

Bay Building Industries Association, Inc.

Presents



The 2024 Great American Home & Recreation Expo

EXHIBITOR AGREEMENT

This is an agreement between Bay Building Industries Association, Inc. (BBIA), and the participants of The Great American Home and Recreation Expo 2024. The Expo will be held April 5th & 6th, 2024 at The Bay County Fairgrounds, 2230 E. 15th St., Panama City, FL. The participants will hereafter be referred to as Exhibitor, and Bay Building Industries Association, Inc. as BBIA.

GENERAL INFORMATION

Expo Contacts: Stacy Roberts – 850-890-8554 - stacy@baybia.org
Curt Hartog – 850-818-2159 – curthartog850@gmail.com

Expo Hours: Friday, April 5, 2024, from 9 AM until 5 PM
Saturday, April 6, 2024, from 9 AM until 5 PM

Vendors may set up Wednesday, April 3rd, from 1PM until 5 PM and Thursday, April 4th, from 8 AM until 5PM. Tear down will be Saturday, April 6th from 5PM – 8PM and Monday, April 8th, from 8AM until Noon.

NO TEAR DOWN PERMITTED UNTIL 5 PM, April 6th.

Exhibitors agree to adhere to the rules set forth in this contract by the BBIA.

NO SMOKING or VAPING permitted anywhere on Fairgrounds Property.

The BBIA will promote this event via broadcast, website and social media outlets.

BOOTH SPACE

If the EXPO is cancelled for any reason fees will be fully refunded.

The BBIA reserves the right to move the exhibitor's booth space to another location if required. The vendor has the option to cancel their booth at that time and receive a full refund.

Each booth space will be marked. Each booth will include a table, two chairs, a booth sign, a wastepaper basket and electricity. Additional tables and chairs can be provided as requested, if available. The Exhibitor is responsible for any table coverings. NOTHING can be attached or anchored to the floor, walls, divider curtains or ceiling.

Electricity will be provided. The exhibitor is responsible for any electrical cords. Electrical cords must be in good repair. No damaged or tape repaired cords will be allowed. Cords may not extend across isles. Cords used in booth spaces must be secured to avoid a tripping hazard.

Booth audio and lighting features may not be used in a manner which distracts or disturbs neighboring booths. Demonstrations which create excessive noise or generate debris are not permitted in interior booths.

All items/products displayed by an exhibitor booth must be available from that exhibitor.
SUB-LETTING OF BOOTH SPACE IS NOT PERMITTED.

ATTENDANCE

The exhibitor's booth space MUST be manned at all times during the EXPO.

PARKING

Exhibitors are to park on the South side of the building. The main parking lot will be reserved for the public.

SECURITY

The BBIA will not be responsible for any lost or stolen items during this event or during setup and tear down.

The BBIA will not be responsible for any damage to vendor property. Any damage caused or occurring within the exhibitor's booth will be the responsibility of the vendor.

This constitutes the whole of the agreement between the Exhibitor and Bay Building Industries Association, Inc.

Exhibitor's Signature

Date



EXHIBITOR INFORMATION SHEET

Company Name: _____

Address: _____

Primary Contact during Expo: _____

Primary Contact Phone: _____

Primary Contact Email: _____

Alternative Contact during Expo: _____

Alternative Contact Phone: _____

Number of Booths: _____ Requested Booth Location(s) if available: _____

Total Booth Fees: (See Booth Fees Below) _____

Booth Fees: Indoor Corner Booth \$699, Indoor Middle Booth \$599, 10' x 10' Outdoor Space \$399, 10' x 20' Outdoor Space \$599. Larger outside space is available upon request. Call for quote.

Payment Type: Check Cash Credit Card (Visa, MasterCard, AmEx)

Make checks payable to Bay Building Industries Association

Credit Card: ___ Visa ___ MasterCard ___ AmEx (3.5% Convenience Fee added for all CC Payments)

Credit Card #: _____

Expiration: _____

CVC #: _____

Billing Zip Code: _____

Authorized Amount: \$ _____ (3.5% Convenience Fee added for all CC Payments)

Authorized By: _____

Return completed Expo application to Bay Building Industries Assoc, 223 Forest Park Circle, Panama City, FL 32405.

Completed applications may also be returned via email to stacy@baybia.org.