

# Black Hills Home Builders Association

## *Home Show*

2019 BHHBA **Homemade Craft Fair & Vendor Marketplace ONLY**

Home Show Registration Form

# March 29-31, 2019



**BHHBA Office:**  
3121 W. Chicago St.  
Rapid City, SD 57702

**Bus: (605)-348-7850**  
**Fax: (605)-348-7864**  
[www.BlackHillsHomeBuilders.com](http://www.BlackHillsHomeBuilders.com)

## 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 Justynne at the BHHBA office at (605) 348-7850 or Amber at (605) 484-7110.

## 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 26th: 8:00 am - 7:00 pm (All Large Vendors)\*
- \* **Large Vendor is anyone that needs OVERHEAD doors!!**\*
- Wednesday 27th: 8:00 am - 12:00 pm (Large Vendors)
- Wednesday 27th: 12:00 pm - 7:00 pm (Small Vendors)
- Thursday 28th: 8:00 am - 8:00 pm (Small Vendors)

**NO USE OF OVERHEAD DOORS after  
12 pm on Wednesday!**

#### Tear Down:

- Sunday 31st: 4:30 pm - 8:00 pm  
(Overhead Doors will NOT be opened for tear down prior to 4:30 pm on Sunday the 11th)
- Monday, April 1st: 8:00 am - 10:00 am

#### Home Show Hours:

- Friday, March 29th: 12:00 PM - 7:00 PM
- Saturday, March 30th: 10:00 AM - 6:00 PM
- Sunday, March 31st: 10:00 AM - 4:00 PM

## Exhibit Space Rental Information

### Booth Rental Includes:

One 8 wide x 10' deep booth space with tables, 2 chair, drapery dividers (8' back & 3' sides), and advertising. Please note table cloth is not provided.

## BHHBA Home Show Guide Book

We will offer a guide listing of all exhibitors alphabetically and you will be placed in a alphabetucally by your business name. Guides will be available at all entrances at no charge. Contracts received after January 15, 2019 WILL NOT be included in the Home Show Guidebook.

## 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. Additional wristbands are available for purchase at \$5.00 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 \$5.00.

## Parking

To insure maximum parking availability for the public, all exhibitors with trailers, vans, and large trucks requiring more than one (1) parking space are required to park in the peripheral parking lots, Holiday Inn north parking lot or parking lot east of 5th St.

## Tear Down

Tear down is defined as the removal of any items from a booth or disassembling of a booth prior to 4:00 pm on Sunday the 31st. **A fine of \$100 will be charged to vendors who tear down early.**

## Overhead Doors

Overhead doors **WILL NOT** be opened AFTER (12pm) NOON on Wednesday the 27th for move in. If you need the overhead door you MUST BE moved in prior to NOON on the 27th. In addition, the overhead doors will not be opened before 4:30 pm on Sunday, March 31st, for tear down.

## Exclusivity

The BHHBA does not accept registration forms from multiple vendors with the same direct sales companies. It is possible we will have like items, with different direct sales companies. You will not be placed by each other.

## Membership Meeting

The BHHBA monthly membership meeting will be held at the Civic Center on Thursday, March 28th. 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. The Cost to attend is \$18 with an RSVP. The cost to attend is not included in your Booth rent.

# 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 breach of contract and shall result in termination of the rental agreement. Credit cards are accepted.

**2) 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.

**3) 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.

**4) 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.

**5) Eventualities** - In case the Civic Center 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.

**6) 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.

**7) 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.

**8) Removal of Exhibits** - All property not removed from the Civic Center by 10:00AM on Monday April 1, 2019 is subject to rental charges from the Civic Center. The Civic Center & BHHBA are not responsible for any items taken or lost after that date.

**9) 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.

**10) 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 Civic Center 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 this protect him from claims which may arise out of or result from the activities of the exhibitor. Neither the management nor the Civic Center 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!

- • • • •
- Vendors: Sign up to take part in “Home Show #Selfie!” •
- For \$20.00 your business name will be listed as an •
- eligible booth for attendees to take a “Selfie” at. •
- Attendees who post their selfie's on the BHHBA •
- Facebook page will be entered to win a prize. •
- Sign up on the Registration Form. •
- • • • •

## 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 Civic Center 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 CIVIC CENTER 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 Civic Center.
- 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 Rushmore Plaza Civic Center. 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 Civic Center. No individual PA systems, flashing lights, or sirens are permitted and music or sound must not be audible more than 8' 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 Civic Center 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 Civic Center 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 Civic Center 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 Civic Center 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 Civic Center management prior to the set up date of the show. NO outside food or drinks are allowed without prior permission from the Civic Center.

## 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.

# 2019 BHHBA Homemade Craft Fair & Vendor Marketplace ONLY

## Home Show Registration Form

Exclusivtiy is on a first come, first serve basis. Please return this form with FULL PAYMENT and CERTIFICATE OF LIABILITY INSURANCE by January 15 .

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Name of Exhibiting Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_ Web: \_\_\_\_\_

Current South Dakota Sales Tax License Number: \_\_\_\_\_

Booth #'s \_\_\_\_\_ Cost \_\_\_\_\_  
\$250.00 (includes 2 Chairs & 8ft Table) \*\*Booth Space will be assigned at check-in!!\*\*  
Table Cloth not provided.

I will require electrical service for \$30 ..... \$ \_\_\_\_\_

I will require extra wrist bands at \$5.00 a piece (additional to 4 free included with booth).....\$ \_\_\_\_\_

I would like to purchase courtesy tickets at \$3.00 each.....\$ \_\_\_\_\_

I would like to participate in "Home Show #Selfie" Attendees who post a selfie taken at my booth onto the BHHBA Facebook page are entered to win a prize. Cost to participate is (\$20.00).....\$ \_\_\_\_\_

\*Shared Internet connection is avaiable at no cost. A hard Line connection can be purchased through the Civic Center during the event.

Total Payment \$ \_\_\_\_\_

Booth fee includes one 8' wide x 10' deep space with drapery dividers (8' high back and 3' high sides), electrical needs of 110 volt AC, 750 watt maximum, and advertising.

### Home Show Dates: March 29-31, 2019

- INITIAL \_\_\_\_\_ I understand NO refunds or cancellations will be given after January 15, 2019.  
INITIAL \_\_\_\_\_ I understand that entries submitted after January 15, 2019 will not be listed in the guidebook.  
INITIAL \_\_\_\_\_ I understand that if I need an overhead door I WILL be moved in by NOON on Wednesday, March 27th.  
INITIAL \_\_\_\_\_ I understand that the overhead doors will not be opened for move out prior to 4:30 pm on Sunday, March 31st.  
INITIAL \_\_\_\_\_ I understand that I will be charged the early tear down fee of \$100 if any materials are removed from my booth or if my booth is disassembled prior to 4pm on Sunday, March 31st.  
INITIAL \_\_\_\_\_ I understand that I cannot solicit the public from outside my booth or drop solicitation items on the ground.  
INITIAL \_\_\_\_\_ I understand there is NO painting allowed in the Civic Center. (This includes all flammable paint products).  
INITIAL \_\_\_\_\_ I understand that helium balloons are not allowed in the Civic Center, not even as decorations.  
INITIAL \_\_\_\_\_ I will not hand out food of any sort at my booth, unless it is pre-approved by the Civic Center.  
INITIAL \_\_\_\_\_ I understand if my pipe and drape is damaged, I am 100% responsible for the replacement cost.  
INITIAL \_\_\_\_\_ I understand that vendor parking is located in the north parking lot of the Holiday Inn or in the parking lot East of 5th St. (Vendors parking in areas not designated may be towed at owners expense).  
INITIAL \_\_\_\_\_ I understand there will only be on direct sale vendor allowed at this event, per company.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Payment Enclosed - Full payment is REQUIRED to rent a booth - contracts without payments will be returned.

Pay by Credit Card: \_\_\_\_/\_\_\_\_/\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_ 3 Digit Code: \_\_\_\_\_

Return completed form, insurance certificate and payment to: BHHBA events@blackhillshomebuilders.com  
Please copy this form for your records. 3121 W. Chicago St. FAX: (605)-348-7864  
Rapid City, SD 57702

Please Contact Justynne Carsten at Black Hills Home Builders Association at 605-348-7850, or Amber Irving at 605-484-7110 for more information.

The Black Hills Home Builders Association is a not-for-profit corporation. While some exhibitors at the Home Show may be members of this Association, the BHHBA and its Board of Directors disclaim any and all liability for any and all statements or claims made by exhibitors regarding their products and/or services. I hereby certify that I have read the Exhibitor Policies and Procedures Manual, that I understand said policies and that I agree to conform to all the rules and regulations as stated, and further agree that my employees and/or agents will be informed of the policies and procedures and that they will observe and comply with the policies and procedures. BHHBA will make every effort to place you in the booth space you request, however we reserve the right to move you if necessary.