

BHHBA Big Horn Homebuilders Association

Dear Prospective Exhibitor,

It is now open registration for the **2012 Home & Garden Show**, and you're invited to be part of this premier event! This show remains free & open to the general public.

SCHEDULE:	Friday, March 23, 2012	Set Up	8:00am – 3:00pm
		Clean Up	3:00pm – 4:45pm
	<i>Exhibitors Only</i>	Show	5:00pm – 8:00pm
		Reception	8:00pm – 9:00 pm
	Saturday, March 24, 2012	Show	9:00am – 6:00pm
	Sunday, March 25, 2012	Show	9:00am – 3:00pm
		Tear down	3:00pm – 9:00pm

ADVERTISING: Your booth fee helps purchase advertising in Sheridan, Buffalo, Gillette, and surrounding areas. However, you may choose to do additional advertising specifically for your business. All registered exhibitors will receive a media kit the first week in February, which includes special advertising rates and deadlines specific to this Home Show.

TO REGISTER: Read the enclosed *Policies and Procedures*. Complete the enclosed registration form, copy for your records, and mail the original, along with payment in full, to BHHBA, PO Box 7248, Sheridan, WY 82801. Booth assignments are on a first come first served basis. Also, no vendor shall occupy the same booth two years in a row without special permission from the BHHBA Home Show Committee or Board of Directors. A current diagram of available booth space will be emailed or faxed to you on request. BHHBA will make every attempt to honor requests for specific booth locations; however, BHHBA reserves the right to assign exhibitors to booths based on availability. If you'd like to set up an appointment to reserve your booth in person, please contact Angie at 307-751-8394 or info@bhhba.org.

CANCELLATION / REFUND POLICY:

Cancel BEFORE 5:00pm on January 31 - refund of the full amount less \$50.00.

Cancel BEFORE 5:00pm on February 1 - 50% refund.

Cancel AFTER 5:00pm on February 1, refund eligibility will be decided by the BHHBA Home Show Committee and/or Board of Directors on a case-by-case basis.

GRAND PRIZE VALIDATION BOOTHS: Once again, the BHHBA will have a drawing for a Grand Prize that is open to the public. Participants qualify by bringing their tickets to specially marked booths throughout the show, have their tickets stamped at all validation booths, and then bring it to the BHHBA booth for final validation and entry into the box for the drawing which will take place at 3:00 PM on Sunday. This has proven to be a very effective tool to make sure people go to all corners of the show. Once they get to your booth, it is up to you to make them want to stay and see what you have to offer. You can mark your registration form if you would like to be a Validation Booth. The locations are available on a first come, first served basis and do change each year.

PLEASE RESERVE YOUR SPACE AS SOON AS POSSIBLE!

Angie Gilbert, Director of Operations
PO Box 7248, Sheridan, WY 82801
(307) 751-8394 office (866) 350-9890 fax info@bhhba.org

Big Horn Home Builders Home Show Policies and Procedures

PLEASE BE SURE ALL MEMBERS OF OUR EXHIBITOR STAFF READ AND ARE FAMILIAR WITH THESE POLICIES.

The following list of policies is required of all participants. Acknowledgment and agreement to comply is required for registration and companies in noncompliance could jeopardize participation in future shows. Please read carefully and be sure all participants in the booth for your company are aware of these policies.

- 1. Booth includes:** Each booth (except rooms and parking lot) includes the pipe and drape, one table with cloth, and two chairs, if wanted. Any other items within the booth are the responsibility of the exhibitors, i.e. tape, paper, extension cords, pens, pencils, tacks, scissors, staplers, AV equipment etc. Video equipment and table skirting can be rented from the Holiday Inn, but must be done by the exhibitor at their own expense.
- 2. Sleeping rooms:** BHHBA will have all beds and night tables removed on Thursday night. Rooms will be ready for set up at 8:00 am Friday morning. The Holiday Inn will require you to register the same as registering for any room in the hotel, leaving an imprint of a credit card for charging meals, turning on the phone for long-distance calls, and to cover any additional furniture you may wish to have removed from the room (beyond that which was already done on Thursday.) Removal of additional furniture (such as the entertainment center, headboards, table/chairs, dresser, sofa, etc.) will cost \$50.00 per item removed and will be charged to the exhibitor on their room bill. **Banners:** Your company banner can be hung above the door of the sleeping room exhibit space; however, your banner cannot exceed 2' high x 5' long. Holiday Inn staff will be available at 2:00 pm on Friday to hang the banners for all sleeping rooms. If you are not in your exhibit space at that time, please place your banner outside the sliding glass door and the Holiday Inn staff will hang it for you.
- 3. Loud or Noisy Exhibits:** The volume of any microphones used to demonstrate your product or service must be kept at a level that will not interfere with other exhibitors. Loud and obtrusive equipment (which affects neighboring booths) is prohibited as this is disruptive to other exhibitors when they are trying to talk to prospects.
- 4. City ordinance:** No leaflets are allowed to be placed on cars in the parking lot.
- 5. Booth Set Up:** Setup BEGINS at 8:00am Friday. All booths must be set up by 3:00 pm on Friday. Holiday Inn staff will then clean between 3:00 and 4:45 pm. **NO SET UP OR TEAR DOWN WILL BE ALLOWED DURING SHOW HOURS.** All booths and displays must remain up until after the show closes at 5:00 pm on Sunday. Booths must be broken down and removed from the premises immediately following the show on Sunday. If you are not out of the facility by midnight on Sunday, you may be assessed a late charge. If you require special arrangements for late teardown, they must be made through the Catering Manager at the Holiday Inn. If you have extenuating circumstances dictating the need for early setup, please contact Big Horn Home Builders Association. If permission for early setup is granted, an additional fee will be assessed.
- 6. Security Disclaimer:** There is NO Security in the Parking Lot. Parking Lot exhibits must be secured by individual exhibitors. One home show monitor will provide security in the Atrium when the show is closed, and the Convention Center is locked to the public; however, the area may still be accessible by Holiday Inn staff. BHHBA makes no guarantees regarding security. If you leave valuable or important articles in your booth or exhibit area, it is at your own risk. BHHBA will not be responsible for loss or destruction of property left by you in your booth.

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7. **Member Prices:** In order to qualify as a member and obtain member prices and considerations, you must be a current member in good standing of BHHBA at the time you make application for the show.
8. **Multiple Occupancy:** You may represent more than one business in a booth; however, BHHBA will still only deal with one "primary" exhibitor/participant and the booth will be rented and advertised in the name of the "primary" exhibitor only. If exhibitors choose to share their booth space with others, it is their choice. In all cases, the "Primary" exhibitor will be accountable for whether or not that booth meets the rules and regulations, and any damages or late fees assessed will be to the "primary" participant.
9. **Signs and Banners:** Individual exhibitors are not allowed to attach signs to the windows, doors or walls of the Holiday Inn facility, nor may they suspend signs from the ceiling of the facility. All signs and banners must be displayed inside the exhibitor's booth space and must be free standing or suspended from the booth back drops provided.
10. **Electrical Equipment:** Please advise the Holiday Inn Catering Department of all electrical equipment, voltage requirements, etc. Exhibitors are responsible for providing their own drop cords, power bars, etc. Outdoor Parking Lot exhibitors must provide their own electricity via generator. Absolutely no power will be run from the hotel to the parking lot outside.
11. **Helium Balloons:** No helium balloons are allowed in the exhibit areas.
12. **Popcorn:** We are honoring the request of the hotel to not allow popcorn to be given away.
13. **Damages:** Any vendor/exhibitor who causes damage to the booth structure or the facility at the Sheridan Holiday Inn accepts responsibility for paying for all damages caused. This includes damages done during set up or tear down and/or damages caused by displaying exhibit items such as water, chemical, heavy or large display items, etc.
14. **Disassembling room (i.e., windows and doors)** Exhibitors are prohibited from disassembling the Holiday Inn facility in any way. You may not remove glass doors or windows from the rooms. Please check with the hotel to be sure that your exhibit fits within the door measurements.
15. **Sponsor reference:** Please do not make reference about the Sheridan Holiday Inn or the Big Horn Home Builders Association as sponsoring, backing, supporting, or any other similar terminology when advertising the display of your merchandise or products.
16. **Solicitation:** No solicitation is allowed outside your own booth area. This means no brochure or pamphlet distribution in the general Home Show area. All brochures, pamphlets, cards, gift items, etc. must be confined to your own booth area. Absolutely no contents of your booth will be allowed to spill out of your booth area. Nothing will be allowed in the walkways or aisles. *"Soliciting outside the booth"* is defined as "active solicitation, either physical or verbal, initiated by the participating exhibitor", violation of which will be interrupted by the Home Show Committee upon individual complaints being lodged.

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17. **Lost or missing items:** Neither the BHHBA nor the Holiday Inn take no responsibility for anything left in the banquet rooms or public areas.
18. **Food and Beverage:** No food or beverage of any kind will be permitted to be brought into any banquet room by the exhibitors or patrons or any of their guests. All food, liquor, wine, beer and beverages must be supplied by the Sheridan Holiday Inn.
19. **Parking:** All exhibitors are asked to please park vehicles away from the building. This will leave the parking spaces close to the building for the visiting public.
20. **Transportation:** Exhibitors wishing to operate transportation to another location must do so from the confines of a Parking Lot booth area and must provide a place for the public to wait (out of the way of other booth spaces) and must provide proof of liability, relieving the BHHBA and Sheridan Holiday Inn of all liability claims for such transportation.
21. **Pets:** No pets are allowed in the exhibit areas (with the exception of registered companion dogs for the developmentally disabled.)
22. **Parking Lot Policies:**
 - a. **Early Set-Up:** Exhibitors wishing to bring in Parking Lot exhibits prior to the Friday AM set up may request an early setup, subject to approval by the Sheridan Holiday Inn. There will be a daily early setup fee, which is charged to BHHBA by the Holiday Inn for each exhibitor who comes in early. These charges will be passed on to those exhibitors in addition to the regular booth fee.
 - b. **Weather:** It is expected that the Parking Lot will be used for exhibits that are intended to be outdoor exhibits (i.e., modular homes, motor homes, tents, etc.) No refund will be allowed for poor weather; consequently, how you sign and advertise your exhibit will need to take into consideration whether you will or will not be present at the exhibit in case of poor weather.
 - c. **Power:** Absolutely no power will be supplied to Parking Lot Exhibits by the Holiday Inn or BHHBA. All Parking Lot exhibitors must provide their own power via generator and a quiet generator is much appreciated by your neighbors.

PLEASE KEEP A COPY OF THESE POLICIES IN YOUR BOOTH.

FAILURE TO COMPLY WITH THESE POLICIES MAY JEOPARDIZE YOUR PARTICIPATION IN FUTURE BHHBA HOME SHOWS.

THANK YOU.



**BIG HORN HOME BUILDERS
ASSOCIATION**

2012 Home & Garden Show Registration Form

For Office Use Only :

Location _____

Validation: No Yes

Company Name _____ Contact Person _____

Mailing Address _____ City _____ ST _____ Zip _____

Daytime Phone _____ Evening Phone _____ FAX _____ email _____

Would you like information on becoming a BHHBA member? ____ Yes ____ No

What do you plan to show? _____

Do you want a table at your booth? Yes ____ No ____ If yes, do you want a 6 foot ____ or 8 foot ____ We'll try and accommodate you.

Validation Booths: Please choose one of the following:

- No, WE DO NOT wish to have a Validation Booth.
- Yes, WE WOULD LIKE to have a Validation Booth Location.

Water Use: Please let us know if you plan to use water in your booth (i.e. spas, hot tubs, etc.)

- Yes, I will be using water in my display.
- No, I will not be using water in my display.

BOOTH SELECTION

Please Check Appropriate Size Price:

Non-Member Booth Price

Single (approx. 80 sq. ft.)	Atrium ____	Convention Ctr. ____	Lobby ____	\$ 450.00
Double (approx. 160 sq. ft.)	Atrium ____	Convention Ctr. ____	Lobby ____	\$ 715.00
Triple (approx. 240 sq. ft.)	Atrium ____	Convention Ctr. ____	Lobby ____	\$1065.00
Conference Rooms (approx. 300-500 sq. ft.)	Chaparral ____	Strip Mine ____		\$ 715.00
Mini B Hall (approx. 6' x 6')				\$ 300.00
Sleeping Rooms (approx. 228 sq. ft.)	Includes removal of bed and end tables**			\$ 595.00
Parking Lot Small				\$ 450.00
Parking Lot Large				\$ 715.00

** Charge of \$50 per piece will apply for removal of any other furniture from sleeping rooms (i.e., entertainment center, headboard, dresser, sofa, table, etc.)

Note: Due to the configuration of space within the venue facility, sizes are approximate

Check No. _____

Total Check Amount \$ _____

Full Payment & Registration Required at the time Booth is Reserved: Make Checks Payable to Big Horn Home Builders Assoc. (BHHBA)

If reservation is made via telephone, fax or email we will allow five business days for your check to arrive at our office, provided a copy of your check and registration form are faxed to (866) 350-9890 or emailed to info@bhhba.org at the time your booth is reserved.

Mail check and registration to: BHHBA, PO Box 7248 Sheridan, WY 82801

To receive a faxed diagram of current available booth spaces call Angie Gilbert at (307) 672-5732

ACKNOWLEDGEMENT OF POLICIES AND ACCEPTANCE OF RESPONSIBILITY

(Must Be Signed by Primary Responsible Person in Company)

I have read the BHHBA 2012 Home & Garden Show Policies and agree to abide by these policies. I further agree to furnish a copy of these policies to all persons who will be in the booth to make them aware of all participation policies. I accept full responsibility for failure to comply with policies by any member of this company. I understand that non-compliance with any of the policies jeopardizes my participation in any or all future Big Horn Home Builders' home shows.

I understand that I will be held accountable for any damages caused by my company to the Holiday Inn facility, and I accept full responsibility for any damage caused by my representatives. I understand the cost of such damages will be billed to my company and I agree to pay for such damages.

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Signature of Primary Responsible Party for your Firm

Please Print Name

Date