



**2025 Morgantown Home Show Exhibitor Registration/Contract**

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Website: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
Products/Services Displayed: \_\_\_\_\_

Setup Contact: (if different than above)	
Name:	_____
Email:	_____
Cell Phone:	_____

Billing Contact: (if different than above)	
Name:	_____
Email:	_____
Phone:	_____

Exhibit Spaces (refer to floorplan)	
1 <sup>st</sup> Choice:	_____
2 <sup>nd</sup> Choice:	_____
3 <sup>rd</sup> Choice:	_____
Nonprofit-Only	_____

We have always given priority placement to our Members and returning exhibitors and will attempt to do so this year. All other booth assignments will be made on a first received basis. A minimum 50% deposit required before space reservation will be confirmed. Full payment due by 10 February 2025. Deposit and payments are non-refundable.

**Included: Free designated Wi-Fi, 4 exhibitor badges, 1-8ft table, 2 chairs, 8ft back drape, 3ft side drapes, electricity (exhibitors must provide their own power strips/extensions and/or any special power connectors)\*\*hot tub/spa water usage subject to charge and paid directly to venue.\*\***

Item	Quantity	Price	Total
Exhibit Space(s)	@	\$ (see floorplan)	\$
<b>Early Bird Discount: \$50 per booth if paid in FULL by 31 December 2024:</b>			
			TOTAL: \$ _____

I agree to the terms and conditions set forth by this registration & contract and agree to pay all costs as outlined above.

Signature: \_\_\_\_\_

**March 14<sup>th</sup> – 15<sup>th</sup> – 16<sup>th</sup>, 2025**

Friday, March 14 1pm – 7pm  
Saturday, March 15 10am – 6pm  
Sunday, March 16 11am – 4pm

**Makes checks payable to:**

NCWVHBA  
2050 City View Drive  
Morgantown, WV 26501

## 2025 Morgantown Home Show Exhibitor & Sponsor Registration

All exhibits and exhibitors are subject to the following regulations. The word "Management" used herein refers to the Show Management, or its successors, acting through their officers, directors, committees, agents or employees on the management of the Show.

- Installation and Dismantling of Exhibits:** Installation of exhibits will begin on March 12, 2025 for "vehicle assisted set up" and times will be sent with executed contract based on booth assignment. No vehicles will be allowed after 7:00 p.m. on March 13, 2025. All booths must be set up by 11:30 a.m. March 14, 2025. Adjustments to the displays may be made at appropriate times for the duration of the Show with the Management's approval. **Dismantling cannot begin until the show has concluded at 4:00, March 16, 2025. Anyone violating this provision may be banned from future shows.** All exhibits must be removed from the premises by 6:00 p.m. March 16, 2025, or by **12:00 p.m. (noon)** on March 17, 2025.
- The exhibitor assumes all responsibility for compliance with local, state, and federal ordinances, laws and regulations covering fire, safety, and health, and all rules and regulations of the *Ruby Community Center at Mylan Park*, including all state and local mandates regarding any current health protocols. No distribution of balloons or adhesive stickers is permitted. No pets are permitted in Mylan Park. All exhibit equipment and materials must be reasonably located within the booth spaces provided.
- Moving Pictures, Sound Devices, and Lighting:** Activities relating to the above items conform to the Management's Good Neighbor policy; and therefore, should not be objectionable to neighboring exhibitors i.e. sounds should be at a conversational level.
- Exhibitor's Staff:** Distribution of advertising matter and souvenirs must be confined to exhibitor's booth (trade publications excepted). Undignified methods of attracting attention will not be permitted.
- Liability:** The Management will not be liable for loss or damage to the property of the exhibitor or his representatives or employees from theft, fire, accident, or other causes. The Management will not be liable for injury to exhibitors, their employees, or third persons, or for damage to property in their custody, owned or controlled by them, or for property owned or controlled by third persons, which claims for damages, injures, etc., may be incident to or arise from, or be in any way connected with their use of occupation of display space, and the exhibitor shall indemnify and hold harmless the Management against any such claim, or damage, and shall pay and indemnify the Management for any costs or expense, inclusive of legal fees, arising from any such claim. The exhibitor is liable for any damage caused to building floors, walls, or to standard booth equipment, or to other exhibitor's property. Exhibitors may not apply paint, lacquer, adhesive, or any other coating to building walls, floors, or booth equipment. Driving nails, tacks, screws, or use of any method of attaching material to walls, floors, or standard booth equipment is prohibited. All goods, wares, and merchandise of any kind placed in the exhibitor's booth is understood to be at owner's risk and by acceptance of this contract, the exhibitor releases the committee and the management of said premises from any liability for damages, injury, or loss, to any person or goods, from any cause whatsoever.
- Power:** It is mutually understood and agreed that the Management shall use proper and reasonable care to have all power services installed in time for the opening of the Show. Proper and reasonable care shall also be taken to prevent the interruption of power services during the exhibition. However, the Management shall not be held responsible for the late installation or interruption of any services that may occur.
- Electrical:** Exhibitors using 110 or 120 volts may make their own connection inside the booth providing the total voltage does not exceed the amount requested in the electrical order. All electrical work in the Ruby Community Center, including connections and wiring to cover all electrical current and power for the Show, will be under the direction of the Management. The electrical connections do not include special wiring from switchboard to exhibitors' equipment, nor wiring inside the booth. Exhibitors will provide their own electrical cords (three wire cord, 14 gauge) from the receptacles provided. These connections will be made by 11:00 a.m., March 14, 2025.
- Payment for Space:** No definite assignment of space will be made without the required deposit of 50% of the total space rental. Payment must be received in full by February 10, 2025. **No exhibitor will be permitted to erect a display until the contract is paid in full.**
- Unoccupied Space:** The Management reserves the right, should any rented exhibitor's space remain unoccupied on the opening day or should any space be forfeited due to failure to make proper payment, to rent said space to any other exhibitor, or use said space in any other manner; but this clause shall not be construed as affecting the obligation of the exhibitor to pay the full amount specified in this invoice for space rental should the Management not resell the space.
- Food Service:** The serving of foods and/or beverages, except for personal use, in exhibit booths is forbidden without the written consent of Show Management.
- General Information:** All material and equipment furnished by NCWVHBA, and the Ruby Community Center is to remain their property and will be removed by their personnel after the close of the Show. All indoor booths are 10' x 10' and will not be extended in width or length under any circumstances. All frameworks will remain connected. All outdoor booths are 20'x20'.

# 2025 Morgantown Home Show Floorplan

HBA member pricing	\$550 10x10	\$625 10x10	\$1250 10x20	Outside \$550 20x20
Nonmember pricing	\$700 10x10	\$775 10x10	\$1550 10x20	Outside \$700 20x20

I12	I13	I14	I15	I16	I17	I18	I19	I20	I21	I11
I1	I2	I3	I4	I5	I6	I7	I8	I9	I10	

J1	J13	J14	J15	J16	J17	J18	J19	J20	J21	J22
	J2	J3	J4	J5	J6	J7	J8	J9	J10	J11

G12	G13	G14	G15	G16	G17	G18	G19	G20	G21	G11
G1	G2	G3	G4	G5	G6	G7	G8	G9	G10	

H1	H13	H14	H15	H16	H17	H18	H19	H20	H21	H22
	H2	H3	H4	H5	H6	H7	H8	H9	H10	H11

E12	E13	E14	E15	E16	E17	E18	E19	E20	E21	E11
E1	E2	E3	E4	E5	E6	E7	E8	E9	E10	

F1	F13	F14	F15	F16	F17	F18	F19	F20	F21	F22
	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11

C12	C13	C14	C15	C16	C17	C18	C19	C20	C21	C11
C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	

D1	D13	D14	D15	D16	D17	D18	D19	D20	D21	D22
	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11

A13	A14	A15	A16	A17	A18	A19	A20	A21	A11
A2	A3	A4	A5	A6	A7	A8	A9	A10	

B1	B13	B14	B15	B16	B17	B18	B19	B20	B21	B22
	B2	B3	B4	B5	B6	B7	B8	B9	B10	B11

- NP6
- NP5
- NP4
- NP3
- NP2
- NP1

Concessions Area

↑  
**ENTRANCE**

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**EXIT**

**RESTROOMS**