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21st Annual Associates Showcase

Exhibitor Registration



Thursday, April 1, 2010

James River Ballroom

Holiday Inn-Select

4:00 p.m.-6:00 p.m.

- ◆ **It will afford you the opportunity to showcase the latest in new products & services, plus network with your fellow members in a relaxed atmosphere.**
- ◆ **Every builder member firm that attends will have a chance to win a FREE 2010 Parade of Homes® entry!!! \$1995 Value**
- ◆ **Plus with your reservation, you can attend the Codes Seminar from 3:00-4:00 featuring Building Code Officials from area localities.**

Reservations include cocktails & light hors d'oeuvres.

Drink tickets provided for you to give attendees when visiting your exhibit.

**Each exhibit space only \$265 &
includes two complimentary attendee reservations.**

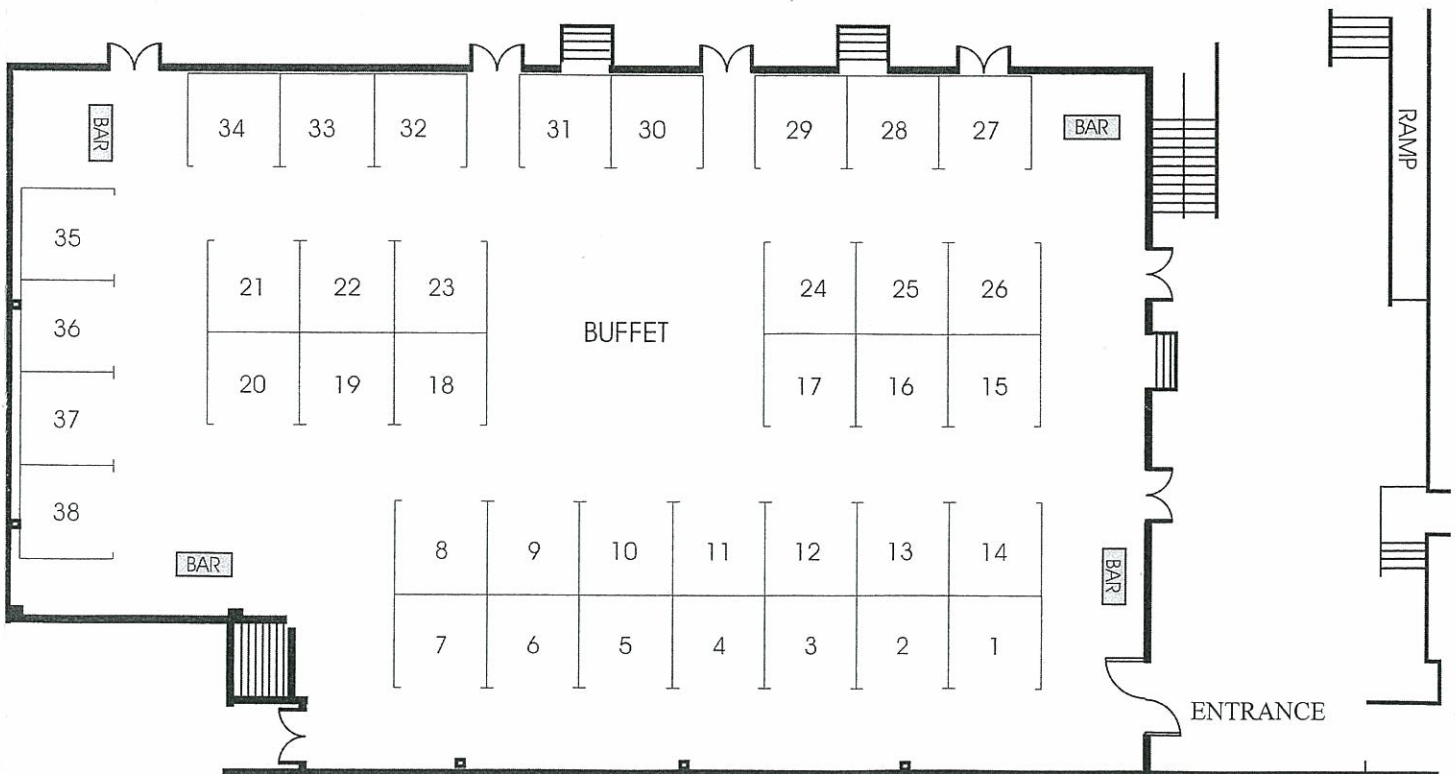
Additional reservations are \$35 per person by March 26; \$40 thereafter.

Exhibit deadline March 5

Holiday Inn-Select, 1021 Koger Center Blvd., Richmond, VA 23235 ♦ (804) 379-3800

Associates Showcase Guidelines & Floor Plan

- Exhibit space assignments will be made on a first-come, first-served basis. In the event space(s) are already reserved, you will be notified with the remaining spaces available to make your selection.
- Exhibitor may begin setting-up display at 2:00 p.m., and agrees to have completed by 4:00 p.m. Exhibitor agrees not to remove any part of the exhibit prior to 6:00 p.m., and to remove belongings from the property promptly after the show closes at 6:00 p.m.
- Display must be kept within the approximate 8' x 10' exhibit space. If you need more space, please purchase additional spaces accordingly.
- HBAR reserves the right to ask the exhibitor to remove any portion of the display that is encroaching on another exhibitor's space.
- HBAR reserves the right to make minor changes to the layout.
- HBAR and the Holiday Inn-Select will not be responsible for loss, damage or wear and tear of any exhibit or its contents. Any damage or loss to electrical strip and/or table from the Holiday Inn-Select will be the sole responsibility of the exhibitor.
- HBAR will provide each exhibit space with one 6' x 30" covered and skirted table and one 36" x 4 1/2" strip sign to each participating member firm.
- An electrical strip is available for rent at \$20 through HBAR. If you have more than one exhibit space, you do not need to purchase additional strips unless it is necessary for your set-up. Any additional audiovisual needs may be arranged directly with Amy Reiss, Holiday Inn-Select, at (804) 897-1404, and payment by credit card will be required.
- The function will be held in the James River Ballroom, which is located in the rear of the hotel on the first floor. Please use the entrances located in the rear of the building to gain access.
- Door prize giveaways are encouraged. There will be no announcements made during the event since the noise level cannot be controlled, and therefore, when an attendee enters to win, ask them to return to your exhibit at a specific time for drawing or contact winner the next day.
- In order for an attendee to receive a drink, they must retrieve a ticket from an exhibitor. HBAR will provide the drink tickets along with worker name badges in a packet at your assigned space.
- Encourage your builder and remodeler member cliental to attend and visit your exhibit. Remember to mention the chance to win a free Parade entry and the Codes Seminar.



**HOME BUILDING ASSOCIATION OF RICHMOND
ASSOCIATES SHOWCASE
2010 Exhibitor Registration Form**

Member's Firm: _____

Contact Name: _____ Phone: _____

Email: _____ (confirmation will be sent)

How many exhibit spaces would you like: _____ (add \$265 per space)

Space(s) requested: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

General services/products to be featured: _____

Special builder offer to be featured: _____

Electrical Strip: YES (add \$20.00) NO

Two Complimentary Exhibitor Attendee Reservations (each space):

Additional Exhibitor Attendee Reservations (add \$35.00 each):

_____ Yes, the above or marked will attend the Codes Seminar in Parlor B (upstairs).

(If you have guests you would like to bring that are not working the booth, please note that an attendee reservation form will be sent to the membership early March to reserve or specify above.)

Total Amount: \$ _____

Mail form with payment to HBAR, 400 N. Ridge Road, Richmond, Virginia 23229.

If you would prefer to pay by VISA or MasterCard (*no other cards accepted*), please complete the following. Note that there will be a 4.5% processing fee added to your charge and you will not receive a receipt. Therefore, please check your statement to verify the charge.

Name as it appears on card: _____ Exp. Date: _____

Account Number: _____ - _____ - _____

Authorized Signature: _____

Billing Street Address: _____ Billing Zip: _____

Paying by Visa or MasterCard, fax this completed form to (804) 282-9866.

DEADLINE MARCH 5, 2010 INQUIRIES (804) 282-0400, Ext. 2 or vmood@hbar.org
Cancellations not accepted after March 5, and reservations accepted with payment due.

RESERVATIONS WILL BE FIRST-COME, FIRST-SERVED BASIS; SPACE IS LIMITED.