



## EXHIBITOR CONTRACT and EXHIBITION RULES

HOME INSPECTOR EDUCATION EXPO 2012 • March 9 & 10, 2012

Presented by Home Inspectors of Tennessee Association, Inc. (HITA)

Music Road Hotel, 314 Henderson Chapel Rd., Pigeon Forge, Tennessee

- HITA Affiliate Member \$250.00 per booth**
- Non-HITA Affiliate Member \$500.00 per booth** (one year HITA Affiliate membership free)

**Preferences of booth location: (Booths assigned based on date final payment is made)**

1st Choice \_\_\_\_\_

2nd Choice \_\_\_\_\_

3rd Choice \_\_\_\_\_

**Additional Services:**

- 110 Volt Power \$35  
out)
- Water Supply \$35
- Extra Skirted Tables \$20 each

**Sponsorship Level:**

- Platinum (sold)
- Gold \$500
- Silver \$200
- 2.5" x 3.5" Program Ad \$50

**Do not write in this space**

Date Contract Received \_\_\_\_\_

Total Amount Due \_\_\_\_\_

Initial Amt Rec'd & Date \_\_\_\_\_

Unpaid Balance Due \_\_\_\_\_

Final Pymt Amt & Date \_\_\_\_\_

Booth Number \_\_\_\_\_

\_\_\_ Booth confirmed \_\_\_ Date confirmed

Special requirements \_\_\_\_\_

Company name and address as it should be listed in the EXPO 2012 Final Program:

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

Address, City, State, and ZIP \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ Website \_\_\_\_\_

Contact Name \_\_\_\_\_ E-mail \_\_\_\_\_

*If we are unsuccessful in securing the above spaces, HITA may assign another location subject to our approval. **This contract for space must be accompanied by a check for the cost of each booth by January 15, with the balance due January 30, 2012.** All exhibitor cancellations must be in writing. Any cancellation by an exhibitor after February 7, 2011 will result in a fee of \$100 deducted from the refund. Cancellations made after February 14, 2011 will be subject to a 50% refund of booth costs.*

Please **DO NOT** place our booth near the following type companies: \_\_\_\_\_

Information regarding this exhibit should also be sent to: (include: your name, COMPANY, address, city, state, zip)

---

## **HITA Exhibitor Rules for Home Inspector Education (HIE) EXPO 2012 at Music Road Hotel, Pigeon Forge, TN**

Rules governing Exhibits and Exhibitors are those of the Home Inspectors of Tennessee, Inc. (HITA). The HIE EXPO 2012 Exhibitor Chairman or the HIE EXPO 2012 General Chairman should be contacted with any questions regarding this event. HITA reserve's the right to prohibit any exhibit or part of an exhibit for any reason which it deems appropriate, including, but not limited to, a finding that the exhibit or part thereof is, in HITA's opinion, not suitable to or keeping with the character of the exhibition. Exhibitors should conduct themselves in a dignified manner at all times while in the Exhibit Hall.

**RESTRICTIONS.** Exhibitors shall not assign or apportion the whole or any part of their allotted spaces, or exhibit therein, or permit any other party to exhibit therein, any other goods or services than those manufactured or handled by the exhibitor in the regular course of his business; or permit any person or firm not an exhibitor to solicit in the space without written permission from HITA. Exhibitors that resell products or services must be authorized resellers of the products & services they represent.

Two companies, whether or not they represent or distribute each other's products, may not occupy one 10' x10' booth location. However, independent manufacturers' representatives may develop a multiple company exhibit. One company listing per 10' x10' booth space will be published in printed material. Additional listings will be provided as space permits. Exhibitors shall not display noisy electrical devices, sound equipment, or other devices that interfere with other exhibits.

All displays and signage of the exhibitor must be confined to the booth space rented. No business activities are to be undertaken in any aisles, lobbies, or other areas of the Music Road Hotel while classes are in session. All exhibit booths must be manned appropriately throughout the posted EXPO hours. Since booths have been arranged for maximum exposure to visitors, exhibitors shall not place any equipment which interferes with exposure of any other booth or impedes free use of the aisle. Displays shall not block diagonal line-of-sight (above four feet) to the front of any contiguous booth. More information on configuration will be sent to you by the HITA Exhibitor Chairman upon request. From March 8, 2012 to March 10, 2012, exhibitors shall not advertise their business outside their assigned booths without prior written permission of the HITA Exhibitor Chairman or HITA General Chairman. Exhibitors are not permitted space elsewhere in the Convention Center for the display of goods, or providing of continuing education opportunities without the consent of the HITA Expo Committee Chairman.

Drawings or raffles involving cash or prize drawings will be allowed unless content is not approved by HITA Chairman. Drawings or raffles must be conducted in accordance with Tennessee state law.

In accordance with Music Road Hotel Rules, alcoholic beverages purchased off premises may not be carried into or consumed within the Convention Center.

**BOOTH SPECIFICATIONS.** Each exhibit booth is 10 feet wide by 10 feet deep, furnished with back and side drapes, and includes one two-line sign. Booth space includes one skirted table, two chairs, and one wastebasket. Prices and additional rentable items are listed in the exhibitor brochure. Order forms for booths, additional items, and additional services are listed in the exhibitor brochure (tear off) and must be filled out completely before the order is valid. The tear-off order form and signed contract must be submitted to the HITA Exhibitor Chairman before January 15, 2011.

**EXHIBIT INSTALLATION AND HOURS.** The Music Road Hotel Convention Center will be available only to exhibitors on Friday morning, March 9, 2011, from 6:00 am to 8:00 am for booth set up. The Hotel will inform us if the Exhibit Hall is available for booth setup on Thursday night, March 8, about seven days before the event, but there is not a guarantee of this availability. All exhibitors must have booth set up completed by 8:00 am on March 9 since HIE EXPO 2012 attendees will begin classes at that time. Exhibit Hall hours shall be determined by HITA, but generally run: Friday 7:30am - 6:00pm and Saturday 7:30am - 4:00pm. Exhibit hours are subject to change.

Exhibitors shall not dismantle exhibits prior to the official show closing time. Companies who dismantle their booth(s) before the posted Exhibitor Hall closing time without consent of HITA may forfeit priority placement for the next planned event. All exhibits must be removed from the Music Road Hotel by 7:00 pm.

**CANCELLATION/TERMINATION.** In the event that HITA cancels or terminates the exhibition for any reason, the exhibitor waives all claims against HITA for damages or expenses and agrees to accept in complete satisfaction and discharge of all claims against HITA, a refund of all amounts paid by the exhibitor to HITA in accordance with this agreement.

**INSURANCE COVERAGE.** Exhibitor agrees it has the sole responsibility for obtaining insurance (inland marine, liability, etc.) and that neither HITA, or the Music Road Hotel, or any other party has purchased insurance on exhibitor's behalf and is under no obligation to do so.

**LIABILITY.** Although Hotel staff will be on premises for a 24-hour basis, HITA does not insure exhibitors for loss by theft or otherwise. HITA is not responsible for loss or damage resulting from any cause in connection with transfer, installation, maintenance, or removal of exhibits, or management of the convention. It should be noted that Tennessee laws limit the liability of hotels for loss to guests. Exhibitors wishing to insure their goods must do so at their own expense. Exhibitors shall hold HITA harmless from any claims resulting from the breach of the Exhibitor's obligations hereunder and/or the Exhibitor's negligence or breach of any legal or statutory duty or obligation. Neither HITA, nor the Music Road Hotel is responsible for any loss or damage of merchandise or personal injury to any exhibitor, respective employees, or representatives at any time before, during, or after exhibit hours.

Sales or giveaways of alcoholic beverages and tobacco products are prohibited in the Convention Center. Hotel policies should be followed at all times by Exhibitors regarding the use of these items in other areas of the Hotel property.

***We agree to abide by all provisions, rules and regulations as published in this form. By submitting the electronic registration on the EXPO 2012 website, you Automatically agree to accept all terms and conditions of the "Exhibitor Contract and Exhibition Rules".***

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**PRINT COMPANY NAME** \_\_\_\_\_

Return to: Home Inspectors of Tennessee Association, Inc. c/o Larry Fowler  
321 McFee Road, Knoxville, TN. 37934  
**Cell (865) 705-1927 • Fax (865) 675-6010**  
Email: hitaregistration@gmail.com

**Make checks payable to: Home Inspectors of Tennessee Association**  
*Please make a copy of this form for your records*

