

**LEHIGH VALLEY BUILDERS SPRING HOMESHOW
EXHIBIT AND SHOW REGULATIONS
March 31st, April 1-2, 2017**

SETUP TIME:

Thursday: 8 am – 10 pm

Friday: 8 am – 4 pm

YOU MUST BE CHECKED-IN WITH THE LVBA STAFF BY 1:00 P.M., FRIDAY OR YOUR BOOTH MAY BE REASSIGNED TO A COMPANY ON THE WAITING LIST!

Due to the carpeting, no trucks are allowed inside the buildings (*except right inside the roll-up doors for quick unloading*); you must make other arrangements to transport your product inside to your booth(s). (*Use the enclosed "Booth Options Included in Rental Fees" request form to indicate if you will need the use of the forklift during setup or teardown*).

Your set-up MUST BE COMPLETED BY 3:00 P.M. FRIDAY – Back Rollup Doors will be closed by 12:00 P.M. Friday.

Any exhibitor who has a product (*such as mulch, dirt, brick, etc.*) that could damage the indoor carpet provided (*i.e., stain, tear, etc*) must take the necessary precautions to prevent such damage. For example, lay 2 mil. plastic down first where a mulch, dirt, or brick display will be made. If you use special equipment to transport your product inside the buildings during set-up or dismantling you and your staff must take care with the carpet to prevent damages. Sharp, hard turns or making sudden stops on the carpet causes buckling and tearing of the carpet. Once booths begin to fill up, the carpet cannot be stretched back to eliminate buckles. Please inform your staff. In the event we have snow, ice or rain during set-up, please make every effort to help protect the carpet. For example, before pulling into the buildings through the rollup doors, please kick off any snow/ice buildup around your wheel wells. If you use special equipment to transport your product and it will be parked inside near your booth for a period of time, you should bring plastic along to park the equipment on; remember, everything that built up under your equipment will melt and drop onto the carpet. This will make unsightly stains just in time for the show to open!

Some staining/spotting may be difficult to avoid, but if every exhibitor does his or her part, we can hopefully minimize the problem.

EXHIBITORS WILL BE HELD RESPONSIBLE FOR ANY DAMAGE TO LEHIGH UNIVERSITY, RAUCH FIELDHOUSE, LEHIGH VALLEY BUILDERS ASSOCIATION, AND LEHIGH VALLEY EXPO EQUIPMENT OR FACILITIES.

Show schedule:

Friday: 5pm to 9pm

Saturday: 10am to 7pm

*Vendor Reception 7pm to 8pm

Sunday: 10am to 4pm

*New

Dismantling Time:

Sunday — 4pm – 10pm

Monday — 8am - noon

NOTES:

- **No dismantling before Sunday 4pm. *Doing so may jeopardize your future guaranteed booth***
- **Electric will be shut off 15 minutes after show closing.**
- **Your dismantling must be done by noon on Monday**

Admission:

\$7.00 per person (Children under 12 and active military — free)

Exhibitor Admission:

During the show hours, only exhibitors having “2017 Exhibitor” name passes will be permitted “free” entry to the show. No exhibitor pass, no “free” entrance. There will be no exceptions to this policy.

PROCEDURE FOR GETTING YOUR 6 EXHIBITOR PASSES: *You will need to pick up your exhibitor passes inside the front entrance to Rauch Fieldhouse during the show’s set-up between the following hours: Thursday from 11am to 3pm. and Friday from 9am to 1pm.*

A representative from your company will have to sign for them and distribute them among your workers.

Food Court:

Light food and drink will be available on the loft area of Rauch Fieldhouse. A vendors reception will be held from 7 PM – 8 PM on Saturday evening.

Booth Facts:

- ALL inside booths are 10’ x 10’
- ALL outside booths are 15’ x 15’
- One standard 20 amp/110V electrical line will be provided per exhibitor. If you need additional electrical requirements, please fill out the Electrical Needs Request Form. There will be a charge for additional electrical needs.
- Six (6) exhibitor name passes per exhibitor-no exceptions, regardless of how many booths you have
- High curtained backdrop, 3’ high curtained side divider provided – If you have rough side walls, you will be responsible for the 8’ Pipe and Drape (please see the Lehigh Valley Expo)
- Carpeted floor, 2 chairs and table come standard. Changes will be through Lehigh Valley Expo at the show.
- **ELECTRICAL DISCLAIMER:** 220V lines have no outlets (hardwire only). Exhibitor agrees to hold the following persons/entities harmless from indemnify for all claims relating to property damage (exhibitor’s) caused by or arising from surges, drops in voltage, power failures, or replacement of equipment after installation is completed: Lehigh Valley Builders Association (LVBA); LVBA member companies and volunteer/representatives; Lehigh University; Rauch Fieldhouse and personnel; Lehigh Valley Expo; and all associated subcontractors.

Directions to the Spring Homeshow:

From Interstate 78, take Exit #67 Hellertown/Bethlehem

Turn left onto Route 412 South and continue to Water Street (look for the blue sign that reads "Lehigh University")

Make a right onto Water Street (which becomes Friedensville Road)

Travel a half mile to traffic island (look for the blue sign that reads "Lehigh University")

Bear right onto Mountain Drive South

Make a right onto Goodman Drive

The show will be located in the Rauch Fieldhouse on the Murray H. Goodman Campus, Lehigh University

Free parking is available

Miscellaneous Exhibit and Show Regulations:

Indemnification: In consideration of the use of the premises or facilities owned or operated by Lehigh University and/or in consideration of permitting the exhibitor to participate in the Lehigh Valley Builders Association Spring Homeshow, the exhibitor agrees to indemnify and hold harmless Lehigh University, Lehigh Valley Builders Association, Lehigh Valley Expo, their agents, volunteers, and employees from and against any and all loss, damage, liability or expense, including attorney's fees, including but not limited to all claims for damages on account of or by reason of bodily injury, including death, which may be sustained or claimed to be sustained by any person, and all damages to property, caused by or arising out of or claimed to have been caused by or to have arisen out of the LVBA Spring Homeshow.

No alcoholic beverages of any kind will be served or permitted at this show.

Lehigh University items may not be sold; these are handled exclusively by the Lehigh University Bookstore.

Sale or possession of illegal drugs, restricted illegal drugs, or narcotics, except where lawfully prescribed for medical or dental care, is prohibited.

Possession of firearms, weapons, ammunition, fireworks or explosives is prohibited.

No gasoline is permitted inside Rauch Fieldhouse including the gasoline in mowers, tractors, small engine equipment, etc.

All helium tanks must be securely chained down per fire marshal regulations.

Misuse, abuse, theft or destruction of Lehigh University, Lehigh Valley Expo, and Lehigh Valley Builders Association property is prohibited. Behavior that is in the opinion of the Lehigh University, or the Lehigh Valley Builders Association irresponsible or dangerous to persons or property is prohibited.

Exhibitor will not do, or permit to be done, any injury or damage to any part of said show facilities.

No decorative or other materials shall be nailed, tacked, screwed, taped, or otherwise physically attached to any part of the buildings or furnishings without the prior written consent of the Lehigh & LVBA.

No sharing or giving away your Booth Space(s) without the approval of the Lehigh Valley Builders Association

Thank you in advance for your cooperation, and we look forward to a successful show!