



29th Annual MMBA Home Show Exhibitor Application Form & Contract March 26-28, 2010

Brainerd Civic Center
502 Jackson Street, Brainerd, MN 56401

Return this page and payment to: (Retain a copy for your records)

Mid-Minnesota Builders Association	Phone: (218) 829-4982
17068 Commercial Park Road	Fax: (218) 828-3739
Brainerd, MN 56401	mmba@brainerd.net

1. **Booth Size Requested:** Number of 10' x 8' booths: _____ 20' x 16' booths: _____

_____ 1st Choice # _____ 2nd Choice # _____ 3rd Choice # _____ 4th Choice # _____ 5th Choice #

2. **Description:** Describe the product/service you will have on display in your booth.

3. 2010 Booth Rates:	MMBA Members:	Non-Members:
10' wide x 8' deep	\$430	\$730
20' wide x 16' deep	\$1,720	\$2,920

Company Name: _____
(This is how your company will be listed in the Home Show Magazine.)

Contact Person: _____ Email: _____
Mailing Address: _____ City: _____ State/Zip: ____/____
Phone: _____ Cell: _____
*Signature: _____ Date: _____

PAYMENT INFORMATION:

Check enclosed: Make payments payable to the Mid-Minnesota Builders Association (MMBA)

Credit Card: Visa Master Card Name on Card: _____
Credit Card #: _____ Expiration Date: ____/____ V-Code #: _____
Signature: _____ Date: _____

REMINDERS/ADDITIONAL SERVICE:

- Liability Insurance:** Mid-MN Builders Association must be listed as the Certificate Holder on your current policy: MMBA 17068 Commercial Park Road Brainerd, MN 56401.
- Minnesota - Revenue:** Operator Certificate of Compliance Form ST19.
- Wireless Internet:** Additional \$50 per booth. (Include payment with Exhibitor Application.)
- MMBA MEMBERSHIP:** MMBA Membership \$425 per year.
Are you a current member of the MMBA? Yes No
If NO, would you like a membership application? Yes No
- KIDS BUILD:** (Bird Feeder) Cost: \$100 – *Open to MMBA Members Only* –
Must have (1) adult to assist with workshop – Saturday March 27, 2010 @ 11:00 am Gold Medal Arena

NOTE - This application must be accompanied by FULL PAYMENT and will not be accepted without a * Signature.
NO Refunds after 2/9/10. The individual signing this contract warrants that he/she has been duly authorized to execute this binding contract and the exhibitor will continue to fulfill these terms even if individual ceases to be part of exhibitor's company. This contract and "Rules, Regulations & Instructions" within this packet constitute the entire agreement between MMBA and Exhibitor.

MMBA USE ONLY:
Arrival of Application: ____/____/____ Member: ____ Non-Member: ____ Amount of Payment: \$ _____ Check #: ____ Credit Card: ____
Split Payment: Booth: \$ _____ Wireless: \$ _____ Dues: \$ _____ Other: \$ _____
2010 HS Booth Assignment booth(s) #: _____ Confirmation sent: _____



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BOOTH ASSIGNMENT & EXHIBITOR SPACE:

Effective for the 2010 Home Show, MMBA Members will be given priority over Non-Members for Booth space. **Priority will be given to 2009 Member Exhibitors IF Registrations and Payments are received to the MMBA Office by Tuesday December 15, 2009 at 3:pm.**

All other booth space will be assigned on a first come, first serve basis.

- If you were NOT in the 2009 Home Show OR want to change booth location, remaining booths will be assigned on a first come, first serve basis beginning Monday December 21, 2009.
- ALL remaining booth space will be made available to Non-Members on Monday January 4, 2010.

Helpful Hints:

- ✓ To ensure your chance to get *"close to"* the booth size/location you want, the Home Show Committee encourages you to act quickly.
- ✓ Booths will be assigned as Applications and Payments arrive in the MMBA Office.
- ✓ Applications can be mailed to the MMBA OR dropped off during regular business hours; MMBA Office hours are Monday-Friday 8:00 am to 4:30 pm.

COST/PAYMENT:

1. <u>2010 Booth Rates:</u>	<u>MMBA Members:</u>	<u>Non-Members:</u>
10' wide x 8' deep	\$430	\$730
20' wide x 16' deep	\$1,720	\$2,920

2. **Membership Dues: \$425 per year**

If you are not a member and would like to join the association, you must pay the Non-Member booth rate with your Home Show Application. Once your Membership application has been approved, you will be refunded the difference between the Member and Non-Member booth rate.

3. **Payment Options:** You may pay by Check or Credit Card.

Make Check payable & mail to: MMBA - 17068 Commercial Park Rd - Brainerd, MN 56401

- If a Corporate check cannot be attained for deadline purposes, you may submit a personal check until the corporate check is received.

CANCELLATIONS: Must be made in writing, no refunds will be made after February 19, 2010.

ADMISSION: \$2 Admission will be charged (14 and under are free)

- Exhibitors must wear a name tag to enter the Civic Center or they will be charged \$2 admission.
- Exhibitor Information will be available in the Confirmation Packet, which will be mailed at the beginning of March 2010.

CALENDAR OF EVENTS:

- **Thursday March 25, 2010:** Set Up Day 8:00-6:00 pm
Each Exhibitor will receive a Confirmation Packet, which includes booth space and assigned Set Up time, at the beginning of March 2010.
- **Friday March 26, 2010:** Home Show 10:00-8:00 pm
- **Saturday March 27, 2010:** Home Show 10:00-6:00 pm
EXHIBITOR PIZZA PARTY: 6:01 pm
- **Sunday March 28, 2010:** Home Show 10:00-4:00 pm



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CALENDAR OF EVENTS: *(continued)*

- o **TEAR DOWN:** Nothing can be removed from your booth or dismantled before 4:00 pm on Sunday March 28, 2010. *Failure to follow these regulations may result in an inability to exhibit in future shows.*
- o **All displays must be taken down and removed from the Civic Center** by 9:00 pm Sunday March 28, 2010. All exhibitors with materials left behind, will be charged **\$70 per hour** beginning at 8:00 am on Monday March 29, 2010.
- o Contact MMBA Colleen for more details (218) 829-39821 – cmfaacks@brainerd.net

Lakes Area Home Tour: (Save the Date) April 9-11, 2010

The Spring Lakes Area Home Tour will take place the 2 weekends following the Home Show.
MMBA Builder Members: Be sure to take advantage of this great opportunity of having a booth in the Home Show, promoting the home(s) you will be showcasing in the Lakes Area Home Tour.

BOOTH REGULATIONS: *Failure to follow these regulations may result in an inability to exhibit in future shows.*

- NO SUBLETTING OF BOOTH SPACE; only your company can occupy your booth space.
- No soliciting, setting literature, or displays outside your designated booth space.
- Exhibitors must have a representative in their booth during show hours.

ADDITIONAL FEATURES AVAILABLE AT YOUR BOOTH:

- **WIRELESS INTERNET:** Available for an additional \$50. *(See Exhibitor Application.)*
- **TABLE – STOOLS – CARPET:** Additional furniture is available for rent, see enclosed Order Form, mail form and payment directly to Brainerd Noon Sertoma.
- **ELECTRICAL NEEDS:**
 - o 120-volt service is free.
 - o Each Exhibitor **must use** the correct type of extension cord.
 - o **The Electrical Inspector recommends** each exhibitor use a **Hard Usage Heavy Duty Extension Cord** and a **Surge-Strip with a circuit breaker re-set.**
 - o **Pool & Spa Exhibitors** - will only be able to run the spas to display water flow. *Unfortunately, you will not be able to heat your spa. (The Civic Center is not electrically set up for this.)*

REMINDERS:

Liability Insurance:

- Include a copy of your current policy listing **Mid-Minnesota Builders Association** as the Certificate Holder: 17068 Commercial Park Road Brainerd, MN 56401.
- The Home Show will take place at Brainerd Civic Center 502 Jackson St., Brainerd, MN 56401
 - o Mail form to: MMBA ~ 17068 Commercial Park Road ~ Brainerd, MN 56401.
 - o Fax form to: MMBA Office (218) 828-3739.

Minnesota • Revenue: Operator Certificate of Compliance Form ST19.

- o Each Exhibitor must provide a completed form in order to participate in the Home Show.

QUESTIONS: Regarding the Home Show, contact Colleen Faacks, MMBA at (218) 829-4982 or cmfaacks@brainerd.net

