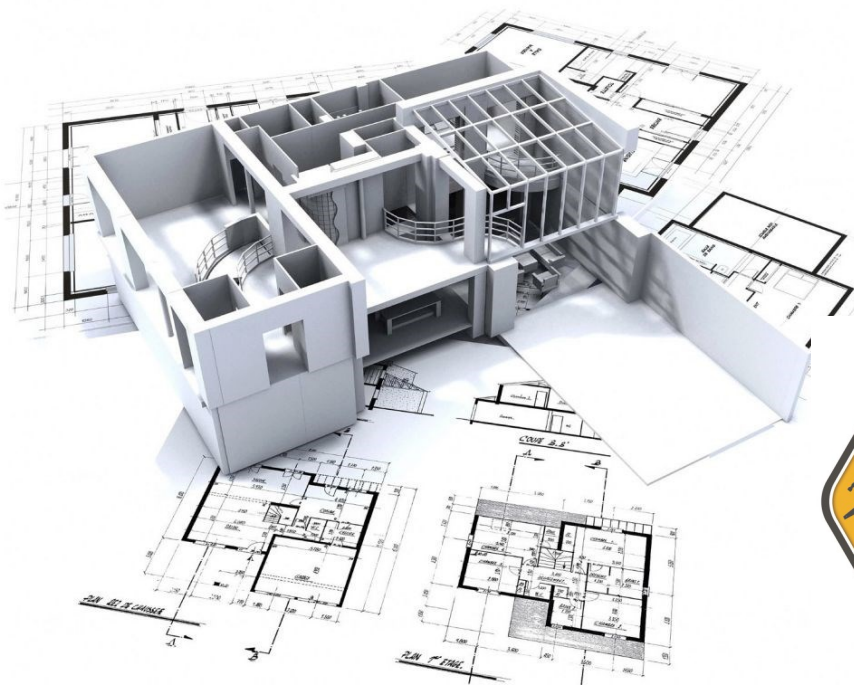


**BRINGING YOU THE BEST
TOPEKA
HAS TO OFFER !**

**TOPEKA HOME SHOW
Kansas Expocentre**

2019



Topeka Area Building Association
Your first stop for home building and remodeling

March 8, 9, 10

Topeka Area Building Association

HOME SHOW

DATES & TIMES

Friday 1 PM to 6 PM **The Exhibitors' entrance will be open one**
Saturday 9 AM to 6 PM **hour prior to show time to allow time for**
Sunday 10 AM to 4 PM **clean up and restocking of the displays.**

MOVE-IN INFORMATION

Move-in will be scheduled according to booth sizes and location on the Exhibit Floor. You will be notified of your scheduled move-in date and time well in advance of the show. Your cooperation will be greatly appreciated. Move-Ins will only be scheduled on these dates and times:

Tuesday March 5 7:30 AM to 8 PM
Wednesday March 6 7:30 AM to 8 PM
Thursday March 7 7:30 AM to 4 PM

In the event of very cold and / or windy weather, the overhead doors will not be operational after 1 PM on Thursday March 7.

MOVE-OUT INFORMATION

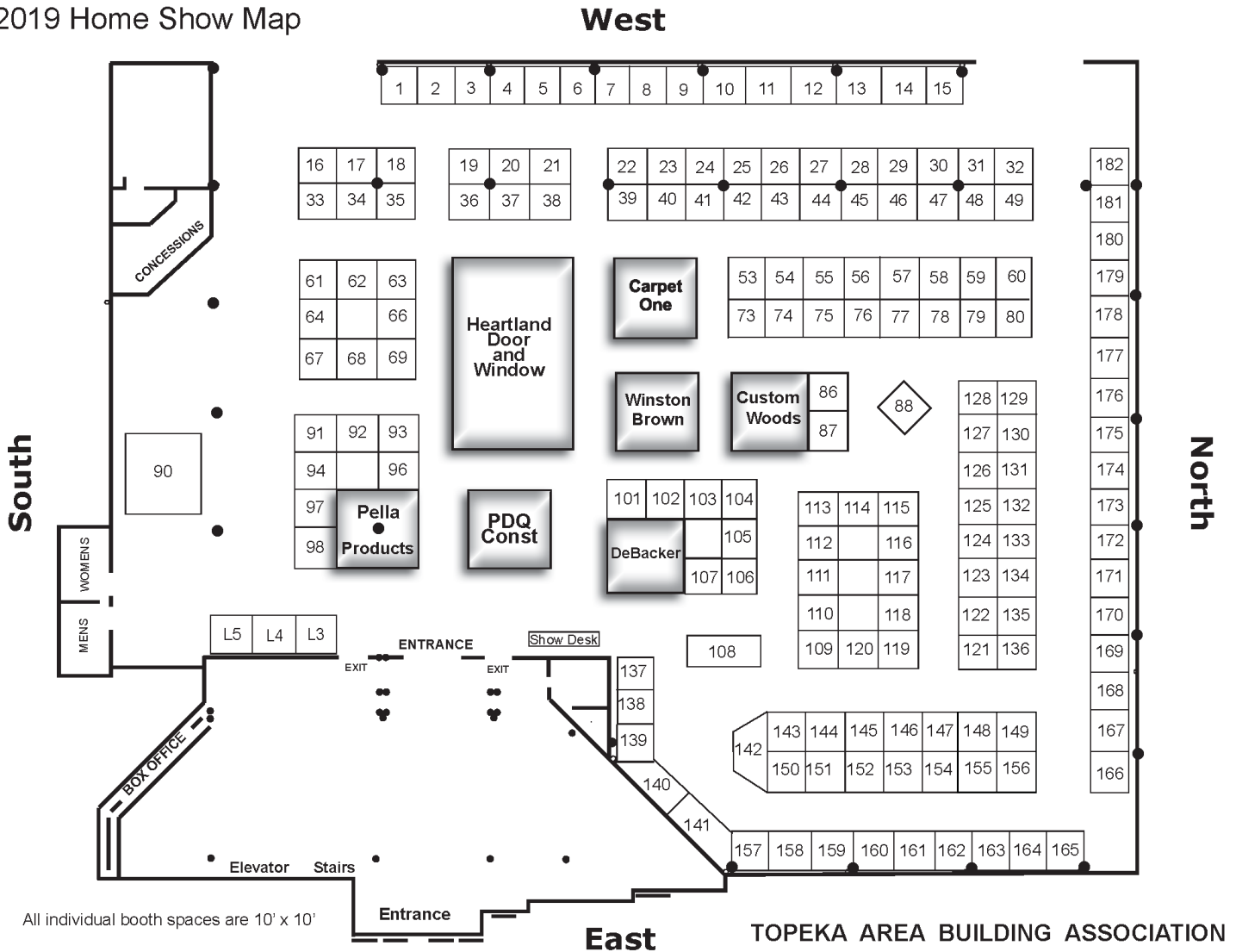
No early move-outs will be permitted on Sunday. The Home Show Manager will closely monitor this. If you move out prior to 4 PM, we reserve the right to refuse participation in future Home Shows. Move outs are available on these dates and times:

Sunday March 10 4 PM to 8 PM
Monday March 11 7:30 AM to 5 PM

**ALL EXHIBITS MUST BE REMOVED BY
5 PM MONDAY, MARCH 11th**

EXHIBIT FLOORPLAN

2019 Home Show Map



ADDITIONAL INFORMATION

Vehicle Removal: During move-in and booth setup, please remove your trucks and vehicles promptly from the building and unloading area to avoid congestion. Your cooperation is essential to a smooth setup for all.

Forklift Service: If you will need fork lift service for unloading, please be sure to indicate that on your registration form, and coordinate with the Show Manager upon arrival.

Exhibitor Badges: Each exhibitor will receive three exhibitor badges per 100 square feet of booth space. Additional badges will be available at the Home Show Information Booth. Badges must be shown to Expocentre Security to enter the exhibit hall during the show.

Literature Distribution: Distribution of literature and promotional materials are restricted to the confines of the exhibitor's booth and are limited to materials pertaining to the exhibitor's products or services..

Electronic Audio Devices: The volume of any electronic devices must be kept at a reasonable level so as not to disrupt neighboring exhibitors. Any use of the public address system is at the discretion of the Home Show Manager.

HOME SHOW / EXPOCENTRE RULES AND REGULATIONS

The Topeka Home Show is sponsored by the Topeka Area Building Association under contract with the Kansas Expocentre. All promotional material and advertising is subject to approval by the Home Show Committee.

PLANNING FOR THE SHOW

Custom Booth Displays: Custom Displays are encouraged and will definitely make a good impression. Custom displays must be built 4" smaller than the contracted space on all sides. Side walls may carry the background height out to within 2' of the front line of the booth. ALL EXPOSED SIDES, FRONT AND BACK, MUST BE FINISHED, OR YOU MAY RENT ADDITIONAL DRAPERY MATERIAL AT YOUR OWN EXPENSE. The front 1' of space must not have equipment or display material in it over 42" in height. Any questions about these requirements should be directed to the Home Show Manager at (785) 273-1260 prior to construction of your display.

Electrical Service: If you require electrical service to your booth, you must first complete and return an Electrical Service request form to the Home Show office. Completed forms and payment must be received by the office no later than 15 days prior to the show or additional fees may be assessed by the Expocentre for service ordered during show setup.

Subletting Space: To ensure proper representation and operation of the show, exhibitors must contract individually to exhibit. No sharing of booth spaces by different companies will be permitted.

Liability Insurance: Proof of liability insurance coverage for this particular event is required to be provided to the Home Show Manager by January 10th.

Fire & Safety: To avoid any alteration or removal of constructed booths, your exhibit must comply with Expocentre fire and safety regulations; combustible oils, gasses, charcoal or bottled gas are prohibited in the exhibit hall. Any flammable materials must be fireproofed.

Exhibit Inspection: Inspections will be conducted by Home Show Staff at 4 pm Thursday to check for contract and safety compliance; all exhibits must be in place and complete at that time.

Damages: Exhibitors will be billed for any damages to the Expocentre Property. Nothing shall be bolted, latched, screwed or otherwise attached to columns, wall, floors or other parts of the building. Rubber wheeled dollies must be used to prevent damage. No sand or aggregate shall be used unless a barrier is first placed on the floor.

Restrictions on Food & Drink Samples: Exhibitors are NOT permitted to sell or give away sample food items, water or carbonated beverages that are not the primary function of that exhibitor's business.

POINTS OF INTEREST

Terms, Conditions and Stipulations: No booth will be considered reserved until first a registration form and deposit is received by the Association. Failure to pay the balance of the amount due by the date specified on the Registration Form will result in the loss of space and total deposit monies. Booths will be assigned on the basis of size requested with priority determined by the timeliness of the request, type of display, past exhibitor record, and discretion of the Home Show Manager. The Home Show Committee reserves the right to change or alter space assignments, floor plan and show conditions, at their discretion in the best overall interest of the show. The Topeka Area Building Association reviews all prospective exhibitors to ensure the quality of this show, and reserves the right to refuse any exhibit or exhibitor, which in the opinion of the Home Show Committee, is not in the best interest of the Topeka Home Show.

Booth Equipment: Each space includes an 8' high back drape, 3' high side drapes, and a 44" x 7" exhibitor sign. Additional items such as draped tables, chairs and other booth decorator items are available to rent through the Home Show Office and the Decorating Contractor. An order form will be available to you in advance.

Exhibit Setup: Ample time will be allowed for all exhibitors to set up. Setup schedule details will be provided in your confirmation packets. Please comply with your assigned setup schedule to help facilitate an efficient and orderly setup process.

Security: The Expocentre provides 24 hour security in the exhibit hall during the show. However, the Home Show Committee assumes no responsibility for lost or stolen items. Please remove personal items daily.

The Topeka Home Show is held for the express purpose of educating the buying public and the members of the Topeka Area Building Association as to the products and services available to them in the new construction and remodeling market in NE Kansas.