



68TH ANNUAL SIOUXLAND HOME SHOW

FEB 28- MAR 2, 2025 | STF EXPO CENTER

EXHIBITOR CONTRACT

BOOTH INFORMATION

- BOOTH SPACE WILL NOT BE HELD WITHOUT A DEPOSIT.
- MEMBER PRICING IS FOR CURRENT HBA MEMBERS ONLY.
- BOOTH SIZE - 10 FEET X 10 FEET
- DEPOSIT - \$200/BOOTH DUE WITH CONTRACT

Early Bird After Jan 17, 2025

HBA Member \$475/Booth \$525/Booth

Non- Member \$650/Booth \$700/Booth

Number of Booths _____

Deposit Due: \$ _____
Number of Booths x \$200
Due With Contract

Payments can be made online or mailed

TOTAL BALANCE DUE JANUARY 17, 2025

Booth Location

Please note that booth locations are not guaranteed to be the same as in previous years. All booths will be arranged to benefit the show as a whole. Special requests will be honored whenever possible.

Location Special Requests:

Example: *Near Water or Need Extra Power*

COMPANY _____

BILLING CONTACT _____

MAILING ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

EMAIL ADDRESS _____

WEBSITE _____

Product Description

Contact information for person in charge of set-up & tear down.

They will need to receive emails (from office@siouxlandhba.com) or calls pertaining to show information.

NAME _____

EMAIL _____

MOBILE# _____

- I UNDERSTAND THAT MY CONTRACT WILL NOT BE ACCEPTED UNLESS IT IS SIGNED AND DELIVERED WITH THE CORRECT DEPOSIT AMOUNT.
- EXHIBITORS ARE SUBJECT TO APPROVAL BY THE HOME SHOW COMMITTEE.
- IN ADDITION, I ACKNOWLEDGE ALL RULES AND REGULATIONS GOVERNING THIS SHOW AND AGREE TO ABIDE BY THEM. (Pages 2 & 3)

Signature _____

Title _____

Date _____

Office Information

Invoice # _____

Deposit Paid

Paid in Full

Booth Location _____

Received _____





68TH ANNUAL SIOUXLAND HOME SHOW

Rules and Regulations

Feb 28 - Mar 2, 2025

1. **EXHIBITOR ELIGIBILITY RIGHT OF REFUSAL AND/OR CANCELLATION:** The HBA of Greater Siouxland (HBA) reserves the right to determine the eligibility of any exhibitor. In the event of non-acceptance, the deposit will be returned to the applicant. Once the applicant has been accepted, the full cost of the exhibit space is due and payable in the manner described in the fee schedule. Exhibits and the conduct of the exhibitors are subject to Home Show Committee approval, which reserves the right to refuse the application of any company not meeting the required standards, as well as the right to curtail exhibits or parts of exhibits that detract from the character of the show. This also applies to display, literature, advertising novelties, souvenirs, and personal conduct of exhibitors. Officers, employees, and agents involved in the management of the Home Show shall have full authority to interpret and enforce all rules and regulations governing exhibitors. All matters and questions not specifically addressed in the rules shall be subject to final determination by the Home Show Committee. The rules may be amended at any time by the HBA upon notice to exhibitors. In addition to any other recourse referenced in these rules and regulation, the HBA may have recourse for the violation of any of these rules in any manner it deems appropriate, including expulsion of an exhibitor from the show and suspension from future shows.
2. **SHOW HOURS:**
 - a. Friday, February 28 – 10 am to 8 pm
 - b. Saturday, March 1 – 10 am to 7 pm
 - c. Sunday, March 2 – 10 am to 4 pm
3. **MOVE IN & MOVE OUT SCHEDULE:** No move-in will be allowed until your booth is paid in full. Vehicles must be unloaded and loaded quickly and immediately moved from loading areas. There is access to 2 overhead doors.
4. **MOVE IN**
 - a. Tuesday, February 25th, 8am to 7pm
 - b. Wednesday, February 26th, 8am to 7pm
 - c. Thursday, February 27th, 8am to 8pm
 - d. **Note:** All exhibits must be in place and completed by 8pm Thursday February 27 so the building can be cleaned. **YOUR BOOTH MUST BE READY AT THIS TIME; NO DAY OF SET UPS UNLESS PREVIOUSLY ARRANGED WITH HBA.**
5. **MOVE OUT:**
 - a. Sunday, March 2 – 4pm to 8pm
 - b. Monday, March 3 - 8am to 4pm
 - c. **Tear Down prior to 4pm on the last day of show could result in you not being an exhibitor in future home shows.**
6. **VENUE:** Seaboard Triumph Foods Expo Center, 550 Expo Center Drive, Sioux City, IA 51106
7. **Expo Center floor** is concrete (no carpet)
8. **All exhibits will be in the main showroom**
9. **ELECTRICITY:** Electricity will be available for all exhibitors. Understand that wiring may cross the exhibitor booth depending on availability and accessibility of the outlet. Please provide an extension cord for your booth requirements.
10. **SIGNAGE:** Any adjoining wall with another exhibitor cannot have a double-sided sign with the company name on it.
11. **SOLICITING** - polling, interviewing, distribution of flyers, business cards, etc. in any part of the facility other than your own booth is strictly prohibited and any person so doing will be required to leave the facility. No cooking will be allowed without prior approval of the HBA.
12. **BOOTH STAFFING:** For the betterment of the Home Show, all booths must be staffed during show hours. Not doing so may result in you not being an exhibitor in future home shows.
13. **BOOTH ASSIGNMENTS:** Booth locations are not guaranteed to be the same as in previous years. The HBA reserves the right to change or alter space assignments, floor plans, and show conditions without notice and at the sole discretion for the best interest of the show.
14. **You may NOT sublease this space.**
15. **PERSONNEL AUTHORIZED TO WORK IN EXHIBITOR'S BOOTH:** ALL PERSONNEL ARE TO USE THE MAIN PUBLIC ENTRANCES AT THE SEABOARD TRIUMPH EXPO CENTER WHEN ENTERING TO WORK YOUR BOOTH(S). Your exhibitor badges will be mailed to you prior to the beginning of the home show. You may pick up the plastic badge holders at the HBA ticket booth in the entrances of the Expo Center (please return after the show). After February 14th booth personnel will be responsible for paying gate admission. We would appreciate your cooperation by emailing the first and last names of your authorized personnel as you want them to appear on the name badges. Badges are not required for those only helping during set-up hours. Email this list to office@siouxlandhba.com and put "Home Show Workers" in the subject line.





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Rules and Regulations

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16. **BOOTH GIVE-AWAYS:** No food, drink, balloons or noise-making items may be given away during the show without prior permission from the Home Builders Association and the Expo Center.
17. **BOOTH AWARDS:** An attractive display is a great way to showcase your products and services. We will be recognizing those who have assembled an attractive display and will be presenting booth awards at the Friday evening exhibitor reception. We will have awards for the following categories:
- BEST OF SHOW AWARD—Most attractive display of 3 or more booths in one exhibit.
 - PRESIDENT’S AWARD—Most attractive display of 1 or 2 booths in one exhibit.
 - FIRST TIME EXHIBITOR AWARD—Most attractive display for a new exhibitor.
18. **ADVANCE ADMISSION TICKETS:** Admission to the show will be \$7.00 for adults; children under 12 and accompanied by parent (s) are subject to free admission. You may purchase advance tickets from the HBA for \$4.00. Those who do not possess advance tickets will pay the full admission price. Please call 712-255-3852 or email at office@siouxlandhba.com for tickets.
19. **EXHIBITORS HOSPITALITY ROOM:** An exhibitor’s lounge will be open to all exhibitors and their booth personnel. The room is located in the corridor on the west side of the building (the room will be marked “Exhibitor’s Lounge”). Free coffee and cookies will be provided during the show hours, compliments of the Home Builders Association Professional Women in Building. Donations accepted during the show support the Scholarship Program.
20. **OPENING NIGHT PARTY:** As an exhibitor, you and your key representatives are cordially invited to an exhibitor’s reception party following the close of Friday evening’s show on February 28th. A representative from the HBA will deliver tickets to your booth for admission to this event.
21. **SECURITY AND THE PROTECTION OF YOUR EXHIBIT:** The Seaboard Triumph Foods Expo Center will be locked promptly at show closing time and will not be opened to the public until show time the next day. Please remain at your booth location until all of the general public have left the building. The HBA is not responsible for damage done to items displayed, lost or stolen. Your own insurance can be extended to cover these losses.
22. **CANCELLATION:** Cancellation by exhibitors after January 17, 2025, will result in forfeiture of all fees paid. However, if the Siouxland Home Show is cancelled due to any reasons outside of the HBA’s control, the HBA will offer to apply the fees paid to next year’s Siouxland Home Show or will provide a full refund of fees paid. The HBA will not be liable for any revenue lost or other fees, damages or claims if the event is cancelled for any reason, even if the event is cancelled at the HBA’s sole discretion.
23. **ADDITIONAL SERVICES AND ORDER FORMS:** All standard electrical hook-ups (110 amps), will be provided at NO cost to the exhibitors. Fork-lift unloading or loading will be provided at no cost to the exhibitor.
- TABLES & EQUIPMENT: Each exhibitor that orders a table and/or equipment for their booth will be charged directly by the Seaboard Triumph Foods Expo Center. You may bring your own table and chairs. **See Siouxland Expo Center Services and Equipment Order Form for more information.** Equipment will be delivered directly to your booth ready to use. Advance orders with payment are given priority and can save you time and money.
24. **PARKING:** We ask all booth personnel staff to park in the back lot on the south side of the Expo Center.
25. **ADVERTISING & SPONSORSHIPS:** The Home Show will be promoted on TV, radio, and in newspapers, along with billboards. Sponsorship opportunities in Gold, Silver and Bronze levels are available. Only the \$500 cash sponsorship includes the TV advertising. Deadline for sponsorships will be February 7, 2025 to be included in all media.
26. **GRAND PRIZE GIVEAWAYS AND HOURLY DRAWINGS:** We are inviting our HBA members and exhibitors to participate in our hourly drawings. To preserve the integrity and quality of our show, we are encouraging you to donate door prizes with a value of \$50 or more for our hourly drawing, NO tie-in sales as door prizes and gift certificates cannot expire.
27. **SPONSORS-BUY TICKETS, GET FREE TICKETS:** If you have chosen to be a sponsor you can buy advanced tickets and receive additional tickets free, see the attached chart for details.
28. **It is mutually agreed** there are no oral or written agreements or representations other than those printed or written herewith, the terms and conditions cannot be modified unless in writing and signed by the executive director of the HBA, and this agreement shall constitute a valid contract only when accepted in writing by the HBA.
29. **PENALTIES:** The penalty for violation of any rule CAN result in immediate booth closure and suspension of exhibitor’s right to be in future home shows.





68TH ANNUAL SIOUXLAND HOME SHOW Worker Badges & Advanced Tickets Feb 28 - Mar 2, 2025

To enter the Home Show as an Exhibitor, you will need official name badges.

Please fill this out and return it no later than February 14th, 2025.

Email Address: office@siouxlandhba.com

Subject Line : Home Show Badges

Without an official badge, your workers will be required to pay to get into the show.

Please note: All workers are required to park in the back parking lot and enter through main entrances. See Sections 15 & 24 of Rules and Regulations.

COMPANY NAME

EXACTLY AS YOU WOULD LIKE IT TO
APPEAR ON THE NAME BADGES

Pick Up During Set Up

Mail To Us (Available until Feb 14th)

Mailing Address (If Different)

HOME SHOW WORKER NAMES

First Names or Full Names

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

Advanced Ticket Orders
 Price: \$4.00 Each (\$7.00 at the door)

*Sponsor Only Exclusive Deal On
 Sponsorship Form*

TOTAL TICKETS _____

Office Information

Printed

Mailed





68TH ANNUAL SIOUXLAND HOME SHOW
Sponsorship & Advanced Ticket Order
Feb 28 - Mar 2, 2025

SPONSORSHIP LEVELS

CASH OR DOOR PRIZE DONATION OF :

Office Information
Invoice # _____

DOOR PRIZE (VALUE \$50+)	COPPER	Live Loudspeaker Recognition for the hourly prize drawing, heard by all show attendees
\$100	BRONZE	Physical Sponsor signs at the entrance of the Show, Company Recognition on Facebook, Instagram and HBA Website, Discounted Advanced Tickets
\$250	SILVER	Bronze Package + Radio Advertising, Digital Sign during the Show
\$500 CASH ONLY	GOLD	Bronze Package + Silver Package + TV Advertising before and during the Show

Thousands of attendees come through our show each year, make sure you're seen by each one!

We will sponsor the show with

- \$100.00
- \$250.00
- \$500.00
- A Door Prize with a Value of \$_____

Prize Description _____

Company _____

Contact Name _____

Phone Number _____

Billing Email _____

Mailing Address _____

Advanced Ticket Orders
 Price: \$4.00 Each (\$7.00 at the door)
 Sponsor Exclusive Deal Buy 2, Get 1 Free
 Example: Buy 50, Get 25 Free

ORDERED TICKETS _____

FREE TICKETS _____

THANK YOU
FOR SUPPORTING YOUR LOCAL
SIOUXLAND HOME SHOW!



Questions? Contact Terri or Emily

3900 Stadium Drive Sioux City, IA 51106 | (712) 255-3852 | office@siouxlandhba.com

Seaboard Triumph Foods Expo Center Equipment Services and Order Form

MAIL COMPLETED FORM WITH PAYMENT to:

Seaboard Triumph Foods Expo Center
550 Expo Center Dr, Sioux City, IA 51106
 Attn: Brittany Scott
 712-226-4012 bscott@sioux-city.org

Payment methods: Check – or – Credit Card
 ➤ Checks payable to: City of Sioux City, Parks & Recreation
 ➤ Credit Cards: Call the Expo Center 712-279-6126, ext. 1

Company Name _____ Authorized Contact Name _____
 Booth Number _____ Land Line Phone # _____ Cell Phone # _____
 Address _____ City _____ State _____ Zip _____

Payment in full is required, by **February 10, 2025**, to receive the reduced "Advance Order Price."

- ➤ Chairs will **NOT** automatically be stationed at booths – please indicate below if you require the two "free" chairs.
- ➤ Please check the rental equipment and/or services needed below. Equipment will be delivered to your booth ready to use. Advance orders are given priority. All equipment is subject to availability and first -come-first-serve order.

Quantity	Item	Advance Order Price	Day of/Set Up Day of Event Price	Subtotal Staff Use
	Chairs included (up to 2)	\$0		
	Additional Banquet Chair (each)	\$ 5.00	\$10.00	
	6' Table – 28" Height (Linen not included)	\$10.00	\$20.00	
	8' Table – 28" Height (Linen not included)	\$10.00	\$20.00	
	6' Table Linen (black only)	\$ 5.00	\$10.00	
	6' Table Skirting (black only – must select linen as well)	\$10.00	\$20.00	
	8' Table Linen (black only)	\$ 5.00	\$10.00	
	8" Table Skirting (black only – must select linen as well)	\$10.00	\$20.00	
	Cocktail Table (limited quantity)	\$15.00	\$30.00	
	High Top Stool (limited quantity)	\$ 5.00	\$10.00	
			Total:	

➤ ➤ Freight Handling Services (pre-shipped Exhibit Products) : \$50.00
Pre-Event Freight Items MUST obtain prior authorization from Expo Center Staff

All exhibitors are required to power down all electric/gas devices (TVs, lights, computers, displays, hot tubs, fireplaces, etc.) at the end of each day. There is no charge for standard (110v) booth electricity.

Date Received by STFEC: _____ By: _____
 Receipt #: _____