

# Initial Space Assignment

**During** the Initial Assignment Period, defined as all Applications received with the required deposit on or before February 23, 2018, exhibit space for THE 2019 NAHB INTERNATIONAL BUILDERS' SHOW is assigned on the basis of:

- Applications requesting 2,000 square feet or more of exhibit space will be assigned space prior to the assignment of Applications requesting less than 2,000 square feet of exhibit space.
- Exhibitor priority points
- Membership in the Leading Suppliers Council (LSC)
- Date of receipt of the Application/Contract & Deposit at the National Association of Home Builders (NAHB), Exposition Sales Department in Washington, D.C.
- Space size and availability
- NAHB reserves the right to assign exhibitors out of priority point sequence if, in its sole discretion, it deems it necessary for the betterment of the Show.

**After** the Initial Assignment Period, exhibit space will be assigned on the basis of:

- Date of receipt of the Application/Contract & Deposit at the National Association of Home Builders (NAHB), Exposition Sales Department in Washington, D.C.
- Membership in the Leading Suppliers Council (LSC)
- Space size and availability

After assignments are made, the NAHB Exposition Sales Department will notify exhibitors of their booth assignments with a letter and confirmation/invoice indicating the balance due (if any). This balance will be due within 30 days of the invoice date unless the invoice date is within 30 days of the Show, in which case the balance will be due within 5 days of the invoice date.

**No assignment of space will be made without a 35% deposit (based on the size of your first choice booth) or full payment.**

During the Initial Assignment Period, NAHB will only make alterations to the initial floor plan (e.g., subdivide or combine booths, create or change aisles, etc.) if, in its sole discretion, it deems it necessary for the betterment of the Show.

## **IF NONE OF YOUR SPACE CHOICES ARE AVAILABLE:**

1. We will contact you by phone and inform you of what alternative spaces are available.
2. You must respond immediately and be prepared to commit to an alternative space within two (2) business days of notification.
3. Otherwise, NAHB will assign you, in its sole discretion, the next best available space.