



<i>For Office Use Only :</i>	
Location _____	Validation: No Yes

**2023 Home & Garden Show Registration Form**

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ FAX \_\_\_\_\_ email \_\_\_\_\_

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 to 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 and Early Bird Price:	<u>BHHBA Member</u>	<u>Non-Member*</u>
_____ A Single (apprx. 80 sqft) Atrium _____ Convention Ctr. _____	\$350.00 _____	\$550.00 _____
_____ B Double (apprx. 160 sqft) Atrium _____ Convention Ctr. _____	\$550.00 _____	\$850.00 _____
_____ C Triple (apprx. 240 sqft) Atrium _____ Convention Ctr. _____	\$850.00 _____	\$1,150.00 _____
_____ D Conference Rooms (apprx. 300-500 sqft) Chaparral _____ Strip Mine _____	\$400.00 _____	\$600.00 _____
_____ D Sleeping Rooms (apprx. 228 sqft) (Includes removal of bed and end tables)**	\$400.00 _____	\$600.00 _____
_____ E Hallway (apprx. 6' x 6' sqft)	\$250.00 _____	\$350.00 _____
_____ A Parking Lot _____	\$400.00 _____	\$650.00 _____

\*\* 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.)

Check No. \_\_\_\_\_ Total Check Amount \$ \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration date \_\_\_\_\_ CVV# \_\_\_\_\_

Name on Credit Card \_\_\_\_\_ Billing Address \_\_\_\_\_

**\*Non-Member Registration begins January 1, 2023.**

**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 or email we will allow five business days for your check to arrive at our office. Please include a copy of your check and registration form to [info.bhhba@gmail.com](mailto:info.bhhba@gmail.com) at the time your booth is reserved.*

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

To receive a diagram of current available booth spaces, call Beth (307) 752-1603

**ACKNOWLEDGEMENT OF POLICIES AND ACCEPTANCE OF RESPONSIBILITY**

***(Must Be Signed by Primary Responsible Person in Company)***

I have read the BHHBA 2023 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 Ramada Plaza by Wyndham Sheridan Hotel and Convention Center 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.

Signature of Primary Responsible Party for your Firm \_\_\_\_\_

Please Print Name \_\_\_\_\_

Date \_\_\_\_\_

# Big Horn Home Builders 2023 Home & Garden Show - Policies and Procedures

SCHEDULE:	Friday, April 21, 2023	Set Up	8:00am – 3:00pm
		Clean Up	3:00pm – 4:45pm
		Show	5:00pm – 8:00pm
	Saturday, April 22, 2023	Show	9:00am – 6:00pm
	Sunday, April 23, 2023	Show	10:00am – 3:00pm
		Tear down	3:00pm – 9:00pm

## ADMISSION: FREE and OPEN TO THE GENERAL PUBLIC

PLEASE BE SURE ALL MEMBERS OF YOUR 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. 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 space:** is limited for this show and we want to offer the opportunity to have a broad selection of participants in the building industry. Each exhibitor is allowed to occupy a maximum of up to a triple space under the primary vendor name. All BHHBA advertising will reflect this policy. 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 Ramada, 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 Ramada 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. Ramada 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 Ramada 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. Ramada 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 3:00 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.

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If you require special arrangements for late teardown, they must be made through the Catering Manager at the Ramada. 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 may be assessed.

**6. Security Disclaimer:** There is NO Security provided for the Home Show. Parking Lot exhibits must be secured by individual exhibitors. Convention Center hallway exhibits must be secured by individual exhibitors. The Convention Center is locked to the public; however, the area is still accessible by Ramada staff. Atrium exhibits are roped off when the show is closed, but no BHHBA security is provided. 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.

**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. Non-members wanting to become members may sign up at the proper registration time and pay non-member pricing and fill out application to become a member. Once membership has been approved and dues paid, the new member will be reimbursed the difference between member and non-member pricing.

**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 Ramada 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 Ramada 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 Ramada Plaza by Wyndham Sheridan Hotel and Convention Center, 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 Ramada 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 Ramada Plaza by Wyndham Sheridan Hotel and Convention Center 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.

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**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. BHHBA has rented the entire Facility for the show dates and any form of advertising outside of the exhibitors paid space must be approved by the Home Show Committee prior to the show and fees may be assessed.

**17. Lost or missing items:** Neither the BHHBA nor the Ramada take any 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 Ramada. Food purchased from outside vendors must be consumed outside of the Ramada.

**19. Parking:** All exhibitors are asked to please park in the outer portions of the parking lot on the North side of the building. Leave parking spaces close to the building and on the street 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 the Ramada Plaza by Wyndham Sheridan Hotel and Convention Center 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 Ramada. If the Ramada charges an early set up fee, it will be passed on to the exhibitor in addition to their regular booth fee.

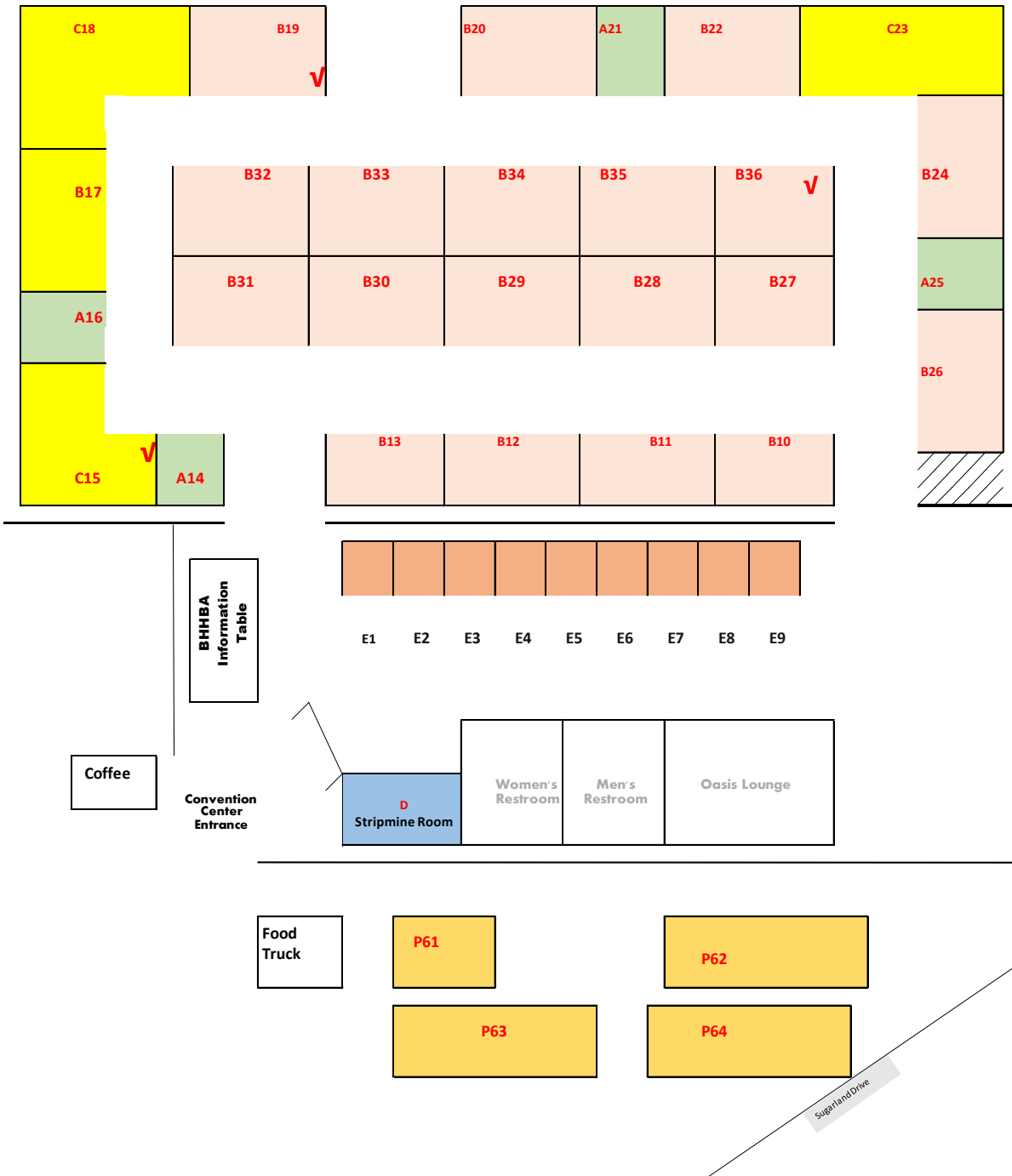
**b. Weather:** It is expected that the Parking Lot will be used for exhibits that are intended to be outdoor exhibits (i.e., modular homes, motor homes, tents, etc.) No refund will be allowed for poor weather; consequently, how you sign and advertise your exhibit will need to take into consideration 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 Ramada or BHHBA. All Parking Lot exhibitors must provide their own power via generator and a quiet generator is much appreciated by your neighbors.

**23. We will follow all procedures mandated by the Sheridan County Health Department in April and will require your compliance as well. The appropriate information will be distributed before the 2023 Home and Garden Show as well as provided at the event.**

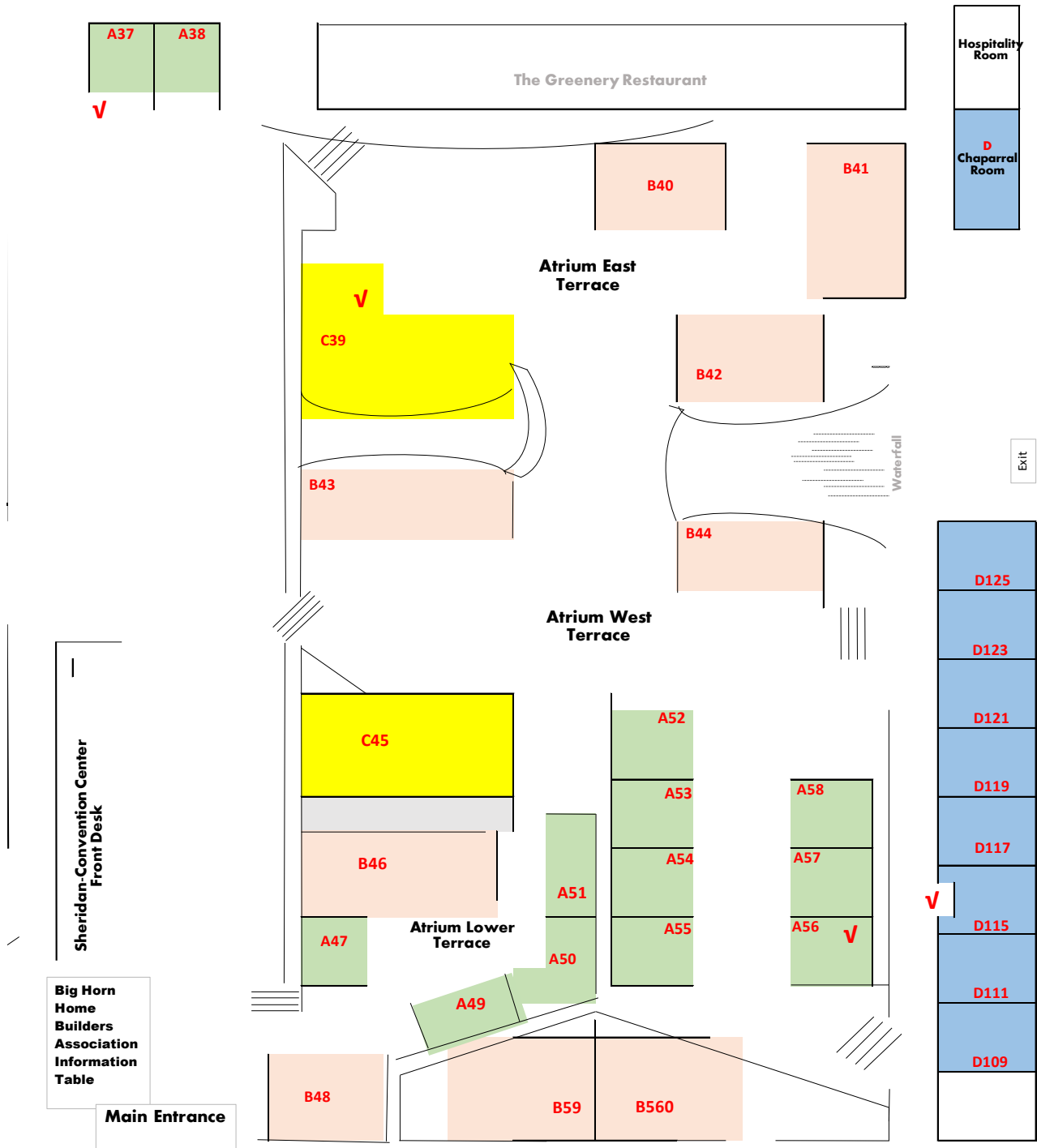
PLEASE KEEP A COPY OF THESE POLICIES IN YOUR BOOTH. Compliance is both expected and appreciated. Thank you!

**Sheridan-Convention Center**



# The Atrium

## Sheridan-Convention Center



✓ = Red check mark indicates a Validation Booth

sponsored in part by:

