely responsible for any issues arising from Health Department inspections. All health and safety protocols must be followed.
7. **Booths must be manned by Exhibitor personnel at all times during show hours.** Exhibitor personnel may rotate during the Home & Garden Expo and may use the Exhibitor Lounge for refreshments and relaxation. All protocols including personal protection equipment must be followed per Brazos County Health Protocols.

### Installation and Removal of Exhibits

1. **Exhibitors in the Exhibit Hall** may begin to set-up their booths on **Wednesday, February 9, 2022 from 3:00 pm – 8:00 pm, Thursday February 10** and on **Friday, February 11, 2022 from 9:00 am – 8:00 pm.** **Outdoor Exhibitors only** may move-in beginning **on Thursday, February 10 and Friday, February 11 from 9:00 am – 8:00 pm.** ANY special arrangements for set up or take down must be made by contacting the BCSHBA Office. Additional fees may apply.
2. The Home & Garden Expo will be **OPEN TO PUBLIC from 9:00 AM – 5:00 PM on Saturday, February 12** and from **11:00 AM – 4:00 PM on Sunday, February 13, 2022.**
3. **Exhibitors are only permitted to transport booth materials to their exhibit space through the overhead doors in the rear (south side) of the Exhibit Hall. All Exhibitors must check in with a representative of the BCSHBA Home Expo Committee prior to beginning booth set-up.**
4. **All booths must be completely set-up by 9:00 pm on Friday, February 11, 2022. No refund will be given to any Exhibitor not completed with set-up by this time.**

5. Booths may not be dismantled until AFTER 4:00 pm on Sunday, February 13 and must be removed before 1:00 pm on Monday, February 14, 2022.
6. All areas MUST be orderly and cleaned when vacated. All trash and litter must be disposed of in proper receptacles. Any materials left in the Exhibit Hall after 1:00 pm or Expo grounds after 3:00 PM on Monday, February 14, 2022, will be disposed of at the Exhibitor's expense. BCSHBA is NOT responsible for such materials.

**Exhibit Space Restrictions**

1. No exhibit space may be sublet and only ONE company per booth unless approval from BCSHBA has been received.
2. Exhibitors may NOT exhibit goods, apparatus, services, etc., other than those manufactured or sold by the Exhibitor in the regular course of business, without written consent of the BCSHBA Home Expo Committee.
3. No Exhibitor may block the view of the other booths. All booths must be confined to the contracted space and may not protrude into the aisles. Double sided signs raising above the 8' designated backdrop will NOT be allowed.

**Care of Building**

1. Any damage done to the building must be reported to the BCSHBA and paid for by the responsible party. Exhibitors MAY NOT use nails, tacks, staples, pins or masking/duct tape to attach carpeting or anything else to the exhibit hall floor. **ONLY PAINTERS TAPE OR GAFFER'S TAPE MAY BE USED TO SECURE FLOORING ON THE EXHIBIT HALL FLOOR.**
2. **No material can be hung on or attached to the decorator's drapes or frames. Any damage to decorator property must be paid for by the Exhibitor.**
3. No glass bottles, stickers, confetti, or helium balloons of any kind are allowed in the Exhibit Hall.
4. Any vehicles brought into the Exhibit Hall must be brought in and displayed on a protective floor mats provided by the Expo. Once inside, the battery on the vehicle must be disconnected and the key removed. Arrangements must be made with the Brazos County Expo management in advance.

**Payment of Space and Cancellations**

1. Exhibitors may reserve their booth spaces with a **non-refundable deposit payable at time of application. The deposit will be applied to balance of payment due.**
2. Booth fees must be paid in full by January 12, 2022 for non-members and by 5:00 PM January 31, 2022 for BCSHBA Members. No refund will be given after this date.
3. Any Exhibitor who fails to make payment as required by this agreement or who cancels such space after January 12, 2022, shall forfeit all monies paid and all rights in and to the use of the contracted exhibit space. The Exhibitor will have no listing in the official Home & Garden Expo guide.
4. The BCSHBA shall have the right to dispose of the released space in such way as it may consider in its interests, including re-sale of exhibit space, without any liability on the part of the BCSHBA.

**Limitation of Liability**

To the maximum extent permitted by applicable law, Exhibitor agrees to indemnify and hold BCSHBA, and their officers, agents, employees and representatives, harmless from, and assume all responsibility for, any and all claims, damages, losses, causes of action, and liability of every kind, including legal expenses, whether in litigation or otherwise, court costs and fees, and claims arising out of or in any way related to the subject matter of this agreement, in the event the claim, demand, damage, loss, cause of action or liability is based in part or in whole upon the negligence, gross negligence, willful misconduct, strict liability or fault of Exhibitor. Exhibitor further agrees to pay the expense of defending such claims as these expenses are incurred. It is the express intention of Exhibitor to indemnify and protect BCSHBA from the consequences of all claims, damages, losses, causes of action, and liability of every kind asserted under all causes of action, including without limitation, negligence, gross negligence, strict liability, and premises liability and whether or not such causes of action are alleged to be or may consist of either a sole or concurring basis of the claim, demand, loss, cause of action or liability, and whether or not these consequences are subject to insurance. Any point not covered in this agreement is subject to the judgment of the Bryan – College Station Home Builders Association Home Expo Committee.

The sufficiency of the consideration described in this Agreement is hereby expressly acknowledged by the Exhibitor and BCSHBA.

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Exhibitor Signature

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BCSHBA Executive Officer Signature

\_\_\_\_\_  
Printed Company Name

\_\_\_\_\_  
Date

Rosemarie L Selman  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date