

APPLICATION / CONTRACT

78th Annual



Portland Expo Center – Portland, Oregon

FEBRUARY 26 – March 1, 2026

Application/Contract

The enclosed agreement will serve as both your application and your contract. Fill out the Application/Contract completely, reading all rules and regulations. **SIGN THE CONTRACT, KEEPING A PHOTOCOPY FOR YOUR RECORDS AND MAIL, EMAIL OR FAX IT WITH YOUR NON-REFUNDABLE DEPOSIT TO THE ADDRESS BELOW.** To pay by credit card please provide credit card information on the application or call our office at 503-479.2660.

This agreement is the complete, unambiguous, final, and exclusive statement of the terms of the agreement between the parties; supersedes and replaces all prior and contemporaneous agreements and understandings, whether oral or in writing; and may be modified only in writing and signed by an authorized representative of management.

An exhibitor may return the signed contract by fax, email or mail. When the copy is signed by management the agreement will be complete and binding.

Exhibitor - If you do not return your **SIGNED** contract your company name will not appear in the show's publication.

Booth Allocation

Booth space will only be allocated once your signed Application/Contract and **non-refundable deposit** have been received. Your exhibitor sales representative will confirm with you your booth space allocation.

Payment Schedule

Balance in full is due by **January 16, 2026**. Full payment must accompany any Application/Contract submitted after January 16, 2026. **Show management reserves the right to make any necessary modifications to the floor plan.**

RETURN YOUR APPLICATION / CONTRACT TO:

Home Building Association of Greater Portland
15555 SW Bangy Road, Suite 301 | Lake Oswego, OR 97035

Phone: 503- 479-2660 | Fax: 503-684-0588

Website: www.homeshowpdx.com

Show email: homeandgardenshows@hbapdx.org

Yvonne Lerch, Strategic Partnerships Manager – yvonne@hbapdx.org

Exhibit Space Application & Contract

2026 Portland Spring Home & Garden Show

Portland Expo Center | February 26 – March 1, 2026

INV#	_____
Date:	_____
Booth #	_____
Booth Size	_____
C#	A# _____

By submitting this EXHIBIT SPACE APPLICATION & CONTRACT (this "Contract") to Home Building Association Greater Portland (hereinafter referred to as "Management"), the undersigned (hereinafter referred to as "Exhibitor") requests the lease of space in the 2026 Portland Spring Home & Garden Show (hereinafter referred to as the "Show"). Exhibitor understands that acceptance into the Show is at the discretion of Management. ENCLOSED IS THE REQUIRED DEPOSIT. The balance is due and must be paid in full on or before January 16, 2026. If the space cost is not paid within 30 days after due date, any unpaid portion of the balance due will be subject to a service charge at a periodic rate of 1 1/2% per month which is an annual % rate of 18%.

Exhibitor agrees to the following and to the terms, conditions, authorizations, and covenants on all attached pages of this Contract, which are incorporated in and form a part of this Contract. Upon acceptance of this Contract by Management, Exhibitor agrees to lease booth space as assigned by Management and noted above for the duration of the Show, February 26 – March 1, 2026. By signing this contract I/we agree to read and follow any rules and regulations posted at <https://www.homeshowpdx.com/p/exhibitorinfo>.

EXHIBITOR/COMPANY INFORMATION (PLEASE PRINT OR TYPE)

EXHIBITOR/COMPANY NAME _____ CCB # / WA L&I # _____ PORTLAND HBA # _____

PERSON WHO IS TO RECEIVE EXHIBITOR INFORMATION _____

BUSINESS # _____

CELL # _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

E-MAIL ADDRESS _____

WEB ADDRESS _____

(Please Note ALL Products and Services Here That Will Be Exhibited)

PAYMENT INFORMATION (PLEASE PRINT OR TYPE)

HBA or OAN Member# _____

Booth # _____ Corner Y/N _____

Booth Size: _____ X _____

TOTAL RENTAL FEE (US FUNDS) \$ _____

REQUIRED DEPOSIT – 50% \$ _____

Deposit required when submitting this application and is non-refundable after space has been assigned by management.

Discounts _____

BALANCE DUE \$ _____

Contracts received after 01/16/26, must include payment in full.

CHECK PAYMENT

Check payable to: **PORTLAND SPRING HOME & GARDEN SHOW**

There will be a \$50 charge for any check returned.

EXHIBITOR/COMPANY NAME _____

CHECK # _____ DATE _____ AMOUNT _____

Return Completed Contract to:

HBA Greater Portland / 2026 Portland Spring Home & Garden Show

15555 SW Bangly Rd, Suite 301

Lake Oswego, OR 97035

Phone: 503-479-2660 Fax: 503-684-0588

Email: homeandgardenshowshws@hbpdx.org

X AUTHORIZED SIGNATURE _____

PRINT FULL NAME _____

DATE _____

CREDIT CARD PAYMENT

Call 503-479-2660 or complete the form below.

By checking this box you agree to let us charge your card for the deposit due-50%, and again on 01/16/26 on any remaining balance.

Card # _____

Exp. Date: / _____

CVV: _____

Billing address if different than above.

STREET ADDRESS _____

CITY _____

STATE _____

ZIP _____

NAME ON CARD _____

Request Corner (add \$250 per corner) | 1 Booth = 10' x 10'

*Restrictions apply. See terms & conditions below

~Nursery (OAN Members - \$50 discount per 10' x 10')

~Plant (DUE IN FULL)

\$400 per booth (plant seller or crafter)

(*HBA members-5 amps power, parking pass incl)

+ Add'l booths \$1400 x _____ *\$1300 x _____

1 Booth (10x10) \$1400 *\$1300

50% 50%

Space-Standard Exhibitor *HBA Member Deposit

EXHIBIT SPACE RENTAL FEES

