



Violation of rules as outlined in the Exhibit Space Application and Exhibitor Handbook may result in a fine and/or the loss of Home Show exhibit space for the next year.

ADA REQUIREMENTS

The Americans with Disabilities Act (ADA) has specific requirements for public exhibits. If an exhibit invites attendees to enter the booth, the exhibit must provide enough room for an attendee in a wheelchair to enter and exit the booth without having to back up.

If an exhibit has exposed cords or a raised edge, a ramp must be provided to allow access to the booth. Ramps should have a maximum slope of 1" of rise for every 12" of length. All ramps must be located inside the exhibit space and cannot extend into the hallway. Any exhibitor that fails to comply with these regulations is subject to fine by the government.

ADMISSION & PRESOLD TICKETS

Sold at Arena Box Office

Admission fee - \$7.00

Children 12 & under - Free

Senior Citizens - \$6.00 (Friday Only)

Consumer Weekend Wristbands - \$10.00

Advanced tickets sold at all Sioux Falls and Brandon Lewis Drugs for \$6. Pre-sold tickets are available to HBA members for purchase for \$3.00 each, while supplies last.

ANIMALS

No animals/pets shall be allowed in the facility unless it is a service animal. A service animal is an animal that is trained to do work or perform tasks for an individual with a disability, including physical, sensory, mental, psychological, intellectual, or other mental disability.

BALLOONS

Distribution of helium balloons is not allowed. If helium balloons become detached from a display, the labor cost to retrieve the balloons will be charged to the customer (which helps hold down labor costs for everybody). Helium balloons are not allowed to be given away, however un-blown balloons or balloons blown up without helium are allowed.

For safety reasons, compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling and removed from the hall before the show opens.

BOOTH SET UP

Tables should be placed at least two feet from the edge of the booth making room for people to step into the booth, speak with exhibitors, sign up for prizes, etc. This will help decrease congestion and improve traffic flow to all booths.

CANCELLATIONS

If an exhibitor does not submit monies due, as agreed upon in the contract, the space may be forfeited and the exhibitor will not be allowed to set up. The Home Builders Association will also have the right to dispose of the space without liability. No refunds will be made of deposit monies. If an exhibitor space is cancelled after December 15, 2017 no refunds of any monies paid will be made.

CARPET

Except on pre-carpeted area, carpet is not provided. If you need carpet in your booth, you may either purchase it before hand or rent it. The show facility prohibits the use of liquid adhesive or any other coating or tacking strips to secure carpet to the building floor. Residue resistant vinyl carpet tape is required. All residue must be removed from the floor and disposed of immediately after the show. If you fail to adhere to this policy, the show facility will charge you for the repair of damages and may go as far as prohibiting you from exhibiting in their building again.

Exhibitors within the pre-carpeted areas using a vehicle or trailer in their display or using a large display on wheels are asked to contact the Show Facility Event Manager at 605-367-4167. Please schedule a time for Convention Center staff members to assist you during move in. No vehicles or equipment with tires will be allowed on the pre-carpeted areas unless the carpet is fully covered. If the carpet is damaged or dirtied by vehicles or equipment, the exhibitor responsible for the damage will be charged for cleaning or replacing the carpet.

CLEAN UP

Clean up your booth before leaving at night. You can sweep the trash into the aisles and show facility maintenance will take care of it at no cost. If you wait until morning, do not put the trash in the aisles as the maintenance crew will NOT be there to clean in the morning. You must remove the trash by yourself. The show facility is happy to provide booth cleaning for a fee at a square foot rate. This service includes trash pick-up and vacuuming the carpet inside your booth.

COAT CHECK

The Architectural/Construction Engineering Technology students of Southeast Technical Institute sponsor this year's coat check. The funds raised from donations will be used towards construction field trips.

CONTESTS/GIVEAWAYS

Feel free to get creative with your booth's giveaway items. No stickers will be allowed to be distributed. Exhibitor shall not conduct any raffle, lottery or other contest that violates South Dakota law.

DAMAGES

Exhibitors are liable for any damage caused to the building floors, walls or columns; or to standard booth equipment, or to other exhibitor's property.

DELIVERY VEHICLES

If you drive a vehicle into the event facility during move in, please unload and remove it as quickly as possible to expedite the move in process for all. Do not drive trucks over electrical boxes during setup (they will break). No vehicles are allowed to drive on carpeted areas of the event facility. Vehicles must have keys left in ignition at all times and a representative present to move it. Vehicles not used in an exhibit must be out of the building no later than 10:00 p.m., Thursday, February 22, 2018 and will not be permitted back in the building until 6:00 p.m. Sunday, February 25, 2018.

DIRECT SALES

Absolutely no direct sales of any form are allowed at the Sioux Empire Home Show as the show is leads generation only. On the premises, Exhibitor may solicit and receive orders for products and services but shall not receive money or other valuable consideration in exchange for products or services. If an exhibitor refuses to stop selling products or services, they



will be removed from the show without any refund or rental fee and asked not to return the following year.

DISPLAY VEHICLES

Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the event facility shall have no more than 1/4 tank or five (5) gallons of fuel in the tank (whichever is least). All fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage. Failure to comply may result in the vehicle being removed from the premises and a \$100 citation. Diesel machinery does not follow the ¼ tank limit as it is not flammable.

DRAPES

Additional pipe and drape may be ordered from the event facility. Drapes must stay on the poles. Staples may not be placed into drapes.

ELECTRIC

A 110-volt, 20 amp electrical outlet will be available within 15 ft of your booth space. Be sure to bring extension cords if you plan to use the outlet. All electrical cords must be 3 prong grounded. Exhibitors will be charged for extension cord replacements that do not meet the required code.

Additional electrical services needed are to be ordered through the event facility. Under NO circumstances shall anyone but the house approved electrician make any special or direct wiring electrical connections. Use of open clip sockets, latex or lamp cord wire is prohibited. All exposed non-current carrying metal parts of fixed equipment shall be grounded. All motors over 3 hp must have magnetic starters and a disconnect switch furnished by the exhibitor.

Access to the floor utility boxes is mandatory. Any portion of your display which goes over a box must be easily moveable. The event facility staff and Home Show management will not be responsible for floor coverings that need to be cut or altered in order to gain access to floor utility boxes. Exhibitors are required to turn off lights and electronics at the end of the day.

EMERGENCIES

In case of an emergency, contact the event facility or HBA staff on duty (Meeting Room #3). An EMT will be available throughout the show hours in the main hallway. The Sioux Falls Fire Department is located in front of Meeting Room #3.

EVENT FACILITY ORDER FORMS

Please supply your own furniture or order from the event facility. An order form is available on the HBASE website. You may also call 605-367-4100 to place an order. During the show setup, event facility order forms and staff are available by contacting the staff member working the exhibitor relations table. You are responsible for any damage to your own furniture or to leased furniture. No exhibitor order forms will be accepted after Thursday, February 22 at 8:00 p.m.

EXHIBIT SPACE LIMITATIONS

Exhibits may not exceed beyond the space allotted – this includes carpets. Any outside walls of a booth which are visible to the public, or to adjoining booths, must be finished. Drape from the show facility may not be stapled to an unfinished back. All exposed sides (over 3') must be finished by the exhibitor. Also, it is to your advantage to limit walls

higher than 3' tall to 6' or 8' from the back wall. High walls extending to the aisle restrict the public's approaching view (no one will see you until they are directly in front of your booth). Note: In some areas, a facility wall or column may extend into an exhibit area an inch or two.

Meeting Room Door Dimensions: 8.5' tall and 7' wide
Meeting Room Ceiling Height: 14' high

EXHIBITORS' ETIQUETTE

Please refrain from soliciting other exhibitors unless they visit your booth. If you have a problem with a fellow exhibitor, please contact an HBA staff member.

EXHIBITORS' LOUNGE

Chairs, tables and a water cooler will be available for exhibitor use in the HBA Home Show office (Meeting Room #3). The purpose of the lounge is to offer exhibitors a place to relax, have lunch or catch up on work.

EXHIBITORS' RECEPTION

The reception will be held Friday, February 23 at the close of show at the Convention Center (meeting rooms 11-14). All exhibitors are invited to the free event.

EXHIBITOR TICKETS

During show hours, all exhibitors will be required to have an event ticket to enter the show even while working their booth. Each booth will receive eighteen free tickets to distribute to booth workers. Additional tickets may be purchased for \$3 each until Friday, February 9, 2018. After this date, \$3 tickets may be purchased at the HBA office, while supplies last or a full priced ticket can be purchased at the show. There will no refunds issued on unused tickets.

Tickets will be placed in the Exhibitor Welcome Packet which will be available for pick-up at the HBA office from 8 a.m. to 5 p.m. on February 13-16, 2018. Then starting February 20, 2018 Exhibitor Welcome Packets may be picked up at the Home Show office in the Sioux Falls Convention Center.

FIRE SAFETY

All materials used in exhibit construction, decoration or as a temporary cover must be certified as flame-retardant, or a sample must be available for testing. If there is any flame retardant question and no certificate or recognizable identification is readily apparent, the questionable material will be removed from the facility.

There will be no use of open flame or any open-flame device unless behind a manufacturer's screen front or approved by the Sioux Falls Fire Marshal prior to the event. All fire hose racks, fire extinguishers and emergency exits must be visible and accessible. Excessive storage of any kind is not allowed behind booths or near electrical outlets services.

The use of halogen light fixtures is restricted unless prior approval is obtained. Compressed gas cylinders, including LPG, are prohibited inside of the building except as approved by SFFR Fire Prevention.

Flammable or combustible liquids are prohibited inside of the building except as approved by SFFR Fire Prevention.

All booths must be able to pass the Fire Marshal's inspection. Portable LP-gas containers are allowed to be used temporarily.

Containers shall not exceed a 2.5 lb. water capacity. If more than one container is used in the same hall, they must be placed at least 20 ft. apart.



Upper decks or covered areas are required to be limited to dimensions which do not exceed 1,000 sq. ft. in the contiguous area. Exhibits with upper decks, covered, or roofed areas exceeding 200 sq. ft. will require the installation of battery operated smoke detectors. Smoke detectors must emit an alarm audible outside of the area and must be installed in accordance with NFPA 72.

All pools, decorative fountains, etc. must be waterproofed and may be tested by the event facility prior to installation.

FIREPLACES

The Home Show committee has established a policy limiting each participating Home Show exhibitor to the burning of 3 fireplaces at one time. This is mainly due to the lack of ventilation in the event facility, as well as the limited gas volume available. The committee feels this policy is necessary to ensure the comfort of our show visitors, as well as your fellow exhibitors.

FOOD & BEVERAGES

Concession stands will be open Friday-Sunday. No outside food or beverages will be allowed in the event facility while concessions are open.

FOOD SAMPLES

Food and beverage samples must not be greater than 1 oz. and must be manufactured, processed or distributed by the exhibiting firm and must be related to participation in the event. Popcorn will not be allowed at the show.

FORKLIFT

A forklift is available on a first come, first served basis during certain set up times. See the Move-In map for available times. The forklift and cherry picker are available, for a fee, at other times. See the event facility staff for availability and prices.

GAS

A gas line above the booth may be supplied by the Convention Center in the exhibit halls only (no gas available in the hallway, meeting rooms or arena area). To ensure access, contact the Sioux Falls Convention Center prior to February 12, 2018. You must have a UL approved hose that is of proper length to get from the gas source to your booth, as well as a point of use regulator. You must have a licensed person to hook up the gas line – the event facility staff won't do it. At least one week prior to the week of the show, you must schedule a time with the event facility to get your gas line hooked up – failure to do so may result in the staff being unable to fulfill your request. Direct questions to Stephanie Ovall at the Sioux Falls Convention Center at 605-367-4167.

HOURS

While the Home Show is open to the general public, the Exhibitor shall maintain a display of its products and services in the booth and have personnel available in the booth to communicate with the public. The 2018 show will be open to the public on: Friday, February 23 & Saturday, February 24 from 10:00 a.m. to 8:00 p.m. and Sunday, February 25 from 11:00 a.m. to 5:00 p.m.

LOST CHILD PROCEDURE

1. Take child to HBA show office (Meeting Room #3)
2. Make announcement using only child's first name
3. Ask Parent for Photo ID and be sure to write down all ID information from the parent
4. Obtain a photo of the child if at all possible
5. If child is school aged, get their name of school,

grade and teacher

6. If child is younger, get a detailed description of the child
Parents typically know the kind of shoes they are wearing
7. Have parents tell you any information their child may know:
parent's names, siblings, pets

MEMBERSHIP DUES

Membership dues must be current within 30 days of the Home Show to acquire the member rate. Membership will be verified through the National Association of Home Builders.

MOVE-IN

During move-in and move-out, the exhibition hall lighting level is set at 50%. Heating or air conditioning is not provided during move-in or move-out. Review the Home Show Move-In Map for your section (available at www.hbasiouxempire.com 30 days prior to the show).

Please observe this schedule for bringing large delivery trucks into the event facility. Load in and load out is allowed only through freight doors at the back of the building. No freight boxes or materials may be brought through any other doors.

All move in on the main floor should be complete by 8:00 p.m. Thursday, February 22, 2018 to allow aisle carpet to be laid. This would apply to the un-carpeted areas only. Please have all materials in your booth space at this time. All setup should be completed by 9:00 a.m. Friday, February 24, 2017 to allow enough time to finish cleanup prior to show opening.

MOVE-OUT

Absolutely no move out prior to 5:00 p.m. on Sunday will be allowed. Early tear down or packing up of display materials will result in a \$100 fine for the first offense and dismissal from the show for 12 months for a second offense.

To make move out go smoothly, please follow the move out schedule as published at www.hbasiouxempire.com 30 days prior to the show. The move out schedule is intended for those using the loading docks and driving trucks into the event facility. Special move out time for out of town exhibitors will be allowed on Sunday with prior approval by the Home Show Committee or HBA Staff.

All exhibits must be removed by 4:00 p.m. on Monday, February 26, 2018 to avoid a \$500 fine and dismissal from the show for 12 months for a second offense. Please be considerate with your trucks and vehicles during move-out by moving them as soon as they are loaded in order to keep aisles clear for others. All items hanging on the back and side drapes should be removed Sunday evening prior to leaving the event facility.

NOISE

Sound effects, loud speakers, attention getting devices and audiovisual equipment will not be permitted, except in locations where in the opinion of Home Show management such sounds and activity do not interfere with the activities of neighboring exhibits. Exhibitor shall not play any live or recorded music or video that violates copyright laws.

Show management will be the final arbitrator when deciding if noise is too loud. If an exhibitor refuses to lower their sound level, they will be removed from the show without any refund of rental fee and asked not to return the following year.

Microphone usage will be limited to use when show management deems necessary for the health and wellbeing of consumers and exhibitors or to promote HBASE content.



OFFICE / MANAGEMENT

The Home Show office is located in Meeting Room # 3.

PAINTING

No painting of signs or other objects is permitted in the building without proper drop clothes and masking to protect the floor.

PARKING

Due to a high volume of traffic expected overnight parking of trucks or trailers is prohibited on show days. Towing will be strictly enforced for vehicles or trailers in violation. Fire lanes are not to be used for parking, loading or unloading goods or merchandise.

SECURITY

Periodic on-site inspections of premises are provided by the event facility security staff on a nightly basis, but this does not constitute a guarantee to the exhibitor's property. It is always wise to take precautions so that nothing is stolen. Small electrical equipment such as DVD players, televisions, computers, etc., should never be left unattended. The Home Show Committee, Home Builders Association of the Sioux Empire and the event facility are not responsible for lost, damaged or stolen property.

SHIPPING & RECEIVING

All freight will be accepted into the event facility based on a price structure. Please call the event facility at 605-367-4100 for rates.

SIGNS

You may use your own sign providing it does not extend beyond your booth space. Two-sided signs must be five foot from a neighbor's booth. Decorations, signs, banners, etc. may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, painted surfaces or columns unless done by or under the direction of Convention Center staff. No holes may be drilled, cored or punched in the building. By pre-arrangement with the event facility staff only, they will hang your banner from the ceiling on Monday, February 19, 2018. To ensure assistance with signs, contact the event facility by Monday, February 12, 2018 for details and pricing.

Posters are required to be mounted on easels and/or individual holders. Also, no posters, playbills or any other signage can be taped, stapled or affixed to any surface in the building. All signage must be of a printed nature and meet the approval of the show management. Handwritten signs are prohibited. At move-out, all posted signage must be removed by the exhibitor.

If any materials are left in or on the building, the exhibitor will be billed at the prevailing labor rates to remove.

SMOKING

As designated under the State of South Dakota law, the Sioux Falls Convention Center & Arena are non-smoking facilities.

STAPLES, TACKS & STICKERS

Staples and tacks are prohibited and not to be used on any building surface or equipment. Tape or stickers of any type is prohibited in all areas of the building. Tape or stickers should not be placed on tables, chairs, walls, etc.

STORAGE FOR BOOTH ITEMS

All cartons, crates, containers and packing materials that are necessary for re-packing shall be removed from the show floor. The event management inspects all exhibits to ensure compliance. Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the event facility. Items such as brochures, literature, giveaways, etc., within the booths are limited to a one-day supply.

UTILITIES

For safety reasons, installation of all utility services involving electrical, air, water, water drainage or Internet/telephone connections must be performed by the event facility.

WATER

Depending on your location, water hook-ups may be available through the event facility for a charge. Please make arrangements through the event facility at 605-367-4100.

WORKSHOPS

Workshops will be held in Meeting Rooms 11-14 on the map. The schedule will be published online closer to the event date and also printed in Home Ideas Magazine. Workshops are sponsored by Xcel Energy.