



Produced by:



**Asheville
Home Builders
Association**

Greetings Exhibitors!

We are excited to be once again sponsoring The Log & Timber Home Show in Asheville, NC, November 2-4, 2018! We are collaborating with the Home Builders Association of Asheville again this year and as you prepare to exhibit at the show, please carefully review the information provided in this Exhibitor Service Kit to help you make your participation as smooth and successful as possible. In addition, we'd like to highlight the following important items:

- EXHIBITOR PARKING - Passenger vehicle, as well as truck and trailer parking at The WNC Ag Center is free.
- FACILITY/BUILDING NOTES - Ceiling heights are 18' at eaves to 26' at the center. There is duct work and steel beams that may lower actual overall height. See interior photos [here](#). There is (1) overhead/drive-in access door at this facility. Please see the floor plan for additional information. Please contact Asheville HBA to confirm drive-on access- PHONE: (828) 299-7001.

We are committed to doing everything possible to ensure that you have a successful show and we hope this Exhibitor Service Kit provides you with all of the information you will need. If there is anything else we can do to be of assistance to you, please do not hesitate to contact myself or your sales representative.

Eric Johnson
Operations Manager
518.618.1195
ejohnson@homebuyerpubs.com

Thank you for your participation and support! We look forward to seeing you in Asheville!



SHOW INFORMATION

Show Dates/Hours

Friday, November 2 1pm-7pm
Saturday, November 3 10am-6pm
Sunday, November 4 11am-4pm

Show Management

Asheville HBA/onsite P: 828-299-7001
Eric Johnson/AIM: Home Group Fax: 828-299-7008
(518) 618-1195

Show Venue

WNC Agricultural Center, Davis Event Ctr Phone (828) 687-1414
1301 Fanning Bridge Rd. Fax (828) 687-9272
Fletcher, NC 28732

Decorator

Convention Makers Inc PHONE: (828) 299-7001
c/o ASHEVILLE HOME BUILDERS office@ashevillehba.com
ASSOCIATION **Advance Pricing Deadline: Oct 23, 2018**
P.O. Box 9722
Asheville, NC 28815

Host Hotels

[Fairfield Inn Asheville Airport](#) **Rate: \$119**
[31 Airport Park Rd](#) **Cutoff: 10/3**
Fletcher, NC 28732 Based on availability
Reservations Phone: 828-684-1144 FREE Breakfast

Keyword: Log & Timber Home Show

Exhibitor Move-in

Thursday, November 1 **8:30am-4:30pm**
(fork lift available) Vehicles requesting to Booths 10x20 or larger ONLY
drive on show floor must receive prior
authorization from Show Management.
Friday, November 2 **8:30am-12:00pm**
(fork lift available) All booths

All exhibits must be completed and ready for
inspection by Show Management
by 12pm on Friday, Nov. 2

Exhibitor Move-out

NO DISPLAY MAY BE DISMANTLED OR PACKED PRIOR TO 4PM ON SUNDAY. There is a \$75 fine for tearing down early.

**Sunday, November 4: 4PM-7PM or
Monday, November 5: 8AM-12PM.**

Failure to completely move out by 12PM on Monday November 5 will result in a \$75 fee per hour.

Directions to the WNC Ag Center

From Asheville:

Take I-26 East to Exit 40. Make a right turn off the ramp on to Airport Road, 280. Turn left at the first stop light past the Asheville Airport on to Fanning Bridge Road. The main entrance, Gate 1, is on the right.

From Hendersonville:

Take I-26 West to Exit 40. Make a left turn off the ramp on to Airport Road, 280. Turn left at the first stop light past the Asheville Airport on to Fanning Bridge Road. The main entrance, Gate 1, is on the right.

Show Colors

Black drape

Show Sponsors

Log Home Living and *Timber Home Living* magazines and CabinLife.com
931-596-2992

Active Interest Media: Home Group
5720 Flatiron Parkway
Boulder, CO 80301

Fax: (720) 438-3987

Asheville Home Builders Association
PO Box 9722
Asheville NC 28815-0722

www.LogHome.com/Shows

Phone: 828-299-7001

Fax: 828-299-7008

www.ashevillehba.com



WORKSHOP APPLICATION

GENERAL INFORMATION & APPLICATION REQUIREMENTS:

If your company is interested in presenting a workshop at the 2018 Log & Timber Home Show, please email the completed application to Events@Ashevillehba.com no later than Tuesday, October 9, 2018. To be eligible to present a workshop, your company must follow the WORKSHOP REQUIREMENTS outlined below:

- Submit a signed, dated and initialed Exhibit Space Reservation and Contract
- Pay for your exhibit space in full as per Contract requirements
- Workshops presented are to be used for educational purposes only and cannot be “commercials” for your company or for any specific brand, product, service, etc., and be aware that Show Management will enforce this.

WORKSHOP TOPIC RECOMMENDATIONS:

Based on surveys, below is a list of the topics most requested by our show attendees. We ask that you adhere to the general topic suggestions we have provided; however, we will consider additional topics upon submission and review of this application form. We urge you to be creative with your presentation titles.

- | | |
|--|--|
| <ul style="list-style-type: none"> • Log vs. Timber vs. Hybrid-What's the Difference? • Choosing Land • Build/Design Elements • Log/Timber Home Care & Maintenance | <ul style="list-style-type: none"> • Building Green • Budgeting & Financing • Choosing the Right Builder/General Contractor • Design & Décor |
|--|--|

REQUIRED APPLICATION INFORMATION:

Please rank your preferences below (1=top choice, 2=second, 3=third). We cannot guarantee your preferred day or time slot, but will do our best to accommodate your request. All workshop applications will be collected and reviewed. If selected, you will be informed of your workshop date & time via email approximately 1-2 weeks prior to the show dates.

Speaker's Name	Speaker's Job Title
Company Name	
Phone	*Email <i>(requested for workshop confirmations)</i>

Friday Nov. 2	___ Morning	___ Early Afternoon	___ Late Afternoon
Saturday Nov. 3	___ Morning	___ Early Afternoon	___ Late Afternoon
Sunday Nov. 4	___ Morning	___ Early Afternoon	___ Late Afternoon

Title of proposed presentation: _____

Brief description of proposed presentation *(This information may not be provided to attendees, but is needed for show management's review & to gain a basic understanding of your topic)* _____

NOTE: The workshop area is located in a designated classroom and will remain brightly lit. The room will be set up classroom style, and a LCD projector & screen will be available if requested in advance.

Email this completed application to Events@Ashevillehba.com no later than Tuesday, October 9, 2018



DEMONSTRATION APPLICATION

If your company is interested in presenting a demonstration at the 2018 Log & Timber Home Show, please email this completed application to Events@Ashevillehba.com no later than Tuesday, October 9, 2018.

To be assigned demonstration space and a time, your company must be approved by our team and you must:

- Submit a signed, dated and initialed Exhibit Space Reservation and Contract
- Pay for your exhibit space in full as per Contract requirements
- Demonstrators are encouraged to be creative with their topic and title with the goal of teaching the general public.
- Demonstrations are considered to be “how-to” presentations. No audio-visual equipment will be available for this type of presentation.
- Demonstrators must focus only on their product or skill and must refrain from mentioning similar products or service providers in the market.

REQUIRED APPLICATION INFORMATION:

Please rank your preferences below (1=top choice, 2=second, 3=third). We cannot guarantee your preferred day or time slot, but will do our best to accommodate your request. All demonstration applications will be collected and reviewed. If selected, you will be informed of your demonstration date & time via email approximately 1-2 weeks prior to the show dates.

Demonstrator's Name		Demonstrator's Job Title	
Company Name			
Phone		*Email <i>(requested for workshop confirmations)</i>	

Friday Nov. 2		<input type="checkbox"/> Early Afternoon	<input type="checkbox"/> Late Afternoon
Saturday Nov. 3	<input type="checkbox"/> Morning	<input type="checkbox"/> Early Afternoon	<input type="checkbox"/> Late Afternoon
Sunday Nov. 4	<input type="checkbox"/> Morning	<input type="checkbox"/> Early Afternoon	<input type="checkbox"/> Late Afternoon

Demonstration Topic / Title: _____

Brief description of proposed demonstration *(This information may not be provided to attendees, but is needed for show management's review & to gain a basic understanding of your topic)* _____

NOTE: The demo area is located inside the exhibit hall, set theater style and will remain brightly lit. An eight foot demonstration table and basic power will be provided. NO audio-visual equipment will be available.

Email this completed application to Events@Ashevillehba.com no later than Tuesday, October 9, 2018.



ASHEVILLE

GUEST LIST REQUESTS

We encourage you to invite your customers to the show! Your first ten (10) guests are free. You may invite an unlimited number of additional guests for \$7.50 each (50% off ticket price). You will be invoiced based on the number of guests (over the first ten) who actually attend the event. Couples count as separate guests.

Please provide us with the names of your guests. Guests will need to check in at the Will Call desk when they arrive. There are **NO** physical guest passes mailed in advance. Your Guests will need to provide your company name in order to receive entry into the event and will be given a guest receipt to present at the entrance.

Please fax, email or mail this form to us **AT LEAST ONE WEEK PRIOR TO THE SHOW DATE**, if you miss this deadline, or plan to make additions/changes, it's best to bring the list with you to the show and leave it at the Will Call desk. Changes or additions can be made at the Will Call desk at any time during the show.

We request that you print first and last names carefully. Feel free to attach additional sheets as necessary. Please **DO NOT** forget to include your company name.

COMPANY NAME: _____

1. _____

11. _____

2. _____

12. _____

3. _____

13. _____

4. _____

14. _____

5. _____

15. _____

6. _____

16. _____

7. _____

17. _____

8. _____

18. _____

9. _____

19. _____

10. _____

20. _____

FAX to (720) 438-3987 Attn: Samantha Watters or EMAIL
swatters@aimmedia.com Questions? Call Eric Johnson (518) 618-1195

Trade Show and Event Decorating Service

EXHIBITOR ADDITIONAL EQUIPMENT RENTAL ORDER FORM

If your company requires additional booth equipment beyond equipment already provided, please complete this form and email to the Asheville HBA. Contact your show management if you have any questions concerning exactly what is provided in your booth space.

EVENT NAME Log & Timber Home Show
 EVENT LOCATION WNC Ag Center - Davis Arena
 YOUR COMPANY _____
 YOUR EMAIL _____
 PHONE _____ FAX _____
 SHOW DATE November 2 - 4, 2018e BOOTH # _____

EMAIL Form To: Erica@AshevilleHBA.com

RETURN BY OCT. 23RD TO:

ASHEVILLE HOME BUILDERS ASSOCIATION

P.O. Box 9722
 Asheville, NC 28815

PHONE: (828) 299-7001 AshevilleHBA.com

ADDRESS: _____
CITY, STATE, ZIP _____

AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE ()VISA ()MC ()AMX
 CARD# _____

CVV _____ EXPIRATION ____/____

Payment by Check, Mail to Above Address

PAYMENT DUE IN FULL AT TIME OF ORDER CREDIT CARD FEES: 3% Processing Fee \$40.00 Dishonored Card Fee

ORDERED BY _____ PRINT
 ORDERED BY _____ SIGNATURE

Tables / Skirting	QTY	\$ ea.
4' Regular 29" tall Plain		25
4' Regular 29" tall Skirted 3 sides		40
4' Regular 29" tall Skirted 4 sides		50
6' Regular 29" tall Plain		30
6' Regular 29" tall Skirted 3 Sides		45
6' Regular 29" tall Skirted 4 Sides		60
7' Regular 29" tall Plain		35
7' Regular 29" tall Skirted 3 Sides		50
7' Regular 29" tall Skirted 4 Sides		65
4' Raised 42" tall Plain		35
4' Raised 42" tall Skirted 3 Sides		60
4' Raised 42" tall Skirted 4 Sides		60
6' Raised 42" tall Plain		40
6' Raised 42" tall Skirted 3 Sides		65
6' Raised 42" tall Skirted 4 Sides		75
7' Raised 42" tall Plain		45
7' Raised 42" tall Skirted 3 Sides		70
7' Raised 42" tall Skirted 4 Sides		75
36" Round 29" tall Plain		30
36" Round 29" tall Skirted		45
36" Round 42" tall Plain		30
36" Round 42" tall Skirted		50
48" Round Plain		35
48" Round Skirted		50
60" Round Plain		40
60" Round Skirted		70

Seating	QTY	\$ ea.
Folding Chairs		5
Tall Bar Stools		15
Tall Bar Chairs		25

Table Risers	QTY	\$ ea.
4' Risers		15
6' Risers		20
8' Risers		20

Electricity	QTY	\$ ea.
110 V/ 20 amp		35

Miscellaneous	QTY	\$ ea.
Pinboards (4'x8')		75
Easels (metal)		20
Waste Baskets		15
Ficus Trees		65
Raffle Drums		60
Booth Carpet Per 10' section		100
Booth Cleaning Per 10' section / per day		40
Fork lift (per 30 min. of use)		50
Table Cloth		5
Table Skirt		15
Extension Cords		25
Multi Plug Cords		25

PAYMENT CALCULATION SECTION

Line Item Totals	= \$
Add 20% for any ON-SITE Orders	= \$
SUB-TOTAL	= \$
+ 7.00% NC SALES TAX	= \$
+ 3% Credit Card Processing Fee	= \$
GRAND TOTAL DUE	= \$

Please note that all orders should be received by the Asheville Home Builders Association by 10/23/18 complete with total payment. All equipment is for rental only. By submitting this form you agree to assume full responsibility for all damaged or missing items. Additional equipment may be rented on site, based on availability, at a 20% mark-up. Show Management and Convention Makers, Inc. will assume no responsibility for injury or damage to person(s) or property resulting from improper use or mis-use of any supplied equipment.

LABOR ORDER FORM

If your company requests labor services to install/dismantle your equipment at show site, please complete this form and email to Asheville Home Builders Association.

EVENT NAME Log & Timber Home Show
 EVENT LOCATION WNC Ag Center - Davis Arena
 YOUR COMPANY _____
 YOUR EMAIL _____
 PHONE _____ FAX _____
 SHOW DATE November 2 - 4, 2018 BOOTH # _____

ADDRESS: _____
 CITY, STATE, ZIP _____

ORDERED BY _____
PRINT

ORDERED BY _____
SIGNATURE

Email Form To: Erica@AshevilleHBA.com

MAILING ADDRESS

ASHEVILLE HOME BUILDERS ASSOCIATION

P.O. Box 9722
Asheville, NC 28815

PHONE: (828) 299-7001

AshevilleHBA.com

AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE: () VISA () MC () AMX

Security Code

Card #

EXPIRATION ____/____

CREDIT CARD FEES:

3% Processing Fee
\$40.00 Dishonored Card Fee

INSTALLATION LABOR (2 hour minimum)

NUMBER OF PEOPLE REQUESTED _____
 APPROXIMATE HOURS _____
 WILL YOU HAVE A REP. PRESENT? _____
 APPROXIMATE START TIME _____

LABOR CHARGES

\$50.00/MAN HOUR (STRAIGHT) - \$65.00/MAN HOUR (OVERTIME)
OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY
8:00am TO 5:00pm

DISMANTLE LABOR (2 hour minimum)

NUMBER OF PEOPLE REQUESTED _____
 APPROXIMATE HOURS _____
 WILL YOU HAVE A REP. PRESENT? _____
 APPROXIMATE START TIME _____

LABOR CHARGES

\$50.00/MAN HOUR (STRAIGHT) - \$65.00/MAN HOUR (OVERTIME)
OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY
8:00am TO 5:00pm

Convention Makers, Inc. Will assume no responsibility for freight or goods lost or damaged during shipping, receiving, handling or storing. It is imperative that all materials be properly packed, labeled and INSURED, with completed waybill, prior to shipping or removal from show floor. Please note that due to increasingly tight schedules, and turn-around times, we find it necessary at times to alter scheduled installation and dismantle times to meet other time-critical stages of show set up. We will do our best to accommodate your individual set up schedule, but please be patient when this is not possible. On-site labor requests will be handled on a first-come basis as workload permits, and will be provide after pre-ordered services are rendered. Payment is due in full prior to any services rendered. If credit card authorization is provided, billing will occur after completion of services to insure accurate charges are applied. All invoices not paid within 30 days will incur a 15% charge per month.

Sub-Total \$ _____ 3% Credit Card Fee \$ _____ Total \$ _____

The Log & Timber Home Show 2018 Rules & Regulations

The following show rules and regulations are supplemental to and are incorporated by reference in the Exhibit Space Reservation and Contract between Log Home Living Institute (HBP) and the Asheville Home Builders Association (AHBA), herein referenced as Show Management, and your company as exhibitor, and govern the use of the exhibit space contracted for as if they had been fully set forth in the Exhibit Space Reservation and Contract.

In reading these rules and regulations, "we" and "us" refers to Show Management (AHBA & HBP) and authorities of the show facility (WNC Ag Center), and Federal governments as appropriate. "You" means your company and its authorized representatives and personnel. Where a specific entity or governmental body is required, we will identify them by name.

Responsibility

It is your responsibility to be fully familiar with these show rules and regulations and to see that each member of your company attending the show is also familiar with these regulations. We recommend that you distribute copies to all those who will be present for the show.

Booth Information

- **Booth Construction:** Each exhibitor is entitled to a reasonable sight-line from the aisle, therefore, in all linear exhibits, including endcaps, the **front two feet of exhibit space must not have any equipment or display material over 48 inches high**. Maximum height not to exceed 8 feet within remaining booth area. Any display materials exposing an unfinished surface to neighboring booths must be finished at the exhibitor's expense. Any exhibitor failing to comply with these requirements will be asked to remedy the issue prior to the show opening and may be required to remove their exhibit from the show.
- **Booth Furnishings:** Includes exhibit floor space, standard booth divides/curtains (3' high sides and 8' high backdrop), general lighting, booth ID Sign. **All aisles will be carpeted.*
- **Booth Location/Assignment:** Spaces are assigned by management. Every effort is made to give Exhibitor his/her request but no guarantees can be made. Floor plan, space or numbers may be changed by management for the benefit of Exhibitors or the event.
- **Subletting Space:** No Exhibitor will assign, sublet or apportion the whole or any part of the space allotted to him, nor exhibit therein any other goods, apparatus, service, advertising signs, etc., than those manufactured or sold by the exhibitor in the regular course of his business, without the written consent of Show Management. We reserve the right to remove any exhibit not conforming to all federal, state and local requirements and laws.
- **Character of Exhibits & Sales:** No soliciting, literature, or costumed characters will be allowed outside your designated booth area. All exhibits are for display purposes only. No high-pressure sales tactics. Show Management must approve any items to be sold at the show and exhibitor is required to complete necessary paperwork. Distribution of food/beverage items must be approved by Show Management in advance.
- **Electricity:** A 110-volt, 15 amp electrical outlet is available for an additional charge on the additional items order form. Extension cords may be necessary, all electrical cords must be 3 prong grounded. All electrical services needed are to be ordered through Show Management, in advance of show. Standard wall, column and permanent building outlets are not considered part of a booth space and are not to be used by Exhibitors unless specified otherwise. Under NO circumstances shall anyone but the "house approved electrician" make any special or direct wiring electrical connections. Exhibitors are required to turn off exhibit lights, DVD's, etc. at the end of exhibit hours.

Booth Information Continued

- **Display Vehicles:** Any vehicle displayed in the Show must be approved in advance by Show Management. Certain specifications and requirements apply. Vehicles will not be allowed on display in front of Show Facility unless through approved sponsorship.
- **Signage:** You may use your own sign providing it does not extend beyond your booth space. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, curtains, doors, painted surfaces or columns unless done by or under the direction of Show Management. No holes may be drilled, cored or punched in the building.
- **Sound Control:** Sound-emitting equipment will be permitted, but Exhibitor must keep all sound at a level that will not disturb neighboring exhibits. We will be the final arbitrator when deciding if noise is too loud. If an exhibitor refuses to lower sound level, they will be removed from the show without any refund of booth fee.

Move In

Exhibitors must check-in at the main entrance of show facility to receive paperwork prior to move in. All materials must be brought in/out through designated cargo doors on move in days only during move in times. Vehicles requesting to drive on show floor must receive prior authorization from Show Management. A forklift will be available for a charge of \$50 per 30 minutes - payment due at time of use. *Forklift usage fee applies to pre-delivered freight for moving to designated booth area when requested.

Exhibitor Move In Schedule for ALL Booths

Thursday, November 1, 2018

8:30am-4:30pm

Friday, November 2, 2018

8:30am-12:00pm

These hours will be strictly enforced. Failure to adhere to designated times will result in a \$100 fine. All exhibits must be completed and ready for inspection by Show Management by 12:00pm on Friday, November 2. At this time, any display violations will be noted and reported to the exhibitor. Failure to correct any violations by the time the show opens to the public at 1:00pm will result in a fine or removal from show. We reserve the right to rent or fill any exhibit space that has not been occupied by 1:00pm on Friday or at any time thereafter.

Move Out

NO DISPLAY MAY BE DISMANTLED OR PACKED PRIOR TO 4PM ON SUNDAY. There is a \$75 fine for tearing down early. It is the Exhibitors responsibility to pack and remove or consign for shipment of all items prior to leaving booth unattended. Show Management and the Ag Center will not be made responsible for any items left unattended. During move out, no vehicles will be allowed at the back loading gate until your booth is completely disassembled and ready to be loaded. A fork lift will be available for move out at a charge of \$50 per 30 minutes. Vehicles requesting to drive on show floor must receive prior authorization from Show Management.

Exhibitor Move Out Schedule:

Sunday, November 4, 2018

4:00pm to 7:00pm

Monday, November 5, 2018

8:00am to 12:00pm

Failure to completely move out by 12PM on Monday, November 5 will result in a fine of \$75 per hour.

Exhibitor Information

- **Exhibitor Badges:** Must be picked up at the Show facility during designated move in times. Badges allow entrance into the Show Facility during Show hours. No Exhibitor will be able to obtain badges or be permitted to move in until the balance of their contract is paid in full. Three (3) Exhibitor Badges per 10x10 booth space will be provided at no charge, with a maximum of six (6) badges per 10x20 or greater space. Exhibitors are responsible for distributing badges to company representatives. Exhibitors without badges must pay admission. Badges may be left at Will Call.
- **Booth Staffing:** Only registered Exhibitors are allowed to work booths. Booths must be staffed during all show hours including a minimum of 15 minutes **prior** to show opening on booth days. Failure to properly staff booth by the above standards will result in a fine of \$75 for the first violation and suspension from future shows for the second violation. Please see MOVE OUT section for additional penalties for early breakdown.
- **Exhibitor Solicitation:** Solicitation of exhibitors by other exhibitors is strictly prohibited during show hours. Exhibitors must remain in their booth unless they are taking a break. You are not allowed to roam the aisle and handout business cards, etc. You are absolutely not allowed to go in the aisles and recruit people to come into your booth or take people from someone else's booth to come into yours.
- **Contests/Giveaways:** All contests/giveaways must take place within your designated booth area.
- **ADA Requirements:** The Americans with Disabilities Act (ADA) has specific requirements for public exhibits. Exhibitors are responsible for making their space accessible in accordance with the Americans with Disabilities Act. Any exhibitor that fails to comply with these regulations is subject to a fine by the government.

Liability

- **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 the Exhibitors must be placed in its original condition or at the Exhibitor's expense. Walls, woodwork, and floor of the building must not be defaced or altered in any manner whatsoever. Exhibitors are liable for any damage caused to the building floors, walls or columns; or to standard booth equipment, or to other Exhibitor's property. Exhibitors will be required to keep their booth displays neat and orderly throughout the show.
- **Security/Safety:** Periodic on-site inspections of premises are provided by an off duty police officer, but this does not constitute a guarantee to the exhibitor's property. It is always wise to take precautions so that nothing is stolen. Small electrical equipment such as DVD's, cameras, PCs, etc., should never be left unattended. Show Management and the Ag Center are not responsible for lost, stolen or damaged property.
- **Certificate of Insurance:** A Certificate of Insurance certifying a general liability policy must be submitted to Show Management along with Contract. Certificate must be received in order to proceed with move in.
- **Waiver of Liability:** Show Management shall not be responsible for any damage or injury that may happen to Exhibitor or its agent, employees or property from any course whatsoever except the gross negligence or willful misconduct of Show Management or its employees, arising out of Show Management duties and responsibilities under this agreement. Exhibitor expressly releases Show Management, its directors, officers, agents and employees from any such loss, damage or injury.
- **Show Management Rights:** Show Management reviews all exhibits to insure the quality of the show. Show Management reserves the right to refuse any exhibit, exhibitor, or employee which, in the opinion of Show Management, is not in the best interest of the show. Show Management reserves the right to limit exhibitors based on product and service type to ensure variety within the show.

Liability Continued

- **Violations:** Exhibitor shall be bound by the rules and regulations set forth herein, and by such additional rules and regulations which may be established by Show Management. All matters and questions not covered by the above will be subject to final judgment and decision by Show Management. Any violations by Exhibitor of any terms or conditions herein shall be subject to the cancellation of the contract to occupy exhibit space, and forfeiture of any monies paid on account thereof upon due notice of such cancellation. We shall have the right to take possession of Exhibitors space, remove all persons and properties of the Exhibitor, and hold Exhibitor responsible for risks and expense incurred in such an event.

Freight/Shipping

The WNC Ag Center will accept exhibit materials for storage no sooner than Wednesday, October 31, 2018 Ship to *WNC Ag Center—Davis Arena, 1301 Fanning Bridge Rd. Fletcher, NC 28732*. All items must be labeled with Company Name and "The Log & Timber Home Show." Please note that a standard loading dock is NOT available. Delivery trucks need to come supplied with a pallet jack. If delivery truck requires use of Ag Center's forklift for unloading, a \$75 standard freight charge will be invoiced to Exhibitor by Show Management. *See Move-In rules for additional forklift usage fees.

Deposit/Payment Terms

A deposit of 50% must be submitted with contract for Exhibit Space. This is a non-refundable deposit and this contract is non-cancelable and non-assignable. **All remaining monies due, must be paid in full by September 28, 2018.** If balance is not paid when due, Exhibitor shall immediately forfeit the exhibit space and all deposits/payments made. If we reject the Exhibitor's application, deposit will be promptly refunded. Any legal fees and costs of fulfilling terms of this contract are liable to and will be paid by Exhibitor.

Cancellation/Exhibitor Withdrawal

If an exhibitor does not submit monies due, as agreed upon in the contract, the space may be forfeited and the exhibitor will not be allowed to move in. If the Exhibitor cancels in writing prior to September 28, 2018, AHBA will refund any payments made outside the 50% non-refundable deposit. Cancellations on or after September 28, 2018 are non-refundable.

Show Management/Show Office

This Show is under the management of the Asheville Home Builders Association and Log Home Living Institute (HBP), which shall have the right to make such rules and regulations, as it deems advisable for the success of the Show. Management's application, interpretation and construction of said rules shall be final and conclusive.

Management reserves the right to limit the number of booths, if demands so require. Management also reserves the right to refuse to sell exhibit space and to bar, move, modify exhibits, or portions thereof, which in the discretions of the management are deemed objectionable or in poor taste.

Show Hours - Open to General Public

November 2, 2018 - 1pm until 7pm
November 3, 2018 - Show Day, 10am until 6pm
November 4, 2018 - Show Day, 11am until 4pm

Additional Facility Hours Open to Exhibitors Only

November 3, 2018 - 9:00am
November 4, 2018 - 10:00am

IMPORTANT: As a reminder, Booths must be staffed during all show hours including a minimum of 15 minutes prior to show opening on both days. Failure to properly staff booth will result in a fine of \$75. Please see Move In & Move Out section for additional penalties for improper setup and early breakdown.