Black Hills Home Builders Association 2025 Home Show



2025 BHHBA Home Show Registration Form

March 28-30, 2025

BHHBA Office:

1760 Rand Rd. Rapid City, SD 57702

Phone: (605) 348-7850 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 the BHHBA at (605)-348-7850 or email executive@blackhillshomebuilders.com.

email executive@blacknillsnomebuilders.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 7,000 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 25th: 8:00 am-7:00 pm (All Large Vendors)*
<u>* Large Vendor includes anyone that needs the</u>

OVERHEAD doors!!*

-Wednesday, March 26th: 8:00 am-12:00 pm (Large Vendors) -Wednesday, March 27th: 12:00 pm-7:00 pm (Small Vendors)

- Thursday, March 28th: 8:00 am-8:00 pm (Small Vendors)

NO USE OF OVERHEAD DOORS after 12 pm on Wednesday!

Tear Down:

Sunday, March 30th: 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, March31st: 8:00 am - 10:00 am

Home Show Hours: Friday, March 28th: 11:00 AM - 6:00 PM Saturday, March 29th: 10:00 AM - 6:00 PM Sunday, March 30th: 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, 2025 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 27th. 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 30th. 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 26th for move in. If you need the overhead door you MUST BE moved in prior to NOON on the 26th. In addition, the overhead doors will not be opened before 3:30 pm on Sunday, March 30th, for tear down.

Exclusivity

The BHHBÅ 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, 2025 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 entirety 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 31st, 2025, 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!

Black Hills Home Builders Association retains the authority to decline or reject any vendor at its discretion, without providing a reason for the decision.

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 EXĤIBITORS 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 sampling 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

2025 BHHBA Home Show Registration Form

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

Date// Name of Exhibiting	ng Firm:			
Mailing Address:	City:		State:	Zip:
Contact Person:	Phone: ()	_Cell: ()
Fax: ()Email:		Web:		
Current South Dakota Sales Tax License Numb	er:			
Boot Interested in moving to a new location this year but don't this space to mark which booth you would like to move to request for that space if it is not rented by the previous year	o in November if it is open.	er to register? Register	for your old leave the vendor v	ocation now, and use vith the earliest move
Original Booth Space(s):				_
Preferred Booth Space if Available: Choice ##	1)			
What do you sell?				
Box 1				
Booth fee includes one 10' wide x 10' deep or 10' wide advertising. Electrical service are not included in boot		pery dividers (8' high	back and 3'	high sides) and
Member Non-Member Bo	ooth #'s		Co	st
Corner \$545.00 \$785.00				\$
Aisle \$495.00 \$760.00				\$
Advertisement Parking Space (4) \$1,000 per sp. Block Space <u>Please contact BHHBA for location</u> Non-Profit Organizations \$245.00 I will require extra wrist bands at \$10.00 a piece I would like to purchase courtesy tickets at \$10.0	ns, size & cost e (additional to 4 free			\$ \$ \$
			Total	\$

Box 2

Additional Equipment - Must be Or			order date.
ANY ONSIGHT ORDERS CAN TA		-	
I will require heavier electrical service			\$
I will require electrical services for \$3.			\$
Please note adding electric during se			
Hot Tub Companies will be charged \$	*		\$
8ft Banquet Table	\$10.00	Qty	\$
8ft Banquet Table Tall	\$15.00	Qty	\$
Short Cocktail Table	\$10.00	Qty	\$
Tall Cocktail Table	\$10.00	Qty	\$
White Tablecloth Banquet Table (114 x 52)	\$5.00	Qty	\$
Black Tablecloth Banquet Table (114 x 52)	\$5.00	Qty	\$
Black Tablecloth Cocktail Table (85 x 85)	\$5.00	Qty	\$
Table Skirt	\$5.00	Qty	\$
Chair	\$1.50	Qty	\$
Tall Barstool	\$3.00	Qty	\$
Extension Cord	\$2.00	Qty	\$
Sign Hooks - set of 3	\$1.50	Qty	\$
Fork Lift*	\$75.00	Qty	\$
*Includes labor and additional charges will apply if u	sage exceeds one hour		

Box 3		
Sponsorship and Advertising Opportunities		
Vendor Break Room Sponsor	\$100.00	\$
Arena Screen Ads*** \$50.00 + Qtyx \$40.0 ***Any additional 10 second screen ads \$40.00. Screen Ad deadline is March 1, 2024	00 Additional	\$
Silver Sponsor ***Logo on banners, 1/4 page ad, materials in show bags, 10x10 booth included & 20 Courtesy tickets	\$2500.00	\$
Bronze Sponsor ****Logo on bag, logo on banners, 1/6 page ad, & 10 Courtesy tickets	\$750.00	\$
1/6 Page ad in Home Show Book	\$200.00	\$
1/2 Page Ad in Home Show Book	\$500.00	\$
Full Page Ad in Home Show Book	\$900.00	\$
Featured Article 2-4 page spread	\$1500.00 Total	\$ \$
Payment Summary:		
Booth and Ticket Total (Box 1)		\$
Additional Equipment Total (Box 2) Advertisement/Sponsorship Total (Box 3)		\$ \$
Total Pa	yment	\$
Authorized Signature: Date: Dat	/	/ Il be returned.
Pay by Credit Card:// Exp. Date:/ 3 Digit Code	e: Bil	ling Zip:
Return completed form and payment to:BHHBAexecutiPlease copy this form for your records.BHHBAexecutiRapid City, SD 5770280 5770280 57702	ve@blackhillshon	nebuilders.com

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.

Home Show Dates: March 28-30, 2025

INITIAL	_ I understand NO refunds or cancellations will be given after January 31, 2025.
INITIAL	_ I understand that entries submitted after February 3rd, 2025 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 26th.
INITIAL	_ I understand that the overhead doors will not be opened for move out prior to 3:30 pm on Sunday, March
	30th.
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 3:30pm on Sunday, March 30th.
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 Monument. (This includes all flammable paint products).
INITIAL	_ I understand that helium balloons are not allowed in The Monument, not even as decorations.
INITIAL	_ I will not hand out food of any sort at my booth, unless it is pre-approved by The Monument.
INITIAL	_ I understand if my pipe and drape is damaged, I am 100% responsible for the replacement cost.
INITIAL	I understand that vendors will park in designated vendor parking.

Your business is limited to TWO categories in the Home Show directory.

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 2)

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 Take this Survey to help us decide show hours & days for 2026 A. Leave hours and days AS IS

- B. Friday & Saturday (Longer hours both days, elimating Sunday)
- C. Other Suggestions: _____

Map Legend

- I### Ice Arena 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



Ice Arena

Market Place Pop Up Vendors Move in Thursday, March 27th, 2025



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, March30th: 3:30 pm - 8:00 pm (Overhead Doors will NOT be opened for tear down prior to 3:30 pm on Sunday the 30th) - Monday, March 31st: 8:00 am - 10:00 am



Rushmore Hall

MONUMENT LACROIX HALL WITH CONCOURSES



LaCroix Hall & North/East Concourse

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NO USE OF OVERHEAD DOORS after

12 pm on Wednesday!

Tear Down:

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(Overhead Doors will NOT be opened for tear down prior to 3:30 pm on Sunday the 30th)
Monday, March 31st: 8:00 am - 10:00 am

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Map Legend

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- Block Spaces
- O Support Pillars



2025 Home Show Contract Enclosed March 28-30, 2025

Attention past vendors you have until Friday, November 1st, 2024 to book the booth(s) you had in last years Home Show. ALL unsold booths will open to the public on Monday, November 4th, 2024.