



The Grosse Pointe Board of REALTORS  
**Home & Lifestyle Expo**

**REGISTRATION FORM**

**SATURDAY, MARCH 25, 2017**  
Show Hours: 10am – 4pm  
Set-up: 8:30am  
Teardown completed by 4:30pm

**COMPANY INFORMATION**

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
CITY STATE ZIP

EMAIL ADDRESS (REQUIRED): \_\_\_\_\_ @ \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE: (\_\_\_\_) \_\_\_\_\_

DESCRIPTION OF PRODUCT OR SERVICE: \_\_\_\_\_

**REGISTRATION**

Entry Fee ..... \$300  
(Purchase 2 booths for \$500.)

Guaranteed Booth\* (optional) ..... \$35  
\* Choose your specific booth number. Subject to availability,  
please call ahead. FEE WAIVED FOR CURRENT GPBR AFFILIATES.

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

TOTAL: \$

**PAYMENT INFO**

No space will be reserved without payment in full and there are no refunds.

Please send your completed form & check PAYABLE TO GPBR to us at:

**GPBR**  
710 Notre Dame  
Grosse Pointe, MI 48230

For MasterCard or VISA payments, call the board at:  
313-882-8000

**CHOOSE OPTIONS**

Every booth will have a 6 foot table unless otherwise noted:

- NO TABLE
- ELECTRIC OUTLET  
(VENDOR TO PROVIDE CORDS)

**LOCATION:**  
(fill out if you are not requesting a guaranteed booth)

- ALGER HOUSE
- BALLROOM
- SAME AS LAST YEAR  
(Location requests are considered; however there are absolutely no guarantees unless you add \$35 to your total.)

**PLEASE NOTE**

All show information will be sent via email. Please visit our website at [gpbr.com](http://gpbr.com) for further information.

Each booth area is approximately 8 ft wide and 4 ft deep. A six foot table with white linen cloth and 2 chairs are provided. Your free standing display, materials, and attendants must stay within your assigned area. You may not attach anything to the walls, windows or doors.

You are encouraged to offer items for sale, and to hold drawings or raffles. You are responsible for your own entry box and prize distribution.

By registering for the Home & Lifestyle Expo, you agree to abide by the instructions and regulations found on pages 2-3.

# 2017

The Grosse Pointe Board of REALTORS

# Home & Lifestyle Expo

## INSTRUCTIONS

SATURDAY, MARCH 25, 2017

Show Hours: 10am – 4pm

Set-up: 8:30am

Tear-down completed by 4:30pm

## SET-UP AND TEAR-DOWN TIMES

- The Grosse Pointe War Memorial will open at 8:30 a.m. on Saturday, March 25 for you to set up your table display. (No one may set up their table any earlier!) We will have volunteers available to show you to your exhibit space and to direct you to the parking areas set aside for vendor vehicles.
- Please allow enough time to have your table completely set up and ready for the doors to open at 10:00 a.m.
- **You must provide all your own equipment including extension cords.**
- All exhibits must be dismantled and tables cleared immediately after the doors close to the public at 4:00 p.m. Everyone should be done and cleaned up by 4:30.
- **No one is permitted to pack up and leave early. Please staff your booth from 10:00 a.m. to 4:00 p.m. No exceptions please!**
- All boxes and debris must be removed from the premises by the exhibitor; they cannot be left for someone else to handle. You must plan to take boxes, crates and left-over materials with you.

## DISPLAY TABLES

- You will be assigned one six-foot table with a white table cloth for your approximately 4' x 8' area. Two chairs will also be provided per booth.
- All displays are limited to your table size, unless you have made special arrangements with GPBR in advance.
- You are responsible for your company sign, which may be displayed on the table. **You may not staple, tape, or nail** anything to the walls, floor, ceiling or windows of the War Memorial.
- You are responsible for staffing your booth; please make sure someone is present at all times. Remember that you may sell your products at the Expo, if you desire.
- If you wish to provide a prize for a drawing, please provide your own container and entry forms.
- A box lunch and beverage will be provided (up to 2 per booth).

Thank you very much in advance for your support of this event and your cooperation with these guidelines!

**Grosse Pointe Board of REALTORS® Home & Lifestyle Expo**  
**EXPOSITION RULES & REGULATIONS**

All attendees agree to abide by the following:

**REGISTRATION FORM**

This registration form constitutes merely an offer to enter into a contract with the Grosse Pointe Board of REALTORS® for use of designated space at the Grosse Pointe Board of REALTORS® Home & Lifestyle Expo. The completion and tendering of this form and/or payment of all or any part of the application cost shall not create a contract until such time as the application has been formally accepted by expo management. Expo management expressly reserves the right to reject any application and return any payment accompanying such application for any reason and for no reason whatsoever. Any application which is accepted by the expo management shall upon acceptance become a binding agreement between the Grosse Pointe Board of REALTORS® and the Exhibitor. The Exhibitor shall pay the Association, in full, those sums shown on page one (1) of this contract. In the event an Exhibitor wishes to cancel, there are no refunds on registration fees.

**PAYMENT OF SPACE**

All monies paid shall be retained by the Association in the event the Exhibitor fails to fulfill or violates the contract and withdraws. Booth space must be paid for in full before Exhibitor move-in or Exhibitor will not be able to set up booth.

**INSUFFICIENT FUNDS**

Checks returned for insufficient funds or closed accounts shall be charged a \$35 returned check charge. If debtor fails to act within 90 days, the returned check and returned check charge shall be turned over to legal counsel for collection and debtor shall be responsible for all court and attorney fees.

**IRREGULAR ADVERTISING**

The expo is limited to those persons, firms, corporations, and other entities that have contracted and paid for exhibit space or paid for an event sponsorship. No other persons, firms, corporations, or other entities, will be permitted to demonstrate products, solicit orders, or distribute advertising matter on the floor of the expo or in exposition facility. Any person violating this rule will be promptly ejected from the exhibit call.

**LIABILITY AND INSURANCE**

- 1.) Each exhibitor must make provision for the safe guarding of his/her goods from the time they are placed in his/her booth until they are removed by the exhibitor. Neither the Grosse Pointe Board of REALTORS® nor the Grosse Pointe War Memorial has any liability for items lost, damaged, or stolen.
- 2.) It is agreed that exhibitor shall assume all liability for damage to the exposition facility caused by her/her exhibit, and shall indemnify the Grosse Pointe Board of REALTORS® against any liability that might ensue by reason of his/her exhibit or presence at the show.

**ASSIGNMENT AND USE BY OTHERS**

No exhibitor may assign his/her agreement for the exhibit space or permit any other person to use any part of such space.

**FORCE MAJEURE**

In the event the Grosse Pointe War Memorial or any other part of the exhibit areas thereof are unavailable whether for the entire event or a portion of the event as a result of fire, flood, tempest, or any other such cause or as a result of governmental intervention, malicious damage, acts of war, strike, lock-out, labor dispute, riot, or any other cause of agency over which the Expo has no control, or should the Expo decide that because of any such cause it is necessary to cancel, postpone, or re-schedule the Expo, or reduce the installation time, Expo time, or move-out time, the Expo shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect as a result thereof.

**PHOTOGRAPHY**

Exhibitors agrees to grant the Grosse Pointe Board of REALTORS® and individuals/companies hired by the Grosse Pointe Board of REALTORS® the irrevocable and unrestricted right to use and publish photographs of the Exhibitor for editorial trade, advertising, social media, or any other purpose. Exhibitor agrees to release the Grosse Pointe Board of REALTORS® and the photographer from all claims and liability relating to said photographs.

**STAFFING**

ALL BOOTHS MUST BE STAFFED AT ALL TIMES DURING SHOW HOURS. Each company is responsible for staffing their both 15 minutes prior to show opening and during show hours. Booth must be staffed until 4:00pm.

**AMENDMENTS**

Show management shall have the full power in the interpretation and enforcement of all contract regulation contained herein and the power to make such amendments thereto, and such further rules and regulation as shall be considered necessary for the proper conduct of the event.