



2014 Home Show Rules

REVISED (2/16/14)

OMHA Eastern Ohio Home Show

Friday, May 16th – Sunday, May 18th 2014

MAPS Air Museum and Field, North Canton, OH
(Adjacent to the Akron-Canton Airport)

Preface: These Home Show Rules are established to assist the Home Show Committee and OMHA to plan, organize, and manage one of the most important retail sales events sponsored by OMHA.

Each rule has been developed to protect and promote the industry in a highly professional manner. A copy of these rules shall be provided to each applicant along with the OMHA Home Show application form.

These rules shall be considered an integral part of the contractual obligations of OMHA and each participant. It is important that all applicants review and acknowledge in writing that they accept these rules as a condition of their participation in the Home Show. It is also important that they agree to abide by the decision of the Home Show Committee or OMHA in the event of a dispute over interpretation of the rules. It shall be the policy of the OMHA Home Show Committee and OMHA to review all disputes that may occur during the 2014 Home Show prior to the application date to determine if any rule changes should be made.

DELIVERY/STAGING/SET UP

From Thursday, May 8th – Wednesday, May 14th homes to be delivered/staged and set up at MAPS per attached detailed schedule. The Home Show Committee and OMHA shall provide sufficient time to allow completion of all homes PER THE ATTACHED TIMELINE.

1. If a home is not in the staging area by the required time, the home shall not be allowed in the show. There shall be no exceptions and no refunds given.
2. The Home that is delivered to the staging area shall be the same home as specified in the agreement. The OMHA Home Show Committee or OMHA Staff may make an exception to this rule, on a case-by-case basis.

INSTALLATION

1. The Home Show Committee or OMHA Staff shall establish the date and time for Installation of all homes (see attached). The Ohio Manufactured Homes Commission shall approve all home show set up, as appropriate. **NO CONCRETE BLOCK OR CRIBBING. MUST USE HEAVY DUTY WOOD BLOCKS TYPICALLY USED IN HOME SHOW PIER CONSTRUCTION SET UP. ABS PADS NEED TO BE PLACED UNDER HOME SET UP WOOD BLOCKS (NO EXCEPTIONS).** The Show time table from delivery of homes to final pick up and removal of homes is attached and part of these rules. The show timetable and procedures will be strictly enforced.

2. Installation of all homes shall be completed no later than 5:00 pm two days before the opening of the Home Show. (i.e., 5:00 pm - May 14, 2014)

DEALER/INDUSTRY DAY

(MH, Oil/Gas, Government, Local Organizations and Leaders)

May 16, 2014 has been established as the official Dealer Day (9:00am – 2:00pm). This time has been set aside for dealers and individuals in the Manufactured Housing Industry, Oil/Gas, Government, and Local Organizations to tour the homes without the public present. Everyone is required to wear name badges indicating their name and company.

SHOW DAYS

Show dates and hours have been established by the OMHA Home Show Committee and OMHA as follows:

1. The 2014 Home Show shall be open to the general public May 16th, 17th and 18th, 2014.

2. Show hours shall be:

Friday, May 16th from 9:00am–2:00pm (Industry Dealer Day and Local Leaders)

Friday, May 16th from 4:00pm to 8:00pm (Public Show)

Saturday, May 17th from 9:00am–6:00pm (Public Show)

Sunday, May 18th from Noon – 5:00pm (Public Show)

SKIRTING/STEPS

1. Homes shall have solid skirting (i.e. vinyl material or better) approved by the Home Show Committee or OMHA Staff that completely encloses all sides of the home visible to the public.
2. All transportation hitches shall be removed and concealed from public view.

ACCESSIBILITY

1. All steps and decks must have handrails with a minimum 36 x 36 inch platform.
2. “Handicapped Accessible” ramps are encouraged, but not required. All ramps shall comply with the American with Disabilities Act (ADA) guidelines.

LANDSCAPING

OMHA and the Home Show Committee will provide landscape package for only the Show general areas to enhance the public’s perception of our homes and the overall event. Manufacturers may arrange for home display landscaping packages at their expense with the OMHA contracted landscaper and must make separate arrangements. Manufacturers also have the option to use their own landscaper. However, homes must be full completed for set up, landscaping, decorations, etc. by Wednesday at 5:00 pm, May 14, 2014.

ELECTRICITY

1. OMHA and the Home Show Committee shall provide appropriate electrical service involving panel boxes electrical grid and generators for each home. Manufacturers are responsible for hook up to the panel boxes/generators. Manufacturers are also encouraged to bring their own smaller generators to meet any additional needs.
2. OMHA and the Home Show Committee shall provide no 200-amp service. (approximately 20 amps per home will be available) There will be an up charge for higher amp circuits, if available. Air conditioning cannot be supported by the electrical system provided by OMHA. The amperage should be sufficient to power lights and fans. However, running power equipment, including vacuums when lights or fans are on is prohibited and will likely result in outages.
3. MAPS Air Museum, and/or appropriate governmental authorities and the electrical contractor shall ensure that all electrical wiring meets health and safety guidelines established by the local fire marshal.

SIGNAGE

1. All retailers, communities, and manufacturers displaying a home may place one sign on the home. The recommended size is 3' x 4', but shall not exceed a 4' x 6' space or 24 square feet. Floor plan signage is also permitted.
2. Each sign may include the following information:
 - a. Name of the retailer, community, and manufacturer (OMHA Member Names Only)
 - b. Description of the home (e.g. number of rooms/bedrooms and square footage).
3. **Any signage, inside or outside the home, shall apply only to the home on display.**
4. "NO SMOKING" or "NO FOOD OR DRINK" signs may also be displayed at home entrance.
5. **All other written or printed messages including price or product information shall be permitted, inside the home. However, OMHA reserves the right to prohibit any objectionable information.**

CLEAN UP

1. During move-in and move-out days, retailers, communities, manufacturers and any exhibitors are responsible for cleanup of their display area. Plastic drop cloths shall be required to prevent tape and texture tracking, etc. Crews must take out what they bring in. Liquids and paints shall not be dumped into "On-Site Dumpsters", but be disposed of offsite by exhibitors or their agent, if so designated by OMHA or MAPS.
2. All Setup materials where applicable and debris must be removed from the display no later than 7:00 pm, Wednesday, May 14, 2014, prior to the Show and by 8:00 pm, Monday, May 19, 2014 after the Show.
3. Removal of all setup materials, cardboard boxes for furniture and garbage shall be the responsibility of each participant. OMHA and MAPS will provide show day garbage removal during dealer and public days for attendees of Show. During all home move in/move out and related placement, set up, tear down activity, home exhibitors are required to take all garbage to garbage dumpsters from their home exhibits promptly. Cardboard materials, boxes and other debris must be

cut up, pressed or otherwise flattened for disposal in to designated garbage dumpsters. Removal of heavy duty wood blocks and shims are responsibility of manufacturer and are not to be disposed of in garbage dumpsters.

4. Failure to abide by the “clean up” rules will result in upcharges.

FIRE MARSHALL'S RULES

1. No material may be stored under or behind the home and per MAPS guidelines.
2. Each home must have an approved fire extinguisher with a certificate of recharge attached. Fire extinguishers are required by the Fire Marshal and/or MAPS for the retail show, and must have the following markings:
 - a. Exceed fire code requirements for 2 A: 10 - B: C
 - b. UL rated 3 1:40 B: C
 - c. 5 1/3 lbs. Fire Fighting Agent

INSURANCE REQUIREMENTS

1. All manufacturers and all other show exhibitors are required to provide a Certificate of Insurance, which must be submitted with the application for exhibit space.
2. This Certificate must name OMHA as the certificate holder.
3. This Certificate must name MAPS Air Museum as additionally insured.
4. The certificate must be a minimum \$2,000,000 coverage, both bodily injury and property damage.
5. The company that is responsible for Home installation and set up shall provide proof of Workers Compensation Coverage and must be an OMHA/OMHC approved installer and OMHA member.

SECURITY

1. Security people will be on duty during the move – in through move – out.
2. Security protection is the responsibility of MAPS, though exhibitors are encouraged to provide any other security protection deemed necessary. OMHA or Show Committee or MAPS assumes no liability for theft, vandalism, damage or any other occurrences outside any insurance policies held by OMHA or MAPS Insurance policies.
3. Security ends at 5:00pm Tuesday, May 20th.

TEAR DOWN AND MOVE OUT

The Home Show Committee and OMHA shall establish rules for the orderly and timely removal of all homes, landscaping, power, trash, containers, portable toilets, exhibitor tents, etc. from the home show area in compliance with contractual obligations and good business practices. All Homes to be removed by transporter will require completed form by retailer/manufacturer and approved by OMHA

before home pick up is authorized. Home removal form and procedures will be distributed at a later date.

Tear down hours for home exhibits are Sunday, May 18th from 6:00 pm-8:00 pm and Monday, May 19 from 6:00 am – 8:00 pm. See attached schedule.

MEMBER PARTICIPATION

(OMHA member is defined as a manufacturer or modular industry business or individual whom has paid 100% of the annual OMHA membership dues per the businesses industry category and is fully paid for calendar year 2013 and 2014)

1. The Ohio Manufactured Homes Association/ Show Committee produce the show. Members of OMHA are given preference. All OMHA Members must be a member in good standing. No exhibitors **may** distribute pamphlets or brochures that advertise the product or services of non-members i.e. any leased communities, real estate developments, or homes produced by non-members unless non-members pays per attached rate schedule.
2. Exhibitors must make application to OMHA for each home displayed.
3. No advertising pamphlets, brochures, etc. are to be placed in any exhibit area or passed out at the show by any person or company that promotes any products or service other than what exhibitors have paid to display and has been approved by the Show Committee or OMHA Staff.

NON-MEMBER PARTICIPATION

1. In the event that exhibitor space remains after OMHA member companies have been assigned space, then until show space deadline is reached, any Non-OMHA Member manufactured housing related business, may be assigned additional space subject to available space and upon request to the Home Show Committee or OMHA Staff. The Show Committee will charge NON-OMHA MEMBERS within the Manufactured/Modular Homes Industry related businesses and/or individuals additional fees. Oil/Gas Industry, local government, and all other non-related factory built housing businesses may also participate in the Show per the reduced rate schedule attached to these Rules.

EXHIBITOR RULES

1. Exhibitors in the show shall exhibit only in the category for which they complete the show application.
2. No advertising pamphlets, brochures, etc. are to be placed in any exhibit area or passed out at the show by any person or company that promotes any products or service other than what the exhibitor has paid to display and has been approved by the Show Committee or OMHA Staff.
3. Any booth exhibitor marketing manufactured homes, manufactured homes communities or other real estate developments shall not be permitted to offer new homes for sale unless they have paid fees per attached rate sheet and are licensed in Ohio as a dealer with the Ohio Manufactured Homes Commission.

EXHIBIT FEES

1. The entry fees for each home and various rates are included in the attached document. There is a limit for total homes that can be displayed (subject to change). Additional home spaces may be

available based on space at the discretion of the Home Show Committee or OMHA Staff. Home placement will be determined by:

- A. OMHA Member then by
- B. Order of Full Payments Received then by
- C. Deposit Date

2. Each Home Display Entry fee will include a limited Landscaping Package. Exhibitor tents if desired are the responsibility of the exhibitor.

3. A non-refundable deposit (see attached rates) for each home to be displayed must be submitted with the completed Application by December 1, 2013 and will be reviewed by the Show Committee or OMHA.

4. The balance of the fee is due no later than January 15, 2014.

5. All home exhibitors shall exhibit only new manufactured homes; modular homes, factory built or multipurpose housing produced by OMHA approved manufacturers. If an OMHA member wishes to show one of the aforementioned types of housing not produced by an OMHA member manufacturer additional Show fees will be charged, subject to space and availability.

6. Booth Exhibitors rates for separate Retailer/Dealer or Manufactured Homes Community/Park exhibitors not selling new homes are included in the attached rate form.

7. Booth Exhibitors Entry Fee (see attached rates) must submit a **Non Refundable Deposit** (see attached deposit rates form). Booth exhibits will include: one 6 foot table and 10' x 10' booth space overall. Booth Entry deposits are due by January 1, 2014 and the balance due by February 1, 2014.

SUB-CONTRACTORS

A company representative must be on site during the entire exhibit home setup, tear down and move out. Use of an installer or transport company in moving or setting a display home, who is not a member of OMHA, will be assessed an additional fee of \$500.00 to the manufacturer or retailer payable by midnight, Tuesday, May 13, 2014.

MANUFACTURERS / RETAILERS / MH COMMUNITIES ARE RESPONSIBLE FOR OBTAINING LICENSES REQUIRED BY THE STATE OF OHIO OR LOCAL AUTHORITY OR OHIO MANUFACTURED HOMES COMMISSION FOR THEIR HOME DISPLAYS.

PROFESSIONAL CONDUCT

A Professional Standards of Conduct has been established for all participants of the Home Show. Failure to abide by these standards may include, but not limited to, a warning to immediately stop the unacceptable conduct, exclusion from participating in the 2014 Home Show and inability to participate in future Home Shows.

HOME SHOW SALES

RETAIL SALES ARE PERMITTED. Home Show Sales and Pre-qualification for financing (per SAFE ACT / DODD FRANK and other applicable State and Federal laws) are permitted in Ohio at Home Shows. Exhibitors assume all liability for unlicensed financing activity that occurs at the Show or as a

result of the Show. Unlicensed financing activities or transactions are not sanctioned by the OMHA and are prohibited.

RETAIL COMPANY REGISTRATION FEES

OMHA member retailers or communities working manufacturers' home display will pay a one-time fee of \$500 per retailer/MH Community business (fee covers all employees of specific retailer/MH community business). Retail sales personnel must be properly licensed in the State of Ohio.

RATE SHEETS

ALL EXHIBIT RATES AND DEADLINES ARE ATTACHED AND ARE A PART OF THESE RULES.

X

Signature and printed name

X

Tim Williams

X

Company

X

OMHA

X

Date

X

Date

(2/16/14)