

FIRST ANNUAL Build My Future



BUILD MY FUTURE

C/O Big Horn HBA
PO Box 7248
Sheridan, WY 82801

I wish to reserve exhibit space at the Build My Future
Construction Career Day & Industry Showcase
March 10, 2026
Sheridan College Innovation Center

Company _____

Contact Person _____

Mailing Address _____

City, State, ZIP _____

Phone () _____ Fax () _____

E-Mail Address _____

Exhibit Space Fee is \$100* per Vendor.
This fee includes tables, chairs and 5 meal tickets.

**Vendor Fee will be waived if vendor is an event sponsor.*

Will your exhibit include a hands-on activity? Yes No

Description of Hands-On Activity: _____

Space Requirements: _____

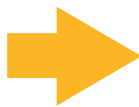
Inside Space _____ Outside Space _____

Electrical Requirements: _____

(May result in additional fee)

Send Info on Sponsorship Opportunities (Sponsorship Deadline - Friday, Feb. 9, 2024)

All sponsorships, donations and fees are to be paid to Big Horn HBA, a 501(c)6 organization. If you would like more information, please contact Joey Racki at 406-690-2892 or info.bhhba@gmail.com



Signature _____

Title _____

Build My Future Rules & Regulations

- 1. CONTRACT OBLIGATIONS:** No exhibitor will be permitted to set up their booth until all fees are paid.
- 2. EXHIBITOR ELIGIBILITY RIGHT OF REFUSAL AND/OR CANCELLATION:** Build My Future reserves the right to determine the eligibility of any exhibitor. In the event of non-acceptance, the fee shall be returned to the applicant. Once the applicant has been accepted, the full cost of the exhibit space is due and payable in the manner described in the fee schedule. Exhibits and the conduct of exhibitors are subject to Build My Future's approval, which reserves the right to refuse the application of any company not meeting the required standards, as well as the right to curtail exhibits or parts of exhibits that detract from the character of the event. This also applies to displays, literature, advertising, novelties, souvenirs, and personal conduct of exhibitors. Officers, employees, and agents involved in the management of the Build My Future Construction Career Day & Industry Showcase shall have full authority to interpret and enforce all rules and regulations governing Exhibitors. All matters and questions not specifically addressed in the rules shall be subject to final determination by Build My Future. The rules may be amended at any time by Build My Future upon notice to Exhibitors. In addition to any other recourse referenced in these rules and regulations, Build My Future may have recourse for the violation of any of these rules in any manner it deems appropriate, including expulsion of an exhibitor from the event and suspension from future shows.
- 3. EXHIBIT SPACE:** For each 10x10 space, Build My Future shall provide booth draperies and hardware (EXCEPT bulk spaces), one 6 foot table and two chairs. BOOTH SIGNAGE WILL BE THE RESPONSIBILITY OF THE VENDOR.
- 4. MOVE IN:** A fork lift is available to be used during move in and tear down. Please contact the Innovation Center to inquire about pricing and schedule. **The Innovation Center does not provide any other equipment to help with move in or tear down.** Please come prepared with any equipment you need to help move your product.
- 5. UNOCCUPIED SPACE:** If the exhibitor fails to occupy space contracted for, or fails to comply in any respect with the terms of these rules and regulations, Build My Future shall have the right to rent such space to any other applicant without releasing the original exhibitor from paying the sum agreed to in the application and contract for exhibit space.
- 6. FIRE SAFETY:** No combustible oils or gases may be used as part of the exhibit, nor will any open flames be permitted without prior written approval of the Fire Marshall. All electrical equipment used in conjunction with the display's installation, operation, and dismantling must be in good operating condition and able to pass the inspection of the local Fire Marshall. Storage of excess materials in hallways is prohibited.
- 7. HELIUM BALLOONS:** Exhibitors cannot utilize helium balloons as décor or a part of their booth.
- 8. EXHIBITORS LOUNGE:** An Exhibitors Lounge will be available for use by the Exhibitors. The Exhibitors Lounge will be located in the Seminar Room in the WEST hall. Snack items and water will be provided throughout the event.
- 9. CARE OF EXHIBIT SPACE:** Each exhibitor must keep their own space cleaned and their exhibit maintained in good order while the event is open to the public. BHHBA personnel shall be responsible for maintaining the aisles and public areas.
- 10. ELECTRIC NEEDS:** Access to 110 service will be supplied for each exhibit space located inside the building. Exhibitors will need to bring extension cords. Any exhibitors needing 220 service will need to contact the Josh Michelena to check availability.
- 11. EVENTUALITIES:** In case the exhibit hall should be destroyed by fire or the elements, or by another cause, or in case other circumstances shall make it impossible for Build My Future to permit the contracted space to be occupied by exhibitor, the application and contract for exhibit space shall terminate and the exhibitor shall waive any claim for damages or compensation.
- 12. LIABILITY:** Neither Build My Future, the employees thereof, their agents or representatives; nor the Innovation Center, the employees thereof, their agents or representatives; nor any member of Build My Future shall be responsible for any injury, loss or damage that may occur to the exhibitor, or to the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the application and contract for exhibit space; and the exhibitor on signing the contract expressly releases the foregoing named Association, Corporations, individuals, their agents and employees from any and all claims for such loss, damage, or injury.
- 13. SET-UP OF EXHIBITS:** Hours for set-up of exhibits are Monday 8am to 5pm and Tuesday 7am to 8am.
- 14. EVENT TIMES:** The event will be open to the students 8:30am to 2pm on Tuesday.
- 15. REMOVAL OF EXHIBIT:** All exhibits must remain set up until 2pm on Tuesday. Tear down will not begin until after 2pm (no exceptions). All exhibits MUST be removed by 6 pm on Tuesday.
- 16. BOOTH ASSIGNMENTS:** Build My Future reserves the right to change or alter space assignments, floor plans, and event conditions without notice and at their sole discretion for the best interests of the event.
- 17. COMPLIANCE WITH LAWS:** Exhibitors shall comply with all local, city, state and federal safety, fire and health laws, ordinances and regulations, including the Policies, Rules and Regulations of the Center regarding the installation, dismantling and operation of the exhibit.
- 18. COPYRIGHTED WORKS:** Exhibitor acknowledges and agrees that it shall be solely responsible for obtaining any licenses, permits, etc., which may be required for it to broadcast, perform, or display any copyrighted materials including, but not limited to, music, video, and software. Exhibitor shall indemnify, defend and hold harmless Build My Future, their directors, officers, employees and agents from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Exhibitor's breach of this provision. The terms of this provision shall survive the termination or expiration of this Agreement.
- 19. AMERICANS WITH DISABILITIES ACT:** Exhibitor represents and warrants that its exhibit and product/service information shall comply with the Americans with Disabilities Act, its regulations, and guide-lines (collectively "ADA"). Exhibitor shall indemnify, defend and hold harmless Build My Future and its directors, officers, employees and agents from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Exhibitor's breach of this provision or noncompliance with any provision of the ADA.
- 20. INSURANCE AND HOLD HARMLESS AGREEMENTS:** Each exhibitor is required to have Public Liability Insurance to protect against possible claims arising out of the operation of this exhibit - this includes coverage for allowing students to operate equipment. Fire, theft, liability and extended coverage insurance is not provided by Build My Future or Innovation Center. Exhibitor may obtain such coverage at its own expense. Exhibitor remains responsible for all property brought into the Innovation Center and shall bear the sole risk of loss for that property. Exhibitor shall indemnify and hold harmless Build My Future, and its directors, agents and employees from any damages caused by theft or other perils normally covered by extended coverage, liability, theft, or fire policies, as well as for all claims, losses, liability, or damages for injury, death, or property damage that may arise from activities of the exhibitor, its employees, agents, invitees, and licensees.
- 21. Exhibitor hereby represents and warrants to Build My Future that the exhibitor has taken all steps reasonably necessary to ensure the sound engineering and structural integrity in its exhibit design and the proper construction and safety of the exhibit itself, as erected.**
AMENDMENTS: Build My Future has full power to interpret or amend these rules. Whatever these rules do not cover, Build My Future reserves the right to make rules to cover to be in the best interest of the exhibitor and the exhibitor agrees to accept and abide by such rulings.
- 22. PENALTIES:** The penalty for violation of any rule CAN result in immediate booth closure and suspension of exhibitor's right to be in the next year's event.
- 24. REFUND DEADLINE:** Cancellations must be made one month prior to the event to receive a refund.