

# APPLICATION FOR TRADE SHOW DISPLAY SPACE



**Friday, March 21, Saturday, March 22 & Sunday, March 23**

At the Jackson County EXPO in Central Point

## Exhibitor Information

**\* Please keep copy for your records**

Company Name \_\_\_\_\_

Contact Person(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ FAX \_\_\_\_\_

E-mail(s) \_\_\_\_\_

Website \_\_\_\_\_ CCB#, if applicable \_\_\_\_\_

Please provide a brief description of your company that includes your primary business activities, products, services, etc. List the specific products and/or services you wish to exhibit:

**Builders Association Southern Oregon (BASO) Member?** ☐ Yes ☐ No

Membership must be verified by BASO in order to receive Member Pricing & Exclusive Booths

**Member Benefits - Discount Pricing & Exclusive Booths - Join BASO** ☐ Yes ☐ No

Become a new member and save \$100 off your first year of membership, qualify for member pricing, get premium booth spaces, and qualify for all of our member benefits! Join at [www.buildso.com](http://www.buildso.com) and view a full list of member benefits that include savings on fuel, health insurance, SAIL insurance, Verizon phone plans, and more.

Use **New Member Promo Code : 25SOHShow** for your \$100 discount, if you're joining online.

**Applicant must submit full payment due to the Builders Association Southern Oregon with this application, a signed Exhibitor Lease of Display Space Agreement, and Certificate of Liability Insurance listing BASO as Additional insured no later than five (5) business days of commitment in order to secure your booth selection. If application is not complete, the exhibitor may lose their space in the show. The fee is non-refundable. In order to retain your member discount, you must remain a member for the duration of the show.**

The undersigned has read and agrees to all terms and conditions in [Exhibitor Lease of Display Space Agreement](#) set forth above and on the following pages.

**\*REQUIRED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

**PAYMENT & EXECUTION OF THIS CONTRACT IS AGREEMENT TO THE TERMS & CONDITIONS LISTED HERE IN.**

**ONLY COMPLETED APPLICATIONS ARE ACCEPTED - FULL PAYMENT IS DUE WITH APPLICATION**

For Office Use Only

Date Received \_\_\_\_\_ MZ \_\_\_\_\_ Staff \_\_\_\_\_

☐ Paid in Full ☐ Liability Insurance ☐ Signed Contract



Builders Association Southern Oregon (BASO)  
1006 East Jackson Street, Medford, Oregon 97504  
Phone: (541) 773-2872 Fax: (541) 773-1189  
E-mail: [info@buildso.com](mailto:info@buildso.com) | [buildso.com](http://buildso.com)

## Booth Space Request

Booth space(s) are assigned by BASO, and we do our best to accommodate your requests. Thank you.

1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

## Booth Space Pricing : spaces limited according to availability - prices subject to change

Seven Feathers Building	BASO MEMBER	NON-MEMBER
_____ Standard-1 (10x10, <b>**Upper Level 1 &amp; Arena</b> )	\$560	\$760
<b>X</b> Standard-2 (10x10, Upper Level 2 ONLY) <b>*Unavailable</b>	\$500	\$650
<b>X</b> Corner Booth (End cap 10x10) <b>*SOLD OUT</b>	\$680	\$880
<b>X</b> Showcase (End cap 10x20 / 20x10) <b>*SOLD OUT</b>	\$1400	\$1650
_____ Quad Space (End cap 20x20)	\$2800	\$3200
_____ Outdoor Space (10x10)	\$450	\$550

### **\*\*BASO Members Only on Upper Level 1**

**\*booth sizes are approximate \*outdoor electricity may not be available \*wireless internet included**  
**\*pipe & drape is provided, unless otherwise indicated \*dark ground cloth provided on the Arena Floor**  
**\*each booth inside includes 5 amps \*extra electricity is an additional fee & needs to be ordered separately through Eye Beam \*rent tables, chairs, tablecloths, tv's, carpet & more separately from Eye Beam**

**Extra Electricity \$\$ (order separately)** ☐ Yes ☐ No **Fork Lift \$100** ☐ Yes ☐ No

**NOTE: 5 amps - laptop, TV, LED & low wattage lights**

**NOTE: Over 5 amps - popcorn maker, hot tub, toaster oven, heater (order extra electricity separately)**

Booth Space(s) - OFFICE USE ONLY \_\_\_\_\_

Total Balance Due \$ \_\_\_\_\_  
**\*TOTAL AMOUNT IS DUE WITH APPLICATION & NO REFUNDS**

PLEASE EMAIL COMPLETED APPLICATION TO [EVENTS@BUILDSO.COM](mailto:EVENTS@BUILDSO.COM) / ADDRESS BELOW /

Please make checks payable to **Builders Association Southern Oregon (BASO)**  
1006 E. Jackson St., Medford, OR 97504 | [events@buildso.com](mailto:events@buildso.com) | Phone: 541-773-2872 |

**Payment Information** (check one) ☐ CASH ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover ☐ Check# \_\_\_\_\_

(Please Print Legibly)

Amount \$ \_\_\_\_\_ Name as it appears on card \_\_\_\_\_

Billing Address for Credit Card \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Authorized Signature \_\_\_\_\_

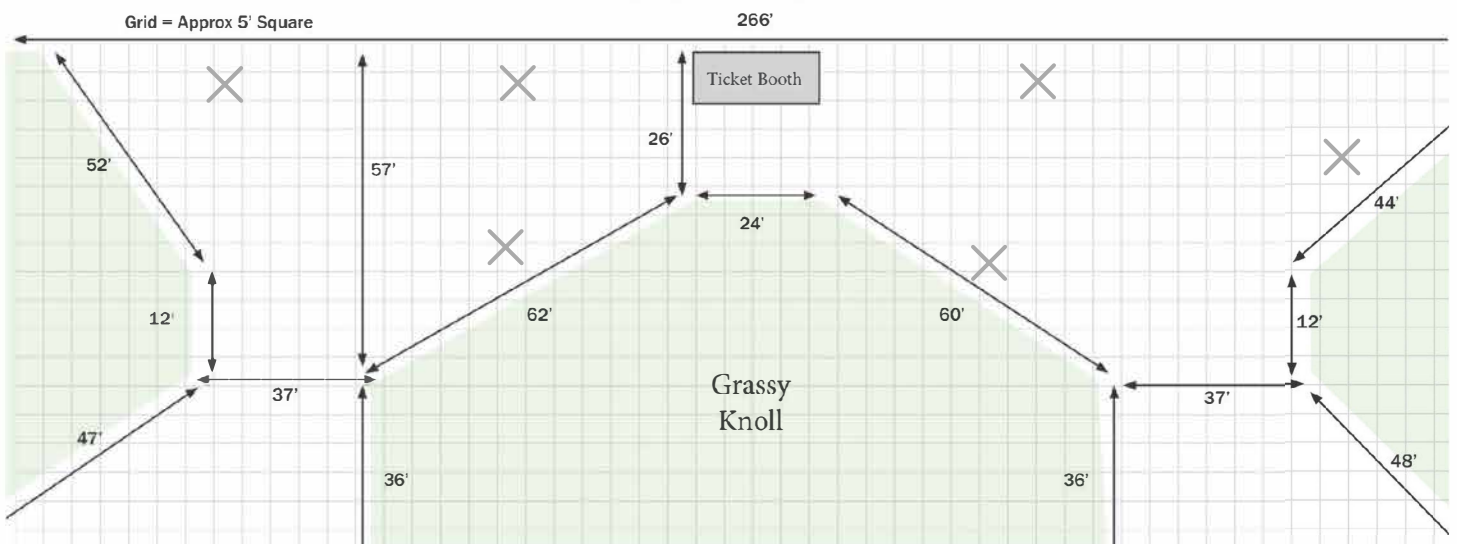
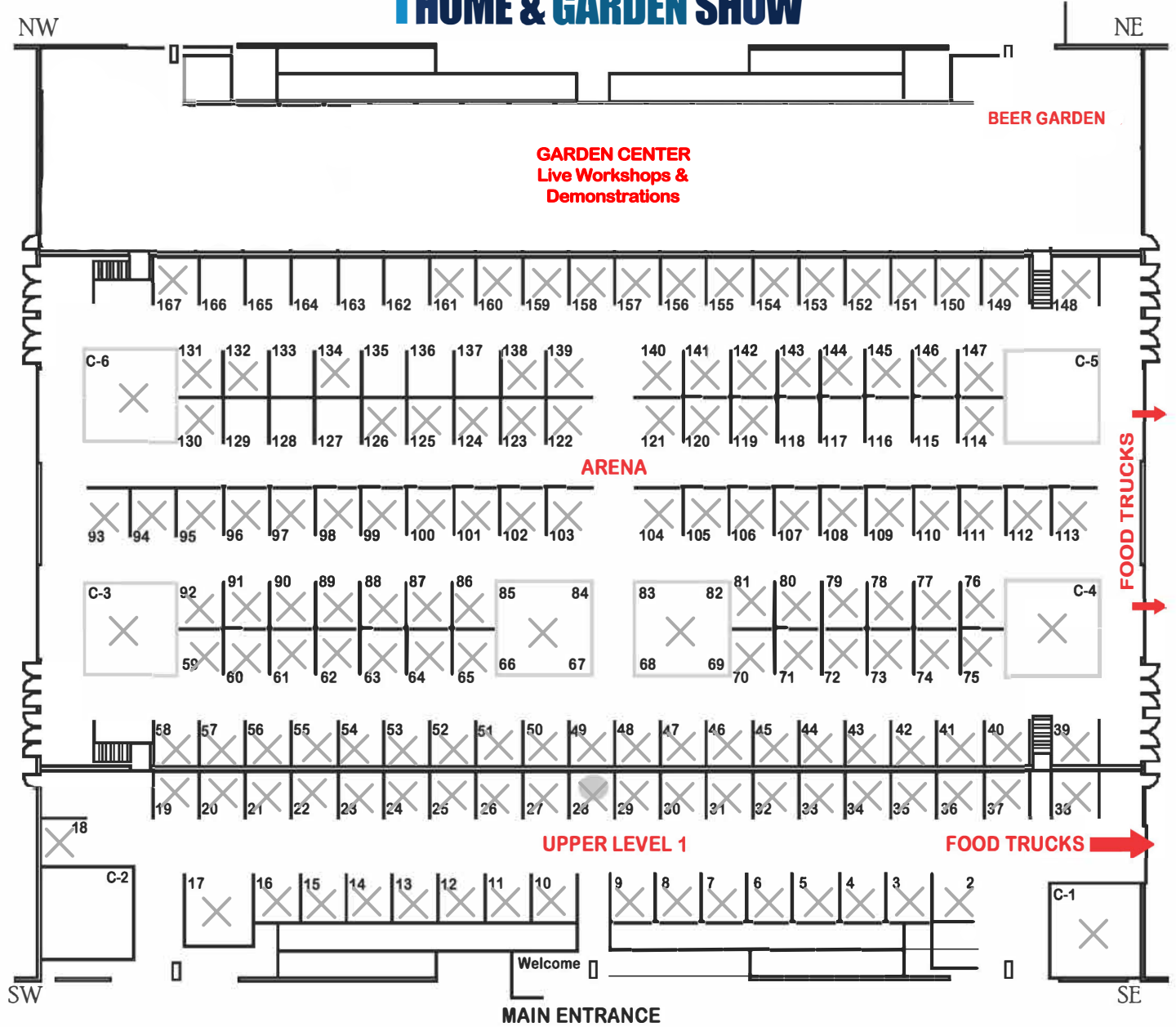
By signing, I authorize you to charge the fee indicated

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Security Code: \_\_\_\_\_

☐ call for cc number- phone # \_\_\_\_\_ ☐ email invoice to \_\_\_\_\_

# 43rd Annual 2025 Southern Oregon HOME & GARDEN SHOW





**March 21, 22, & 23 | Fri. 12pm - 6pm, Sat. 10am - 6pm, Sun. 10am - 4pm**

**1. Defined Terms** – The term “Event” means the Builders Association Southern Oregon (BASO) Southern Oregon Home Show to be held March 21–23, 2025 at the Jackson County EXPO in Central Point. The Event is owned, produced, and managed by Builders Association Southern Oregon. As used hereinafter, the term “BASO” means, collectively, the Builders Association Southern Oregon, and each of [its/their respectively] officers, directors, agents, affiliates, representatives, employees and assigns, unless the context requires otherwise. The term “Exhibitor” means, collectively, (i) the company or person that applied for exhibit space rental and agreed to enter into this contract upon acceptance by BASO in the manner stated below and (ii) each of its officers, directors, shareholders, employees, contractors, agents, representatives and/or invitees, as applicable. The term “days” refers to calendar days unless specified otherwise.

**2. Event Hours & Location** - Event Hours are Friday March 21st from 12pm to 6pm; Saturday March 22nd from 10am to 6pm; Sunday March 23rd from 10am-4pm. The Event is located at the Jackson County EXPO at 1 Peninger Rd in Central Point, OR 97502.

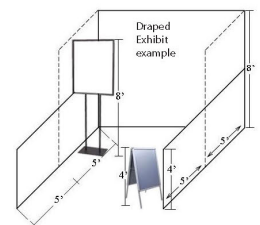
**3. Set Up Time** - Exhibitor shall set up on Thursday, March 20th from 9am to 7pm. The Event is open to Exhibitors an hour before the Event on Exhibit days with Exhibitor Passes. All Exhibitors must be set up by 7pm on Thursday May 20th. Failure to have Exhibits set up by this time may cause Exhibitor’s space to be taken by another Exhibitor, and all rental fees forfeited.

**4. Tear Down Time** - Exhibitors are not permitted to dismantle or remove booths until after the show ends at 4pm on Sunday, March 23rd. Exhibitors may tear down Sunday, March 23rd after 4pm - 7pm & Monday, March 24th from 9am-Noon. **Please clean up after yourself - don’t leave boxes and trash behind-leave no trace-thank you.**

**4. Supplies** - Exhibitors must bring tables, chairs, and table coverings, or order them separately through Eye Beam (541) 726-8803 • Fax: (541) 726-3273 • [rentals@eyebeamevents.com](mailto:rentals@eyebeamevents.com). Request order forms directly from them, or we will send them to you separate from this application, if requested. No ladders, dollies, hammers, brooms, extension cords, power strips, ect. are available. We recommend that you bring those with you.

**6. Parking During the Event** - Exhibitor agrees to park in the north parking lot of the Expo during Event hours unless prior arrangements have been made with BASO. Any Exhibitors parking in the main parking lot during Event hours will be subject to a fine. Any Exhibitors parking in attendee parking lot during Event hours will be subject to a fine and/or be towed at the owner’s expense. There is limited parking for attendees and we require that you follow parking policy. Failure to follow parking policy may result in towing and vehicle impoundment.

**7. Display** - No tent frames are allowed inside any buildings without approval from BASO. On draped exhibits side displays are not to exceed four (4) feet in height from the aisle continuing back five (5) feet then display height can extend up, but not to exceed, eight (8) feet in the rear five (5) feet of the booth(s). Banners and signs are permitted in booths not to exceed booth backdrop height. No sound device will be allowed without prior approval from BASO. Exhibitor is responsible and liable to pay for any damage to poles, drapes, floors or walls. Exhibitors using sod, bales of hay, shavings and anything of this nature will be required to put down a plastic barrier. Blue tape (or other non-stick



tape) only is to be used on floors or walls! No vehicles are allowed to load or unload in any buildings. Exhibitors need to use their own hand trucks, extension cords, ladders, tools etc. as they will not be provided.

**8. Contract Acceptance** - This agreement shall become binding and effective only when it has been signed by the Exhibitor, and accepted as valid by an authorized representative of BASO. Evidence of acceptance will be a formal confirmation of assigned space and the receipt of final payment of all fees outlined in the Application for Lease of Display Space.

**9. Qualifications of Exhibitor** – BASO, in its sole discretion, determines whether a prospective exhibitor is eligible to participate in the Event. Eligibility is generally limited to persons or firms who supply products and services to home owners, landscape, or garden construction industries. Applicants who have not previously exhibited at the Event may be required to submit a description of the nature of their business and the items to be exhibited. BASO reserves the right to restrict or remove any exhibit, which BASO, in its sole discretion, believes is objectionable or inappropriate. Exhibitor agrees to pay non-member pricing for exhibit space if not a member of the Builders Association Southern Oregon.

**10. Assignment of Space** – Exhibit space shall be assigned by BASO in its sole discretion for the Event and event dates only. Any such assignment does not imply that similar space will be assigned for future Events. BASO reserves the right to change the floor plan or to move an Exhibitor to another booth location prior to or during the Event if BASO in its sole discretion determines that to do so is in the best interest of the Event.

**11. Use of Space** - The space contracted for is to be used solely for the Exhibitor whose name appears on the Agreement and it is agreed the Exhibitor will not sublet nor assign any portion of same without the written consent of BASO. Exhibitor agrees to exhibit only products or services, which it manufactures, represents, or distributes. All exhibits shall display products or services in a tasteful manner. Except with BASO's written agreement, exhibitor may not assign any rights or delegate any duties under this agreement.

**12. Payment** - Exhibitor agrees to submit full payment with this application and agreement. The amount shall be no less than the member or non-member fee of the rental fee due on the Application for Lease of Display Space. Fee is non-refundable.

**13. Cancellation by BASO** - Exhibitor agrees to pay the balance of the fee in full with this application and agreement. If Exhibitor fails to make a full payment required by this agreement in a timely manner, BASO may terminate this agreement, and the Exhibitors participation in the Event, without further notice and without obligation to refund monies previously paid. BASO reserves the right to refuse Exhibitor permission to move in and set up an exhibit if Exhibitor is in arrears of any payments due to BASO. BASO is expressly authorized to occupy or dispose of any space vacated or made available by reason of action taken under this paragraph in such manner as it may deem best, and without releasing Exhibitor from any liability herein. BASO may also terminate this contract effective upon written notice of termination if Exhibitor breaches any of its obligations under this contract, without any obligation on BASO's part to refund any payments previously made and without releasing Exhibitor from any liability arising as result of or in connection with such breach. If BASO removes or restricts an exhibit that BASO considers to be objectionable or inappropriate, no refund will be due to Exhibitor.

**14. Cancellation of Event** – If BASO cancels the Event due to circumstances beyond the control of BASO (such as, but not limited to, acts of God, acts of war, governmental emergency, labor strike,

or unavailability of the Exhibit Facility), BASO shall refund to each Exhibitor its exhibit space rental payment previously paid, minus a share of costs and expenses incurred, in full satisfaction of all liabilities of BASO to Exhibitor. BASO reserves the right to cancel, re-name, or re-locate the Event or change the dates on which it is held. If BASO changes the name of the Event, re-locates the Event to another event facility within the same city, or changes the dates for the Event to dates that are not more than 30 days earlier or 30 days later than the dates on which the Event originally was scheduled to be held, no refund will be due to Exhibitor, but BASO shall assign to Exhibitor, in lieu of original space, such other space as BASO deems appropriate and Exhibitor agrees to use such space as under the terms of this contract. If BASO elects to cancel the Event other than for a reason previously described in this paragraph, BASO shall refund to each Exhibitor its entire exhibit space rental payment previously paid, in full satisfaction of all liabilities of BASO to Exhibitor.

**15. Exhibit Space Occupancy** - Hours and dates for installing, occupying and dismantling exhibits shall be those specified by BASO in the Exhibitor packet. If Exhibitor fails to install its display in its assigned space by end of the exhibitor move-in time or leaves its space unattended during the Exhibit hours, BASO shall have the right to take possession of the space and no refund will be due to the Exhibitor. All exhibits must be open and manned for business during the Event hours. Exhibitor may not dismantle the display until Event is officially closed by BASO.

**16. Listings & Promotional Materials** – By Exhibiting at the Event, Exhibitor grants to BASO a fully-paid, perpetual non-exclusive license to use, display, and reproduce the name, trade names and product names of the Exhibitor in any directory (print, electronic, or other media) listing the exhibiting companies at the Event and to use such names in BASO promotional materials. BASO may also take photographs of Exhibitor's booth space, exhibit, and personnel during, before or after the open hours of the Event and use such photographs for any BASO promotional purpose.

**17. Care of the Exhibit Facility** - Exhibitor shall promptly pay for any and all damages to the Exhibit facility or associated facilities, booth equipment or the property of others caused by Exhibitor.

**18. Taxes and Licenses** – Exhibitor shall be solely responsible for obtaining any licenses, permits or approvals under federal, state or local law applicable to its activities at the Event. Exhibitor shall be solely responsible for obtaining any necessary tax identification numbers and permits and for paying all taxes, license fees, use fees, or other fees, charges, levies or penalties that become due to any governmental authority in connection with its activities at the Event. Exhibitor will not permit the delivery of merchandise at the Event Facility without the express permission of BASO.

**19. Copyrighted Materials** – Exhibitors shall not play or allow playing, performance of, or distribution of any copyrighted material at the Event unless it has obtained all necessary rights and paid all required royalties, fees, etc.

**20. Observance of Laws** – Exhibitor shall abide by and observe all federal, state, and local laws, codes, ordinances, rules and regulations of the Exhibit Facility (including any labor work rules). Without limiting the foregoing, Exhibitor shall construct its exhibits to comply with the Americans with Disabilities Act.

**21. Insurance** - Exhibitor shall, at its own expense, secure and maintain through the term of this agreement, including move-in and move-out days, the insurance listed below **naming BASO (1006 East Jackson in Medford, OR 97504) as Additional Insured.** All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Exhibitors obligations under this paragraph. Comprehensive General Liability insurance with limits not less



than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products, or liquor liability (if applicable). Please submit a Certificate of Insurance satisfactory to BASO, shall be furnished to BASO sixty (60) days before the first Day of the Event. Certificates of Insurance shall provide that they may not be cancelled without 30 days prior advance written notice to BASO.

**22. BASO Exhibitor Packet** - BASO will send an Exhibitor Information Packet to the designated Exhibitor representative when full payment has been received from the Exhibitor or before the event. The packet will include information integral to participation at the Event, including but not limited to additional exhibitor rules and regulations, exhibitor display rules, and move-in move-out schedules. It is the exhibitor's responsibility to provide an accurate email address to which the exhibitor packet is emailed.

**23. Incorporation of Rule & Regulations** - Any and all matters pertaining to the Event and not specifically covered by the terms and conditions of this agreement shall be subject to determination by BASO in its sole discretion. BASO may adopt rules or regulations from time to time governing such matters and may amend or revoke them at any time, upon reasonable notice to the Exhibitor. Any such rules and regulations are an integral part of this agreement and are incorporated herein by reference. Exhibitor shall observe and abide by additional regulations made by BASO as soon as these additional rules or regulations are communicated to the Exhibitor.

**24. Installation & Dismantling** – Exhibitors have move-in and move-out times as indicated in the Exhibitor Packet. Failure to remove an exhibit in the allowed time will afford BASO the right to remove and place same in a warehouse, subject to the Exhibitor's disposition, and/or ship to Exhibitor via common carrier with all charges to follow at no liability to BASO. All exhibits must remain intact until the Event is officially closed. If you start tearing down early you may not be allowed back in our shows.

**25. Exhibit Guidelines** – Distribution of samples and printed matter of any kind, and any promotional material, is restricted to the exhibit booth. Each Exhibitor agrees to exhibit only products that it manufactures, represents or distributes and to display them in a tasteful manner. The aisles, passageways and overhead spaces remain strictly under the control of BASO and no signs, decorations, banners, advertising material or special exhibits will be permitted in the aisles except by written permission of BASO. Uniformed attendants, models and other employees must remain within the booths occupied by their employers. Any and all advertising distribution must be made from Exhibitors booth space. Strolling entertainment or moving advertisements outside of an Exhibitors exhibit space is prohibited.

**26. General Terms and Conditions** – BASO has sole control over attendance policies. Except as provided to the contrary in this contract all monies paid by Exhibitor shall be deemed fully earned and non-refundable at the time of payment. Exhibitor shall conduct itself all times in accordance with normal standards of decorum and good taste. In addition to its right to close an exhibit and withdraw acceptance of the contract, BASO in its sole judgment may refuse to consider for participation in future Events an Exhibitor who violates or fails to abide by the contract and any of the accompanying rules and regulations. Any amendment to this contract must be in writing and signed by an authorized representative of BASO.

**27. Assumption of Risks; Releases** - Exhibitor expressly assumes all risks associated with, resulting from, or arising in connection with Exhibitor's participation or presence at the Event, including,

without limitation to all risks of theft, loss, harm, damage or injury to the person (including death), property, business or profits of the Exhibitor, whether caused by negligence, intentional act, accident, act of God or otherwise. Exhibitor has sole responsibility for its property or any theft, damage or other loss to such property (whether or not stored in any courtesy storage area), including any subrogation claims by its insurer. Neither BASO nor the Exhibit Facility accepts responsibility, nor is a bailment created, for property delivered by or to the Exhibitor regardless of whether the property is signed for by BASO. Neither BASO nor the Exhibit Facility shall be liable for, and Exhibitor hereby releases all of them from, and covenants not to sue any of them with respect to, any and all risks, losses, theft, damages and liabilities described in this paragraph.

**28. Indemnification** - Exhibitor shall on a current basis indemnify, defend (with legal counsel satisfactory to BASO), and hold BASO and the Exhibit Facility harmless from any and all claims, demands, suits, liabilities, damages, losses, costs, reasonable attorneys' fees and expenses which result from or arise out of or in connection with (a) Exhibitors participation or presence at the Event, (b) any breach by Exhibitor or any agreements, covenants, promises or other obligations under this agreement, (c) any matter for which Exhibitor is otherwise responsible under the terms of this agreement, (d) any violation or infringement (or claim of violation or infringement) of any law or ordinance or the rights of any party under any patent, copyright, trademark, trade secret or other proprietary right, (e) any libel, slander, defamation or similar claims resulting from the actions of the Exhibitor, (f) harm or injury (including death) to Exhibitor, and (g) loss of or damage to property or the business or profits of Exhibitor, whether caused by negligence, intentional act, accident, act of God, theft, mysterious disappearance or otherwise.

**29. Limitation of Liability** - Under no circumstances shall BASO, or the Event Facility, be liable for any lost profits or any incidental, special, indirect, punitive or consequential damages whatsoever for any acts or omissions, whether or not apprised of the possibility of any such lost profits or damages. In no event shall BASO's maximum liability under any circumstance exceed the amount actually paid to BASO by the exhibitor for exhibit space rental pursuant to this agreement. BASO makes no representations or warranties, express or implied, regarding number of persons who will attend the Event or regarding any other matters.

**30. Violation of Rules & Regulations** - Violation of these rules and regulations, as well as those published in the Exhibitor Packet, will afford Show Management the right to execute one or more of the following remedies: 1) the Exhibitor may be prohibited from exhibiting at the current year's Exhibition and will forfeit all booth payments 2) the Exhibitor may be prohibited from exhibiting at the following year's event. Provided however, that the imposition of one or more of these remedies by Show Management shall not in any way limit available remedies provided in other provisions of the contract or by law.

**31. Governing Law** - This contract is governed by the laws of the State of Oregon as applied to contracts entered into and entirely performed within such state. Exhibitor agrees that the courts located in the State of Oregon shall constitute the exclusive forum for the resolution of any and all disputes arising out of, connected with or related to this contract or the breach of any provision of this contract. Exhibitor waives any right to assert lack of personal or subject matter jurisdiction and agrees that venue properly lies in Central Point, Oregon.

\*\*\*\*\***REQUIRED SIGNATURE ON PAGE 1**\*\*\*\*\*

\*\*\*\*\***THIS CONCLUDES THE ENTIRE RENTAL AGREEMENT**\*\*\*\*\*

\*\*\*\*\***PLEASE KEEP COPY FOR YOUR RECORDS**\*\*\*\*\*

\*\*\*\*\***ORDER BOOTH EXTRAS (Tables & Chairs) FROM EYE BEAM SEPARATELY**\*\*\*\*\*