



# 2016

## BOOTH CONTRACT

### March 4 - 6, 2016

#### Onalaska Omni Center

255 Riders Club Rd. Onalaska, WI 54650

Friday 5 pm — 9 pm

Saturday 10 am — 6 pm

Sunday 11 am — 4 pm

#### Sales Start:

- Applications will be processed beginning October 14th for LABA Members and last year's participants only.
- All other applications will be processed beginning November 15th.
- One arena only, so please request your exhibitor space as soon as possible for the best selection and availability.
- Note: **Sunday Tear Down**
- LABA is no longer able to accept payment through American Express
- Sales will be processed through Booth Boss (see enclosed instructions)



La Crosse Area Builders Association  
816 Second Avenue South, Onalaska, WI 54650

Phone: 608.781.5242 Fax: 608.781.5221

Email: [info@labaonline.com](mailto:info@labaonline.com)

[www.labahomeshow.com](http://www.labahomeshow.com)

## 2016 Booth Information

### INDOOR BOOTHS

**10 x 10 Booth:** \$450 member\*; \$650 non-member

**Premium 10 x 10 Booth:** \$500 member\*; \$700 non-member

**8' Table:** \$15 now; \$20 at the show

**Chairs:** \$5 now; \$10 at the show

**8' Curtains for Sides:** \$15 now, \$20 at the show  
(3' Curtains for sides & 8' Curtains for Back are Included)

**110V/20amp Electricity:** (included)

**220 Electricity:** \$150

**Water Access:** \$30 (to fill before show)

### OUTDOOR BOOTHS

\$250 members\*; \$450 non-members

110V/20amp Electricity needed (included)

**A 4% administrative fee will be added to all orders.**

*Booths will be assigned on a first come, first served basis.*

\*Must be a dues paying member at the time contract is received. Dues must also be current through 3/6/16. Noncompliance will result in exhibitors having to pay the nonmember booth rate before setting up their booth.

**Set-up may not begin until a certificate of insurance is received.**

\*\* LABA will make every effort to accommodate your requests, however we reserve the right to reassign booths without notice to meet special needs and to distance competing companies.

- LABA keeps a 6% administrative fee with all booth cancellations.
- No refunds are allowed after 2/1/16.

### To reserve your booth:

Go to [www.labahomeshow.com](http://www.labahomeshow.com) and select "2016 Vendors", then follow the link on the right  
Choose your booth(s)

Hover over each booth in diagram to see what is available and who is in which booth

Click once on a booth to choose it

If you want additional booths, select "continue shopping"

If you want only one booth, continue to "checkout"

Complete the applicant information (the contact info, description, website and logo will appear on the floor plan for the customers to access).

Event Options

Select additional options (chairs, tables, curtains, etc.)

Select sponsorships if desired

**LABA MEMBERS ONLY:** use discount code **LABA200** for 1 booth, **LABA400** for 2 booths, **LABA600** for 3 booths and **LABA800** for 4 booths (codes are case sensitive).

This entitles you to \$200 off each booth, please contact the LABA office for questions on more than 4 booths. If you are unsure of your membership status, call the LABA office.

Complete payment information

Read BoothBoss terms and Show terms, then e-sign following the instructions given

Submit order

**Please mail, email or fax your Certificate of Insurance valid through 3/06/2016.**

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## BOOTH WORKERS:

We will be using a sign-in system for booth workers for each day instead of distributing the colored passes. Please have your workers sign in at the Exhibitor Entrance where they will receive a different hand stamp for each day. We use a guideline of 2 workers for every two booths per day, although we are aware that shifts may require a different configuration of staff for your booth, we will work with you on this. However, friends and family members are not allowed to enter the show for free unless they are actually working in your booth to demonstrate your products or services.

## Hospitality Room:

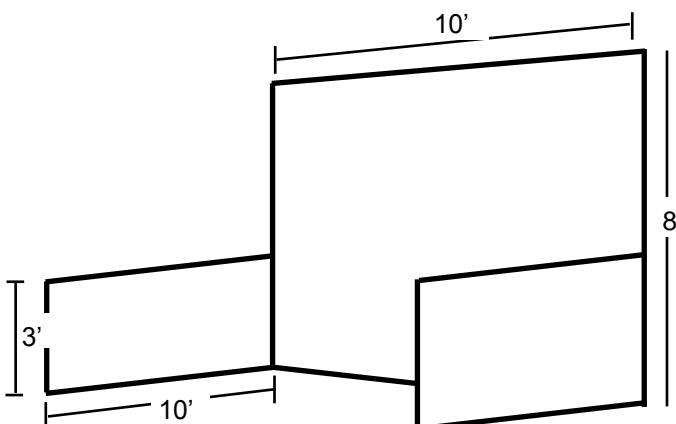
We will once again have an exhibitor hospitality room during show hours where all booth workers can relax. Coffee, water and light snacks are provided. The Omni Center requires that we not offer any food in this room that takes away from their concession stand sales. Sorry!

## Exhibitors' Party:

Depending on interest and sponsorship: A party for all exhibitors may be held Saturday night after the show 6 PM – ? Location To Be Determined. Additional information will be given to you at the show.

## REMINDERS:

- ❑ **Tape:** *The Omni Center prefers that you do not use double sided tape to secure carpeting to their floor. They prefer "Gorilla" brand tape to be used and only on the edges of your carpeting. Please try not to use packaging tape or regular duct tape on the floor as it leaves a residue.*
- ❑ **Balloons:** The Omni Center has asked that we do not have any type of balloon in the building. Please contact the office if you have any questions
- ❑ **Forklift:** We are able to schedule the Omni Center's forklift and driver for those that need it, so please let the LABA office know if you will be needing to use this service.
- ❑ **Completed Sides:** The curtains on the sides of your booths are only three feet tall. This means if you have tall displays or walls on the sides of your booths, the backs must be finished so they have a neat appearance from the other booths! Tall 8' curtains are available for the sides of your booth for an additional \$15 per curtain fee if ordered prior to the show. Cost increases to \$20 if ordered at the Omni Center during set up. Quantity is limited and not guaranteed.
- ❑ **Signage:** Your signs may not impose on booths surrounding you. Double-sided signs must be covered if showing from booths surrounding you. Signs may not extend above 12' from the floor.
- ❑ **Giveaways:** Because a large percentage of the population has allergies to peanuts, you may not give away peanuts in your booth. Also, please be aware that hard candy and popcorn are choking hazards for small children. To protect your liability, please only give these items to adults, who can then choose to give the items to their children.
- ❑ **Electricity:** All booths include standard 110 electricity unless 220 has been ordered at checkout. Bringing an extension cord is encouraged and helpful. The Omni Center requires those companies using 220 electricity to provide an appropriate plug. Contact the Omni Center for more information.



## Exhibitors... Have You:

- ❑ Provided LABA with a current insurance certificate?
- ❑ Prepared to be set up by **Friday, March 4th at noon?**
- ❑ Contacted the LABA office if you need to use the Omni Center Forklift?
- ❑ Ordered your tables and chairs?



## Onalaska Omni Center March 4-6, 2016

Friday: 5 pm - 9 pm

Saturday: 10 am - 6 pm

Sunday: 11 am - 4 pm

**NOTE:** Booths are required to be removed from the arena Sunday night after the show.

### EXHIBITOR BOOTH SETUP SCHEDULE

Wednesday, March 2 Landscapers Setup, Large Items and Landscaping Courts — 8 am to 5 pm

Thursday, March 3 Entrants set up booths -- 8 am to 9 pm -- *(Please note: Some booths cannot be set up at this time, but this only applies to booths right in front of the overhead doors. If you are unsure, call our office. 608-781-5242)*

Friday, March 4 Entrants set up booths -- 8 am to Noon  
**Booths must be completed by Noon!** Booths not set up by noon will be sold to people on the waiting list. The Omni Center will be cleared during this time to ensure proper check-in of exhibitors before the show. If you will be arriving after noon, please let our office know so we may make arrangements. 608-781-5242

### CLEANUP SCHEDULE

Booths must be left Sunday night in the condition in which you found them. This includes removing any tape you put on the floor! You will be charged for the labor if the Omni Center has to do this for you! **You must tear down completely Sunday night.** Please let our office know if you need to request approval for special arrangements.