



<b>COMPANY NAME</b> as it will appear online and in print:				
<b>CONTACT NAME:</b>			<b>EMAIL:</b>	
<b>TELEPHONE:</b>			<b>WEBSITE:</b>	
<b>MAILING ADDRESS:</b>				
<b>NAME &amp; CELL PHONE # FOR SHOW MOVE IN DAY CONTACT:</b>				
<b>SALES MANAGER NAME:</b>			<b>EMAIL:</b>	
<b>BOOTH RENTAL - ***Hydro not included. Floor covering required.</b>	<b>#</b>	<b>Amount</b>	<b>Total</b>	<b>First right of refusal date: July 3, 2018.</b> After this date all booths are open for sale. Contract AND payment MUST be received to secure booth space. No exceptions. <b>Deposit:</b> CONTRACTS WITHOUT DEPOSIT WILL NOT BE PROCESSED. A 50% deposit of total amount due must accompany this signed contract in order for booths to be reserved and confirmed. Remaining balance due October 1st 2018 Contracts submitted on or after October 1st must include full payment. Payment may be made by certified cheque, cash, credit card or e-transfer. <b>NOTE - There is a \$50.00 charge for NSF cheques AND for every credit card transaction that is declined.</b> <b>Cancellation Policy:</b> Notification to cancel must be made in writing to LHBA or email to: homeshow@lhba.on.ca on or before October 1st 2018. Cancellation after October 1st 2018 will result in forfeiture of all monies paid. Cancellation prior to October 1st 2018 will result in an administrative fee of 25% of total booth cost plus HST being withheld from refund monies paid. <b>Exhibitor Passes:</b> 1-2 Booths- 3 passes, 3-5 Booths-5 passes, 6+ booths- 8 passes. Guest tickets available for purchase, more information to follow. <b>Moving booths:</b> The LHBA reserves the right to relocate any booth(s) as necessary with no financial compensation.
Standard booth (s)		X\$795.00		
Corner charge		X\$145.00		
Non standard booth				
Non standard booth				
LHBA member discount - <i>Member in good standing 2018/2019</i>		-\$70.00		
Multiple booth discount - <i>\$240.00 for every 4 booths</i> <i>*This does not apply to Boulevard of Dreams or Feature booths</i>		-\$240.00		
Other discount (authorized by _____)				
<b>SUBTOTAL</b>				
13% hst #R122786270				
<b>TOTAL AMOUNT DUE - MAKE CHEQUES PAYABLE TO LHBA</b>		VERIFIED		
<b>DEPOSIT PAID - 50% minimum with new contract before Oct. 2/ full amount after Oct. 2</b>				
<b>BALANCE DUE - all booth rentals must be paid in full by October 2nd</b>				
<b>Product or service to be promoted in booth:</b>				

**X** \_\_\_\_\_  
**EXHIBITOR SIGNATURE**

The person signing this document represents the exhibitor company and acknowledges & agrees to the use of their information for promotion. He/she has read and agrees to the terms on the contract, agrees to abide by the rules and regulations, and gives permission to be added to the LSHS exhibitor newsletter list.

\* PLEASE NOTE: The booth space you are renting may have:  
 Pillar within the space \_\_\_\_\_ Vent within the space \_\_\_\_\_ Firehose cabinet within the space \_\_\_\_\_  
 Is last to move in (Thursday pm) and first to move out (Sunday at 5pm) \_\_\_\_\_ Other: \_\_\_\_\_

FOR OFFICE USE ONLY			
Confirmed Booth#(s) _____	Type of payment: cash / cheque / e-transfer / credit card		
Date contract received: _____	Balance amount: _____	Adjustments: _____	
Deposit amount: _____	Trans#: _____	Invoice# _____	
Posting amount & date: _____	Sold by: _____		

**CREDIT CARD AUTHORIZATION:**  
 Company Name: \_\_\_\_\_  
 Circle One: Payment in full now      OR      50% now and balance to be run on October 2nd  
 Credit card number: - PLEASE PRINT CLEARLY \_\_\_\_\_ EXPIRY: \_\_\_\_\_  
 \*NOTE - THERE IS A \$50 SERVICE CHARGE FOR EVERY CREDIT CARD TRANSACTION THAT IS DECLINED  
 X \_\_\_\_\_  
 The person signing this gives permission for the above credit card to be charged as agree above. He/she is a signing authority for the credit card given.

Please send the completed contract to the LHBA :  
 Email: homeshow@lhba.on.ca      Fax: (519) 649-2781      Mail: 571 Wharnccliffe Rd. S. London ON N6J 2N6