

# 2024 Vendor Application

## March 1-3 Coeur d'Alene



The North Idaho Building Contractors Association (NIBCA) is proud to promote the building industry through the Annual Home and Garden Show. With more than 100 vendors and over 3,500 attendees over three days, this is a great opportunity to showcase your business.

People come to the show every year looking for advice, ideas and local businesses to partner with. After the long winter of looking at what needs to improve, event attendees are ready to spring into action with your help. This is the perfect time for you to promote your business and garner new clients.

### **IMPORTANT DATES**

December 15, 2023	Application Deadline
December 15, 2023	50% deposit due
January 5, 2024	Cancellation Deadline
January 5, 2024	Final Payment Due
February 29, 2024	Set up anytime between 7am and 7pm
March 1, 2024	Show time 12pm – 6pm
March 2, 2024	Show time 10am – 6pm
March 3, 2024	Show time 10am – 4pm
March 3, 2024	Take Down after 4pm

Category Descriptions: Select the Category that best describes your services or products.

- **Building & Remodeling:** *Windows & doors, flooring, roofing, garage doors, gutters, painting, building & contracting services*
- **Building Contractors:** *Home Builders*
- **Financial & Professional Services:** *Realtors, banks, lenders & mortgage brokers, title companies, insurance*
- **Furnishings & Accessories:** *Lighting, furniture, art, decor, window coverings*
- **Kitchens & Bathrooms:** *Fixtures, appliances, cabinets & countertops*
- **Outdoor Living:** *Landscaping & gardening, furniture, cooking/barbeques, pavers, pools, ponds, patios, fencing, pest control*
- **Interior Design & Decorating:** *Creative services for your indoor and outdoor space*
- **Shopping & Lifestyle:** *Edibles, gifts & gadgets, pet-related, jewelry, arts & crafts, and health*

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Business Name: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Category \_\_\_\_\_

I will NOT be selling items at the Event

I will be selling items at the Event

Booth Request			QTY	Cost	Sub-Total		
<u>Booths are assigned first come first serve, based on category.</u>			Non-Refundable Application Fee	1	\$35.00	\$35.00	
<i>Indoor booth spaces include pipe and drape and electrical. You may need to provide extension cords and/or power strip. 8'tall back drape and 3ft tall side drape.</i>	<b>NIBCA Member</b>		8'x10' Booth		\$525.00		
			10x10 Booth		\$550.00		
			10x20 OUTSIDE Space		\$400.00		
		<b>Does your booth require use of a forklift?</b> YES      NO		Large Truck		\$125.00	
			Fence Line Banner		\$25.00		
Will your booth incorporate boulders, rock, sand, organic materials?  Does your setup require additional space to maneuver into? Additional time?	<b>Non-Member</b>	YES      NO	8x10 Booth		\$750.00		
			10x10 Booth		\$775.00		
			10x20 OUTSIDE Space		\$540.00		
			Large Truck		\$510.00		
			Fence Line Banner		\$40.00		
Booth First Choice:  Booth Second Choice:  Booth Third Choice:	<b>Optional Items</b>		8 ft table w/ black cloth		\$30.00		
			30" Bistro w/ black cloth		\$30.00		
			Folding Chair		\$6.00		
			Bar Stool		\$12.00		
<b>Building Sponsor</b> NIBCA Member, receives prime 10'x20' location in building, fence banner, 10 admission tickets and additional advertising at both shows. <b>\$1,800. Contact NIBCA to Reserve</b>			<b>Total Due</b>				
<b>Featured Area Sponsor</b> Member of NIBCA, 20x20 Space, Banner Placement, 10 admission tickets and additional advertising at both shows. <b>\$3,000.</b> <b>Contact NIBCA to Reserve.</b>			<b><i>I agree to abide by the rules set forth by the NIBCA Home and Garden Show.</i></b>				
			Signature	Date			
Office Use ONLY							

Booth: \_\_\_\_\_

INV: \_\_\_\_\_

Booth: \_\_\_\_\_

PD: \_\_\_\_\_

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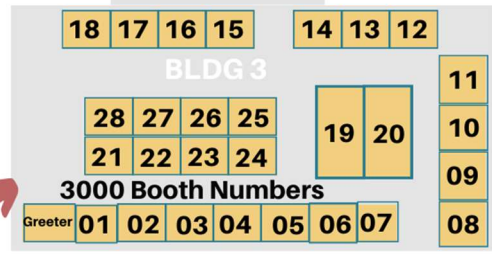
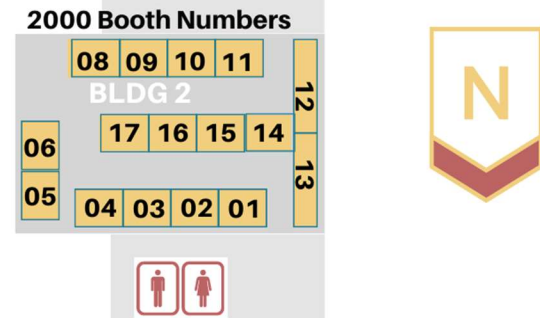
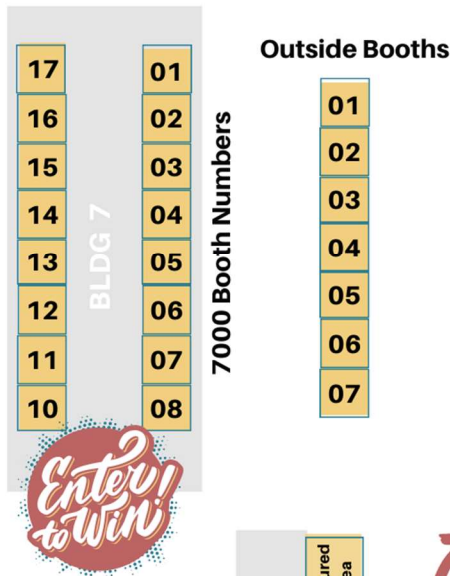
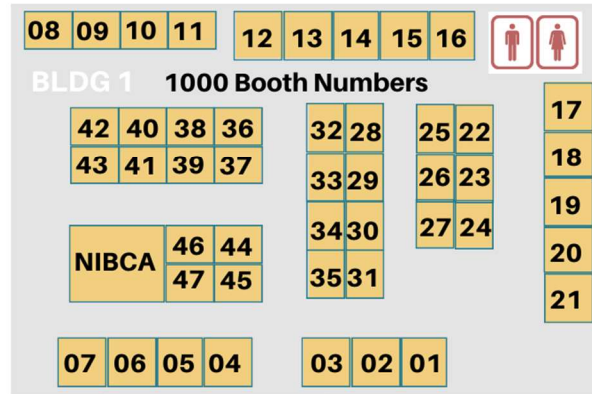
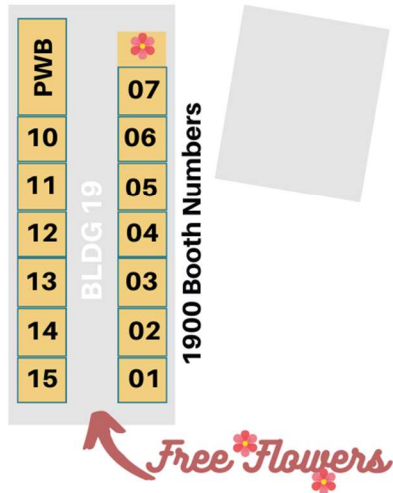
### EXHIBITOR RULES

- Application Fee \$35- Non-refundable; due at time of application.
- Applications Received after December 15 will incur an additional fee of \$100 per booth.
- Only one business will be allowed per exhibit space. No sharing of space.
- Limit on Booths - NIBCA has the right to limit the number of booths if demand requires.
- Deposit Policy - Half of the contract total is required by December 15, 2023. The balance is due no later than January 5, 2024. Booth space will be released if the balance isn't paid in full by January 5, 2024
- No Refunds after January 5, 2024
- Booth Fee Includes - 1 booth, electrical and drapes. Any other equipment needed (i.e., tables, chairs) is the participant's responsibility.
- Exhibitors must have a legitimate exhibit.
- All booths must have representatives in their booth during the show hours.
- Booth sizes are 10x10 or 8x10. Drapes- Back and side are provided by the Event.
- Tape-If you must tape anything down, you are only allowed to use GAFFERS TAPE. All other types of tape damage the floor and will NOT be allowed for any reason.
- All exhibits must be in place by 10am Friday.
- Right to Modify - The NIBCA reserves the right to refuse to sell exhibit space and to bar, move, modify exhibits, or portions thereof, which is the discretion of the Show Committee if deemed objectionable or in poor taste. Exhibitor agrees to make changes as directed by the Show Committee as soon as notified. Failure to do so will result in the removal of the exhibit or portions thereof, by the Committee. Any costs incurred will be at the expense of the Exhibitor.
- In the event of an Exhibitor no-show, the committee reserves the right to resell the space without providing a refund.
- Exhibitors may not assign, sublet, or share their space; interfere with other exhibitors; exceed space into aisles or block other exhibitors; use common space for storage or exhibits.
- No sound equipment or sound making devices that can be heard outside your exhibit area will be permitted.
- Signs - All booths must be clearly identified with the company name. Booth # Sign will be provided by NIBCA
- Exhibitors agree to indemnify and hold harmless, the NIBCA, the NIBCA staff, the NIBCA Show Committee members, NIBCA members, the City of Coeur d'Alene or Kootenai County Fairgrounds from suit or claim for personal injury or property damage or the loss of use of property by whomsoever sustained.
- Exhibitors are responsible for any damage to the Kootenai County Fairgrounds, which is or may be caused by their booth. Furthermore, the Exhibitor is responsible for any cost associated with said damage to include clean-up and repair.
- Exhibitors are responsible for adequate liability insurance coverage on their booth contents. The NIBCA and/or Kootenai County Fairgrounds is not responsible for any loss or damages. A \$1,000,000 certificate of liability insurance must accompany the registration naming the NIBCA and Kootenai County Fairgrounds as additionally insured. Booth space will not be assigned unless proof of insurance is submitted to NIBCA.
- NIBCA is not responsible for inclement weather and does not guarantee the attendance.
- Exhibitor agrees to abide by decisions, rules, and regulations of the Show Committee, which from time to time be modified, and in the event of any misunderstandings, agree to accept the decision of the committee as final.
- Exhibitor Parking: All exhibitors and their employees/helpers MUST park in the back of the parking lot on the north side of Building 3 during show hours.
- Tear down and removal of exhibits may begin immediately following the close of the show at 4:00 p.m. on Sunday.
- Due to the potential safety hazard to visitors and other exhibitors, no goods, equipment, or other display items may be removed from booths until the close of the show.

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# HOME & GARDEN SHOW

First two numbers are Building last two are booth  
 Example 3002 is booth # 02 in building 3



*Tickets*

*Entrance*

