# Black Hills Home Builders Association 2024 Home Show



2024 BHHBA Home Show Registration Form

March 22-24, 2024

#### **BHHBA Office:**

1760 Rand Rd. Rapid City, SD 57702

Phone: (605) 348-7850 www.blackhillshomebuilders.com

#### **COVID-19 DISCLAIMER + NOTICE**

By registering, (or) attending, (or) participating for the 2024 BHHBA Home Show, you are agreeing that the Black Hills Home Builders Association, its Board of Directors, staff, employees, or volunteers assume no liability or responsibility for the spread or receiving of COVID-19, or for any other illness/disease/state of ill-being occurring within the dates of the 2024 BHHBA Home Show and any time of unloading, loading, set-up and tear-down for this event, or anytime thereafter. This is your notice that any guidelines/suggestions given or published in any state or method for this event do not serve as mandates for the general public entering the venue and event space. Therefore it is with the understanding that any participation and attendance is under each person's own comfort and personal risk.

#### Welcome to all Home Show Exhibitors!

We look forward to another successful Black Hills Home Builders Association Home Show. Please read through the information, and should you have any questions, call the BHHBA at (605)-348-7850 or

email events@blackhillshomebuilders.com.

#### What is the BHHBA Home Show?

This annual regional trade show focuses on the home building industry and is the largest Home Show in the United States for a community of Rapid City's size. Created and sponsored by the Black Hills Home Builders Association in 1973, the event offers vital information and is an excellent opportunity for businesses to display products and services. Plan now to become part of the Home Show which traditionally hosts over 400 booths with 8,000 people attending in a three day period.

#### **BHHBA Mission Statement**

The Black Hills Home Builders Association, a progressive not-for-profit professional trade organization, serves as an advocate for those directly and indirectly involved in the building industry and focuses on creating an opportunity of home ownership for all. The BHHBA represents builders who are involved in residential and commercial construction, remodeling, land development, property management as well as subcontractors, suppliers, lenders, and others in the service industry.

The BHHBA seeks to achieve the following goals:

- 1) To be the recognized authority for the home building industry, to those in government and regulatory agencies, as well as the general public.
- 2) To be the desired trade association for membership by those connected with the building industry.
- 3) To be the recognized information/education source by members of the industry, government and the public.

#### **Home Show Schedule**

#### **Set Up and Tear Down Hours:**

### Set Up:

- Tuesday, March 19th: 8:00 am-7:00 pm (All Large Vendors)\*
  - \* Large Vendor includes anyone that needs the OVERHEAD doors!!\*
- -Wednesday, March 20th: 8:00 am-12:00 pm (Large Vendors)
- -Wednesday, March 20th: 12:00 pm-7:00 pm (Small Vendors)
- Thursday, March 21st: 8:00 am-8:00 pm (Small Vendors)

#### NO USE OF OVERHEAD DOORS after

12 pm on Wednesday!

#### **Tear Down:**

- Sunday, March 24th: 3:30 pm - 8:00 pm

(Overhead Doors will NOT be opened for tear down prior to 3:30 pm on Sunday the 24th)

- Monday, March 25th: 8:00 am - 10:00 am

#### **Home Show Hours:**

Friday, March 22nd: 11:00 AM - 6:00 PM Saturday, March 23rd: 10:00 AM - 6:00 PM Sunday, March 24th: 10:00AM - 3:00 PM

# **Exhibit Space Rental Information Booth Rental Includes:**

One 10 wide x 10 deep or 10 wide x 9 deep (depending on the location you choose) booth space with drapery dividers and advertising. Booth pricing does not include electrical. Limited number Block Booth spaces are available for vehicles and/or equipment. Call for pricing.

#### **Other Equipment:**

Tables, chairs, etc. may be rented. See Box 2 on contract form.

#### **BHHBA Home Show Guide Book**

We will offer a guide listing of all exhibitors alphabetically and by business category. You will be placed in a category according to type of business, products, or services described on the contract. Guides will be available at all entrances at no charge. Contracts received after February 3rd, 2024 WILL NOT be included in the Home Show Guide Book.

#### **Insurance Coverage**

Coverage is available from several local companies and may also be available through your regular insurance carrier. Please check with your insurance carrier to inquire, or call BHHBA at (605)-348-7850 for a list of possible contacts.

#### **Exhibitor Wristbands**

Wristbands will be used for this show. Each vendor will receive 4 wristbands per booth (maximum of 12 wristbands if renting more than 3 booths). Additional wristbands are available for purchase at \$10.00 per wristband. Wristbands need to be paid for before the opening of the show. Wristbands can be obtained at the Home Show office and will be put on by Home Show Staff. Wristbands must be worn all show hours and for the duration of the 3-day show. If a wristband is lost or damaged, the cost to replace it is \$10.00.

#### **Membership Meeting**

The BHHBA monthly membership meeting will be held at The Monument on Thursday, March 21st. Exhibitors should expect our members to be there until 9:00 pm looking at their booths. You are not required to be there at this time, security will be provided during these hours.

#### **Tear Down**

Tear down is defined as the removal of any items from a booth or disassembling of a booth prior to 3:30pm on Sunday, March 24th. A fine of \$100 will be charged to vendors who tear down early.

#### **Overhead Doors**

Overhead doors <u>WILL NOT</u> be opened AFTER (12pm) NOON on Wednesday, March the 20th for move in. If you need the overhead door you MUST BE moved in prior to NOON on the 20th. In addition, the overhead doors will not be opened before 3:30 pm on Sunday, March 26th, for tear down.

#### **Exclusivity**

The BHHBA does not guarantee or imply that any vendor will have exclusivity at the Home Show. The BHHBA does accept registration from multiple vendors with similar or identical products. Competing vendors are not permitted to register for booths adjacent to or across from each other. The vendor with the most recent registration submission will be directed to another available location away from other like vendor(s).

#### POLICIES AND PROCEDURES

- 1) Payment Complete payment must be received along with the signed contract and insurance certificate. Failure to make payment and provide BHHBA with a copy of your liability insurance constitutes breech of contract and shall result in termination of the rental agreement. Credit cards are accepted.
- **2)** Cancellation of Agreement If this agreement is cancelled by exhibitor or by management for any reason or as a result of exhibitor's default or violation of this agreement, monies paid to management by exhibitor shall be retained as follows: Cancellations after January 31st, 2024 WILL NOT be refunded.
- 3) Sub-Letting Booth Space No exhibitor shall assign, sublet or apportion the whole or any part of the space allotted to him, nor exhibit therein any other goods, apparatus, services, than those manufactured or sold by the exhibitor in the regular course of business.
- **4)** Unoccupied Booth Space/Refunds If exhibitor fails to occupy rented space the first day of the show or fails to comply in any other respect with the terms of this agreement, the Home Show Event Manager shall have the right to use such space. No refunds will be made if space or portion of space is not used.
- 5) Rights of Management if Event is Not Held The BHHBA, its Board of Directors and staff shall not be liable for any damages or expense incurred by exhibitors in the event the show is delayed, interrupted, or not held as scheduled; and if for any reason beyond the control of the management the show is not held, management may retain all or a portion of amount paid by the exhibitors.
- **6) Eventualities** In case The Monument shall be partially or totally destroyed by fire, or the elements, or by any other cause, or any other circumstances shall make it impossible for the management to permit the contracted space to be occupied by the exhibitor, then this lease shall terminate and the exhibitor shall waive any claims for damages or compensation except the prorated return of the amount paid for the rental space.
- 7) Exhibitor Conduct and Character Any negative actions, behavior, or conduct that is seen by management or reported by BHHBA Executive Officer or Home Show Committee members will be grounds for management to ask exhibitor to leave the show. Problems that cannot be resolved at once could be basis for denial to the exhibitor to enter future BHHBA shows. The BHHBA Board of Directors, Event Director, and Executive Vice President reserve the right to judge the exhibit based on the information provided on the contract with regard to booth and exhibit contents, as to suitability of exhibit. Exact disclosure about your intended exhibit is required at the time the rental space agreement is submitted for consideration. It should be understood that submission of the rental agreement does not automatically guarantee space.
- **8)** Licenses Any and all City, County, State, or Federal licenses, inspections or permits required by law of any exhibitor in the installation or operation of his display shall be obtained by the exhibitor at his own expense prior to the opening of the show.
- **9) Removal of Exhibits** All property not removed from The Monument by 10:00AM on Monday, March 25th, 2024, is subject to rental charges from The Monument. The Monument & BHHBA are not responsible for any items taken or lost after that date.

- 10) Compliance The exhibitor agrees that his exhibit shall be admitted and shall remain from day to day solely on strict compliance with the rules herein stated. BHHBA reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any exhibitor or his representatives, with or without giving the return to the exhibitor of the amount of rental unearned at the time of ejections. If any exhibit or exhibitor is ejected for violations of these rules or for any other stated reasons, no return of rent shall be made.
- 11) Liability/Legal/Insurance The BHHBA, its Board of Directors, staff and employees assume no liability or responsibility for the safekeeping of any personal property nor do they assume any liability for any accident, injury, or property damage occurring within the booth space of any exhibitor or as a result of any activity by any exhibitor.
- A) Exhibitor shall indemnify and to hold harmless the BHHBA, its Board of Directors, the management and The Monument from and against any and all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from the activities of the exhibitor, or the officers, contractors, licensees, agents, servants, employees, guests, service groups and visitors of exhibitors.
- **B)** Exhibitor shall present proof of liability insurance in the amount of \$1,000,000 as will protect him from claims which may arise out of or result from the activities of the exhibitor. Neither the management nor The Monument shall be responsible for the loss or damage occurring to the exhibit or sustained by the exhibit from any cause.
- C) If a civic action arises between the parties out of this agreement or to enforce any of its provisions, the losing party shall pay the attorney fees for the prevailing party as trial court may adjudge reasonable and if an appeal is taken from any judgment of the trial court, the losing party shall pay the amount the Appellate Court shall adjudge reasonable as the prevailing party's attorney's fees on appeal.

EXHIBITOR SHALL PROVIDE A PROOF OF INSURANCE CERTIFICATE NAMING THE BLACK HILLS HOME BUILDERS ASSOCIATION AS THE ADDITIONAL INSURED. RENTAL AGREEMENT WILL NOT BE PROCESSED WITHOUT THIS DOCUMENT!

#### 12) Restrictions on Alterations to Facility -

- A) Holes may not be drilled, cored, or punched in the building.
- B) No adhesive backed decals or similar items, may be affixed in any way to walls, windows, columns, ceilings, or furniture on The Monument property. Decorations, signs, banners, etc. may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, painted surfaces, furniture or columns. Exhibitors may not apply paint, lacquer, adhesive or any other coating to the building floors, walls or to standard booth equipment. No paint, tape or tape residue shall remain on show floor after move out is completed.
- C) Exhibitors are liable for any damage caused to the building, floors, walls, or to standard booth equipment or to other exhibitor's property.
- **D**) NO PAINTING WILL BE ALLOWED IN/ON THE MONUMENT PREMISES. (This includes all flammable paint products)

#### 13) Other Restrictions -

- A) The Management reserves the right to restrict or remove exhibits, without refund, that have been falsely entered or are deemed by the management unsuitable or objectionable. This restriction applies to, but is not limited to noise, PA systems, person, animals, birds, conduct, printed matter, or anything of a character that might be objectionable to the show or the management.
- **B**) Helium or other lighter than air balloons are not permitted in The Monument.
- C) Parking in the loading areas is permitted for loading and unloading only. Violators will be towed at their expense.
- **D)** No animals are permitted into the building without prior approval of management (this is not intended to exclude animals for purposes of providing aid to handicapped persons).
- E) Combustion engines shall not be operated on the exhibit floor as part of an exhibit. Protective floor covering shall be placed under vehicle bumper to bumper and inside of wheel to inside of wheel to protect against vehicle fluid leaks. Battery cables must be disconnected, gas caps securely taped, and less than 1/4 tank of gasoline is required. Propane tanks shall not exceed 2lb. cylinder (LPG 5lb capacity) and require Fire Marshall approval. No open flame is permitted in The Monument. No charcoal fires shall be permitted. Small combustion engines (lawn mowers) will not be permitted to contain any gasoline in fuel tanks. Spot checks for compliance to the above state regulations will be done by the Fire Marshall during the show set up and throughout the show. This section is subject to amendment of local fire codes at the direction of the Rapid City Fire Department and Fire Marshall. It is the EXHIBITORS responsibility to obey all fire code regulations. Fire code regulations may be viewed at http://www.rcgov.org/Fire/prevention.html.

- **F**) All plantings and fountains shall have waterproof plastic materials underneath for floor protection.
- G) Exhibitors shall confine the display and its contents (i.e. brochures, souvenirs, samples) to the booth space assigned and not project in any way into the aisle space of surrounding booth space. Exhibitors MAY NOT conduct business outside of their booth space or drop solicitation items on the ground anywhere in the The Monument. No individual PA systems, flashing lights, or sirens are permitted and music or sound must not be audible more than 8ft from the perimeter of the booth. Any noise that is bothersome to neighboring exhibitors will not be permitted. In the demonstration of food preparation, exhibitors must take precaution to insure that cooking exhaust, odors, or smoke be handled so as not to contribute to air pollution. Violations after a first warning by manager will result in termination of exhibitor's booth.
- H) The Monument has a controlled liquor license and in accordance with the rules and regulations of the South Dakota Liquor Control Commission, it is against the law for a tenant (BHHBA) or exhibitors to bring alcoholic beverages into the building for any purpose.
- I) No raffle tickets, lottery tickets, or other promotions will be allowed inside, outside, or on The Monument property.
- J) Water outlets are located on outside walls of exhibit areas and will be made available to exhibitors needing access. Water disposal must be coordinated with The Monument maintenance people. At no time will hoses or other conveyances of water be allowed to intersect with pedestrian traffic areas.
- **K**) Absolutely NO PLASTIC table coverings are permitted in this show! Please make sure your cloth table coverings are presentable in appearance.
- L) Exhibitors are responsible for trucking, storage, handling, set-up and removal of exhibit materials. If you choose to ship items to The Monument ahead of time, we are not responsible for lost items. Please mark your shipment clearly with BHHBA Home Show with your vendor name & booth number.
- M) Anyone providing or selling food items MUST have authorization from The Monument management prior to the set up date of the show. NO outside food or drinks are allowed withouth prior permission from The Monument.

#### 14) Complete Agreement

This agreement contains all the terms and conditions agreed on by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall be deemed to exist or to bind any of the parties hereto.

These policies are available on our website at www.blackhillshomebuilders.com

# **2024 BHHBA Home Show Registration Form**

This form with **FULL PAYMENT** and **CERTIFICATE OF LIABILITY INSURANCE** must be returned to register.

Date/	//_	Name of Ex	hibiting Firm:			
Mailing Ad	ldress:		City:	St	ate:Zip:_	
Contact Per	rson:		Phone: (	)(	Cell: ( )	
			·			
			Number:			
is space to m	ark which bo	w location this year but	don't want to wait until Novembove to in November if it is open. bus year's vendor.	er to register? Register for	your old location now e vendor with the earl	v, and us
riginal Boo	oth Space(s	3):				
•	-		ce #1)			
	•		#2)			
Box 1			" <i>2</i> )			
	ludes one 10	' wide x 10' deep or 10	' wide x 9' deep space with dra	nery dividers (8' high bac	k and 3' high sides)	and
dvertising. I	Electrical ser	vice are not included i	n booth pricing. See Box 2.	rest assess (a sugar asse	<b></b>	
Me	mber	Non-Member	Booth #'s		Cost	
Corner	\$545.0	9785.00			\$	
Aisle	\$495.0	9760.00			<b>A</b>	
Advertisem	ent Parkin	g Space (4) \$2,000 r				
Advertisement Parking Space (4) \$2,000 per space  Block Space Please contact BHHBA for locations, size & cost						
	Organizati		The state of the s			
	_		piece (additional to 4 free	e per booth - max of 1		
			\$10.00 each	_	<b>\$</b>	
	1	•				
				1	'otal \$	
Box 2	•					
			by Friday, March 15th, 202		ouble after order	date.
			P TO 24 HOURS TO REC 50 per plug used, this include	_	\$	
					\$	
Hot Tub Co	mpanies wi		hot tub filled with water		\$	
8ft Banquet		\$10.0		Qty	\$	
3ft Banquet		\$15.0		Qty	\$	
Short Cockt		\$10.0		Qty		
Fall Cockta		\$10.0		Qty	\$	
	_	et Table (114 x 52) \$5.00		Qty	\$	
Black Table	cloth Banque	et Table (114 x 52) \$5.00	)	Qty		
	cloth Cockta	il Table (85 x 85) \$5.00	)	Qty		
Γable Skirt		\$5.00	)	Qty		
Chair		\$1.50	)	Qty		
Γall Barstoc	ol	\$3.00	)	Qty	\$	
Extension C	Cord	\$2.00	)	Qty	\$	
Sign Hooks	- set of 3	\$1.50		Qty	\$	
Fork Lift*		\$75.0	00	Qty	\$	
Includes labor	and additional c	harges will apply if usage exc	reeds one hour		otal s	

2)

1)

#### 1. Builders/Contractors/ **Developers/Remodelers:**

Framing Drywall Insulation **Suppliers** Log Homes Developers Electrical Remodeling

Siding

Gutters Roofing

#### 2. Design:

Cabinetry **Custom Sheet Metal** 

Interior Design Granite/Quartz/Marble

Mirror

Doors/Garage Doors

Windows Solid Surface Countertops Flooring Natural Tile Metal Buildings **Custom Ironworks** Lighting

Decking **Painting Shower Doors** Resurfacing **Appliances** 

#### 3. Equipment Sales/Rental:

Compressors Crane Services Generator Repair Machinery Rentals **Tools** Portable Toilets

#### 4. Financial:

Banks-Lenders **Credit Unions** Investments Mortgage Brokers Title Companies **Financial Services** Insurance

#### 5. Health Care:

Walk-In Tubs Hearing Vision Chiropractic Care

#### 6. Health/Beauty:

Nutritional **Supplements** Skin Care Hair Care

#### 7. Home Buying Services:

Real Estate Home Inspection Land Surveyors **Appraisers** 

#### 8. Home Furnishings:

Cookware Sheets Cleaning Supplies **Furniture** Cedar Furniture Mattresses Artwork Engraving **Promotional Items** Fireplaces

#### 9. Landscaping:

Turf Sod Green House Fencing

#### 10. Maintenance

**Property Washing Chimney Cleaning** Air Quality Recycling **Cleaning Services** Water Treatment Appliance Repair

#### 11. Mechanical Contracting:

**HVAC Duct Cleaning Cove Heating** Plumbing **Fireplaces** 

#### 12. Media:

Advertising Marketing Phone Books Photography Television Website Technology

Video Production

# 13. Non-Profit/Government

#### 14. Paving/Concrete/Brick: (Includes)

Curbing Dryvit Fireplaces Concrete Form Mudjacking Sand, Gravel, Rock Stucco Wall Systems

**Asphalt** Concrete Concrete Designs

#### 15. Professional Services: (includes)

Accountants Bookkeeping Adjusters Attorneys Auctioneers Architects

Family Memorials

Security

Pest Management **Moving Services** 

#### 16. Recreation: (includes)

Spas/Hot Tubs/Saunas **Pools Sport Courts** Water/Water Features Sound Systems Lodging Patio Furniture Flagpoles **Carports** 

Indoor/Outdoor Grills

#### 17. Solar & Wind Energy

Solar Energy Systems Air Quality

#### 18. Utilities

Phone Internet Cable Electric Gas

Back-Up Systems Cell Phones

#### 19. Woodworking

Wood Restoration

Please call the BHHBA Office or email

events@blackhillshomebuilders.com

#### Map Legend

S### - Summit Booth Spaces (10'x10')

B### - Barnett Field House Block Spaces

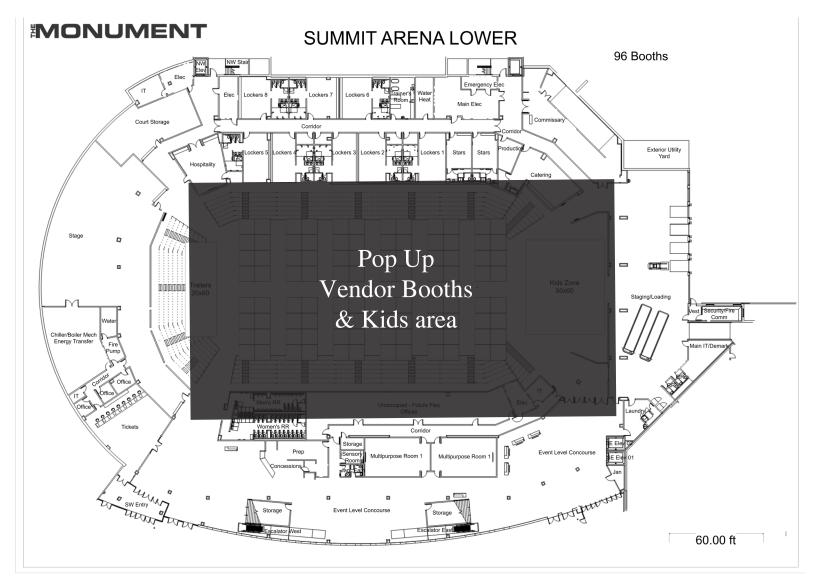
L### - LaCroix Hall Booth Spaces (9' x 10')

R### - Rushmore Hall Booth Spaces (10' x 10')

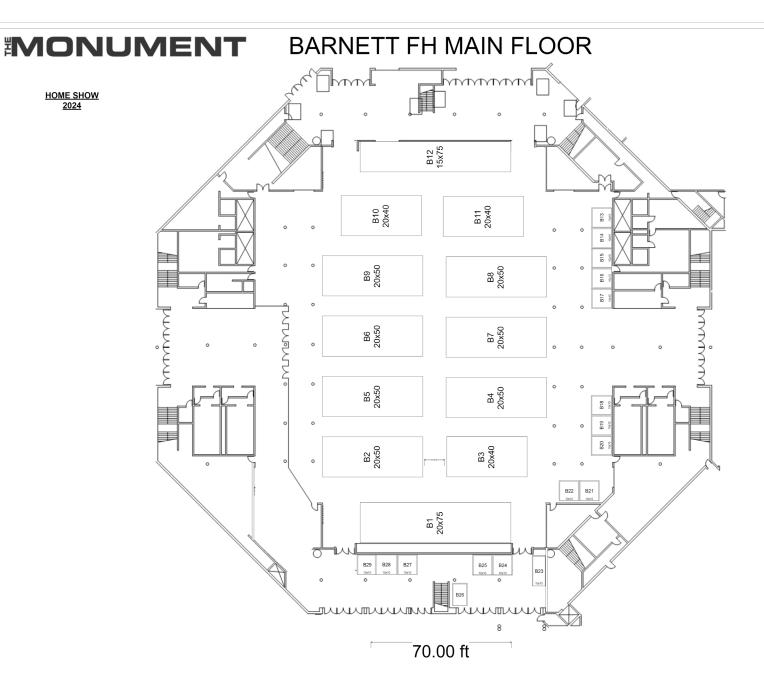
C### - North/East Concourse Booth Spaces (9' x 10')

Block Spaces

O Support Pillars



Summitt Arena



#### **Home Show Schedule**

**Set Up and Tear Down Hours:** 

**Set Up:**- Barnett Large Vendors are By Appointment/Schedule for overhead door use \* Large Vendor includes anyone that needs the **OVERHEAD doors!!\*** By Appointment

NO USE OF OVERHEAD DOORS after 12 pm on Wednesday!

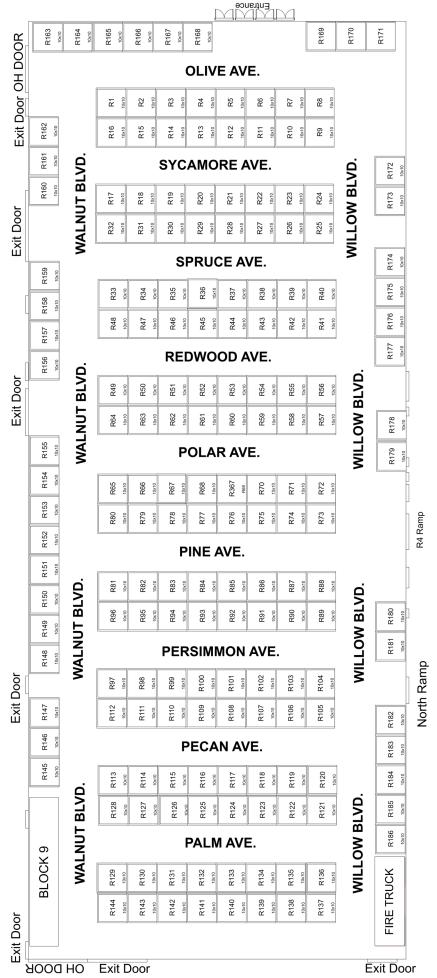
# **Barnett Field House**

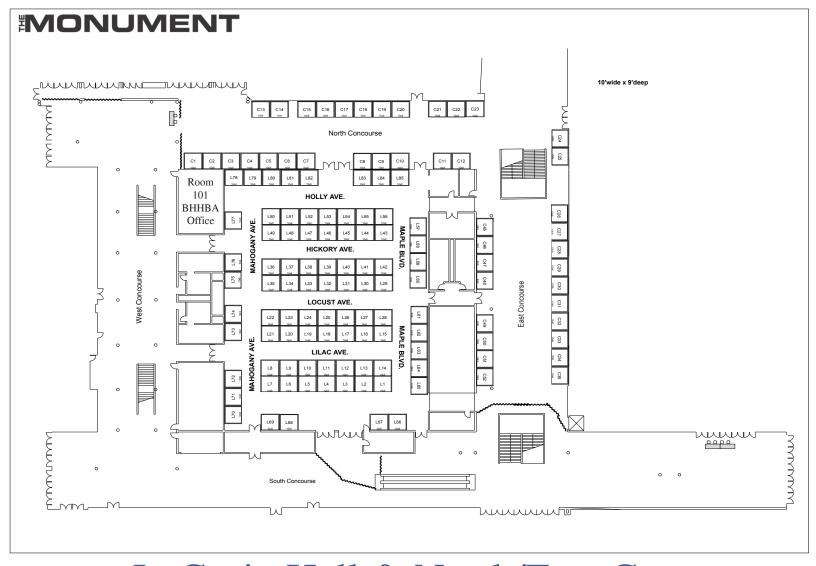
**Tear Down:** - Sunday, March 24th: 3:30 pm - 8:00 pm (Overhead Doors will NOT be opened for tear down prior to

3:30 pm on Sunday the 24th) - Monday, March 25th: 8:00 am - 10:00 am

#### **Home Show Hours:**

Friday, March 22nd: 11:00 AM - 6:00 PM Saturday, March 23rd: 10:00 AM - 6:00 PM Sunday, March 24th: 10:00 AM - 3:00 PM





# LaCroix Hall & North/East Concourse

#### **Home Show Schedule**

**Set Up and Tear Down Hours:** 

#### Set Up:

- Tuesday, March 19th: 8:00 am - 7:00 pm (All Large Vendors)\*

# \* Large Vendor includes anyone that needs the OVERHEAD doors!!\*

-Wednesday, March 20th: 8:00 am - 12:00 pm (Large Vendors) -Wednesday, March 20th: 12:00 pm - 7:00 pm (Small Vendors) - Thursday, March 21st: 8:00 am - 8:00 pm (Small Vendors)

#### NO USE OF OVERHEAD DOORS after

12 pm on Wednesday!

#### **Tear Down:**

- Sunday, March 24th: 3:30 pm - 8:00 pm (Overhead Doors will NOT be opened for tear down prior to 3:30 pm on Sunday the 26th)

- Monday, March 25th: 8:00 am - 10:00 am

#### **Home Show Hours:**

Friday, March 24th: 11:00 AM - 6:00 PM Saturday, March 25th: 10:00 AM - 6:00 PM Sunday, March 26th: 10:00 AM - 3:00 PM

#### Map Legend

S### - Summit Booth Spaces (10'x10')

B### - Barnett Field House Block Spaces

L### - LaCroix Hall Booth Spaces (9' x 10')

R### - Rushmore Hall Booth Spaces (10' x 10')

C### - North/East Concourse Booth Spaces (9' x 10')

Block Spaces

O Support Pillars



# 2024 Home Show Contract Enclosed March 22-24, 2024

Attention past vendors you have until Friday, December 1st, 2023 to book the booth(s) you had in last years Home Show.

ALL unsold booths will open to the public on Monday, December 4th, 2023.