

2027 EVERYTHING HOME EXPO

Exhibitor Agreement, Rules & Regulations

March 5-6, 2027 | Nittany Valley Sports Centre | State College, PA

Exhibitor agrees to the terms, conditions, rules and regulations below. The Builders Association of Central PA (BACP) may interpret and enforce these rules and may make amendments considered necessary for the safe and reasonable operation of the Everything Home Expo. Reasonable notice will be provided when rules are amended. Failure to comply may result in corrective action, removal from the Expo, loss of payments as provided below, and/or loss of eligibility for future events.

Key Dates, Payment & Booth Reservation

Early Registration Savings: Register and submit the required minimum 50% payment by November 30, 2026 to save \$100 on each 10' x 10' booth. Any 2027 Everything Home Expo Advance Deposit previously paid will be applied toward the required payment.

Payment Through November 30, 2026: A minimum payment equal to 50% of the total amount due is required to reserve booth space.

Payment Beginning December 1, 2026: Registrations received December 1, 2026 or later require payment in full. Payments are non-refundable beginning December 1, 2026.

Balance/Cleared Payment Deadlines: For registrations made on or before November 30, remaining balances are due January 15, 2027. All payments must be successfully cleared by January 31, 2027.

Invoices and Payment Methods: A QuickBooks invoice will be emailed separately. Credit card transactions are subject to a 3% convenience fee. Checks should be made payable to Builders Association of Central PA and mailed to 1356 S. Atherton St., State College, PA 16801.

Provisional Reservations: Booth reservations remain provisional until BACP has received the completed registration, required payment, and current liability insurance certificate. If required items are not received by the applicable deadline, BACP may release the booth to another exhibitor.

Move-In / Move-Out

All booths must be completely set up by 11:00 AM on Friday, March 5, 2027.

Date	Time	Notes
Wednesday, March 3	2:30-5:00 PM	Forklift access available; only scheduled forklift move-in period.
Thursday, March 4	8:00 AM-12:00 PM	Move-in
Thursday, March 4	12:30-5:30 PM	Move-in
Friday, March 5	8:00-10:30 AM	Move-in; booths complete by 11:00 AM
Saturday, March 6	6:00-8:00 PM	Move-out; no tear-down before 6:00 PM
Monday, March 8	8:00 AM-12:00 noon	Final move-out

Exhibitors are asked to select a preferred move-in/move-out period. The Home Expo Committee will review requests and make every effort to accommodate preferences. Final move-in times will be confirmed before the Expo and must be strictly followed. All exhibit materials must be removed by 12:00 noon on Monday, March 8. Exhibitors not moved out by that deadline will be charged \$100 per hour. BACP assumes no liability for items remaining on the premises after the designated move-out periods.

Rules & Regulations

1. Valid Contract for Space - Exhibitors must complete one registration/contract with BACP. Booth space will not be considered reserved or confirmed until the applicable registration, payment and insurance requirements are satisfied.

2. Booth Location Assignments - Registration is open to all exhibitors at the same time. Booth assignments will be made in the following priority order: (1) Advance Deposit Exhibitors, (2) Returning Exhibitors, (3) BACP Members, and (4) New/Other Exhibitors. BACP will make every effort to accommodate returning exhibitors' previous booth locations and other location requests. Final booth assignments are subject to availability, facility requirements, overall Expo layout and BACP confirmation. BACP reserves the right to decline an exhibitor request for space and to assign or relocate booth spaces as needed for the successful execution of the Expo.

3. Outdoor Spaces - Tents, signs and vehicles must stay within the approved space and may not block walkways, ADA access or emergency lanes. Tents must use weights only. Outdoor electricity is available only when confirmed by BACP.

- 4. Displays** - Exhibitors must keep displays clean, professional and within their assigned space. When requested and available, BACP will provide 8' back curtains and 3' side curtains.
- 5. Booth Staffing** - Booths must be staffed and maintained throughout Expo hours. Failure to do so may affect future participation.
- 6. Subletting** - Booth space may not be shared or sublet without prior BACP approval. Additional fees may apply.
- 7. Electricity** - 110-volt electricity is available for a \$25 flat fee per exhibitor registration, subject to facility availability and booth placement. 220-volt service is not a standard registration add-on and must be discussed and approved separately with BACP.
- 8. Water Features** - Permitted subject to facility and safety requirements.
- 9. Event Delays and Cancellations** - Neither BACP nor the Nittany Valley Sports Centre is required to perform any term, condition or covenant when performance is delayed or prevented by circumstances beyond reasonable control, including acts of God, strikes, lockouts, material or labor restrictions, government activity, civil riot, floods or similar events.
- 10. Solicitation** - Solicitation is permitted only within an exhibitor's assigned booth. Unauthorized solicitors may be removed from the Expo.
- 11. Liability and Indemnification** - The Association will not be liable for damage to exhibits by fire or other natural event, injuries to exhibitors or their employees, or damage to property in their custody, owned or controlled by them, arising from or connected with their use or occupation of the space. Exhibitor shall indemnify and hold harmless the Association, its officers, employees and agents from and against loss, expense or claim, including reasonable attorney's fees, resulting from an action or failure to act by the exhibitor, its employees or agents.
- 12. Destruction of Premises / Floor Protection** - Exhibitors are liable for damage caused by the exhibitor, its employees or agents. The exhibitor may not use fasteners to secure any portion of an exhibit to the floor or provided tables and may not apply paint, lacquer, adhesive or other coating to building columns, floors, walls or booth equipment. Exhibitors must provide cardboard, plywood or another suitable support beneath exhibits weighing more than 100 lbs. Duct tape is prohibited. Only non-residue tape, such as painter's tape, may be used, and tape may not be placed on floor markings.
- 13. Food Samples** - Sample-size food items and bottled-water giveaways are permitted, subject to venue requirements.
- 14. Helium Tanks** - Helium tanks are prohibited except for 'Party-Size' tanks.
- 15. Security** - Security staff will be present during Expo hours. BACP is not responsible for loss or damage.
- 16. Audio/Visual Equipment** - Audio, video and demonstrations are permitted as long as they do not disturb other exhibitors or attendees.
- 17. Tobacco / Vaping** - No smoking, chewing or vaping is permitted in the facility.
- 18. Parking** - Exhibitors must park in designated exhibitor parking areas.
- 19. Exhibitor Passes** - Complimentary passes will be provided based on registered exhibit space. Additional passes may be available for purchase. Exhibitors must follow BACP admission/pass procedures.
- 20. Banners / Signs** - All signage must remain within the exhibitor's own space. Outward-facing logos visible within another exhibitor's space are not permitted. Head signs above 8' may be displayed only when the back is blank or covered so it is not objectionable to surrounding exhibitors. Exposed booth components, particularly wall backs, must be finished so they are not objectionable to other exhibitors or BACP.
- 21. Equipment & Furnishings** - Tables, chairs and carpet may be ordered through BACP or supplied by the exhibitor. Exhibitors are responsible for special equipment/service costs. All tables must be covered and skirted.
- 22. Prize Drawings, Awards and Lead Generation** - Exhibitors may conduct prize drawings or make awards for attendee sign-ups within their booth, provided activities do not impede traffic. Leads generated are for the exhibitor's own business use and may not be sold or otherwise distributed. Violations may affect eligibility for future events.
- 23. Merchandise Sales** - Cash and other lawful sales are permitted from the booth. Exhibitors are responsible for collecting and remitting all applicable sales taxes and must provide a PA Sales Tax Number to BACP when required for booth registration. Exhibitors are responsible for safeguarding cash, credit information and other valuables. BACP and the Nittany Valley Sports Centre assume no responsibility for their safekeeping.
- 24. Membership** - BACP member pricing requires active membership through the Expo. If membership lapses, the exhibitor is responsible for the difference between member and non-member rates.
- 25. Financial Standing** - Outstanding obligations to BACP must be resolved before participation is confirmed.
- 26. Advertising** - Exhibitors may not use "sponsored by" or similar wording without prior written BACP approval.
- 27. Cancellations** - An exhibitor needing to cancel should notify BACP as soon as possible. Payments become non-refundable beginning December 1, 2026. Any cancellation/refund request before December 1 will be handled in accordance with the payment terms in effect at the time of cancellation.

28. Violations - An exhibitor violating these Rules & Regulations must promptly comply when notified by BACP. If the violation continues, BACP may terminate the exhibitor's right to occupy the space, remove the exhibitor and/or its property, retain amounts paid as permitted under this Agreement, and recover costs or damages incurred in connection with the violation or removal.

29. General - Matters not covered here are subject to BACP's decision. BACP may amend these rules when necessary with reasonable notice. Exhibitors must comply with these Rules & Regulations throughout the Expo.

Insurance Requirements

Exhibitors, at their own expense, shall obtain and maintain a commercial general liability insurance policy written on an occurrence basis that provides coverage against claims for bodily injury or property damage occurring on the premises of the Expo, including the building and parking lots. The policy shall provide an occurrence limit of not less than \$1,000,000.

BACP must be listed as Certificate Holder. The certificate must also show Builders Association of Central PA as Additional Insured for the Everything Home Expo. Working 2027 event coverage period: March 3, 2027 through March 9, 2027.

Certificates may be mailed to Builders Association of Central PA, 1356 S. Atherton St., State College, PA 16801, or emailed to koshea@centralpabuilders.com. Failure to provide the required insurance documentation by the applicable deadline may result in release of booth space and/or termination of the exhibitor's participation subject to the cancellation/payment terms above.

Acceptance & Electronic Signature

By accepting these Rules & Regulations and electronically signing the 2027 Everything Home Expo registration, the signer affirms that they have read, understand and agree to comply with the exhibitor rules and regulations; are authorized to sign on behalf of the company; and will ensure that all company representatives comply with these requirements.

Each party agrees that this Agreement and documents delivered in connection with it may be electronically signed and that electronic signatures have the same effect as handwritten signatures for purposes of validity, enforceability and admissibility.

Contact Information

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