



Exhibitor Handbook

Exhibitor Handbook

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

2026 HOME SHOW DATE & TIMES

Friday, February 27 (1:00 PM - 7:00 PM)

Saturday, February 28 (9:00 AM - 7:00 PM)

Sunday, March 1 (11:00 AM - 4:00 PM)

2026 HOME SHOW MOVE IN TIMES

*Please reference move in map in packet or by visiting
hbasiouxempire.com/homeshow/exhibit

Monday, February 23 (1:00 PM – 8:00 PM)

Tuesday, February 24 (8:00 AM - 8:00 PM)

Wednesday, February 25 (8:00 AM - 10:00 PM)

Thursday, February 26 (8:00 AM - 10:00 PM)

2026 HOME SHOW MOVE OUT TIMES

*Please reference move out map in packet or by visiting
hbasiouxempire.com/homeshow/exhibit

Sunday, March 1 (4:30 PM - 9:00 PM) *All hand carry

Monday, March 2 (7:30 AM - 12:00 PM) *Large Displays Only

OFFICE / MANAGEMENT

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

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. Further, changes in elevation or tripping hazards should be marked with bright colored tape.

ADMISSION & PRESOLD TICKETS

General admission tickets are sold at the Arena box office during show hours.

Pre-sold, discount tickets are available to association members for purchase while supplies last. Contact Association office to purchase pre-sold tickets - (605) 361-8322.

ALCOHOL

Exhibitors may not consume alcohol in their booths during show hours.

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, intellectual, or other mental disability.

BALLOONS

Helium balloons are not allowed to be distributed or as part of a display. However, unblown 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 be removed from the hall before the show begins.

STICKERS

No stickers will be allowed to be distributed or as part of your handouts.

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 of the Sioux Empire 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 canceled after November 7, 2025 no refunds of any monies paid will be made.

FLOORING & HEIGHT CHANGES

Exhibitors may install flooring materials such as vinyl, laminate, pavers, decking, or other temporary surfaces within their booth space. All flooring must be level, secure, and properly installed to avoid trip hazards. Exhibitors are responsible for ensuring the safety of all flooring throughout the duration of the show.

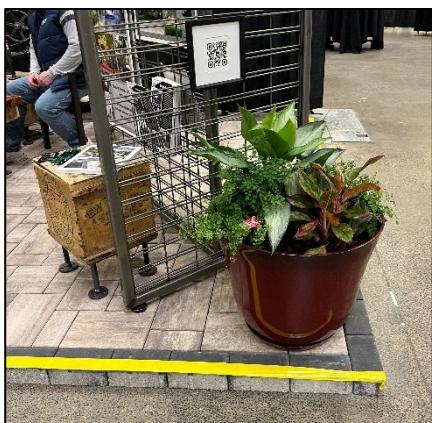
Height Changes / Step-Ups:

Any flooring that introduces a step-up, raised platform, threshold, or change in floor height must comply with the following safety requirements:

A gradual incline, beveled edge, or ramped transition must be installed when the flooring height differs from the surrounding surface.

All edges, transitions, or elevated areas must be clearly marked with high-visibility tape to alert attendees to height changes.

High-visibility tape must run the full length of any edge or transition where a step or incline occurs (shown in the photo below).



FLOORING & HEIGHT CHANGES CONTINUED

Flooring materials must be securely fastened to prevent shifting, lifting, or separation that may create hazards.

Uneven or unstable flooring must be corrected immediately upon notice from show management.

General Flooring Safety Requirements:

Flooring must lie flat with no curled edges, gaps, or raised seams, and all edges must be secured with high-visibility tape.

Exhibitors are responsible for maintaining the condition and safety of their flooring for the entire show period.

All residue from tape, adhesives, or flooring materials must be removed from the floor and disposed of immediately after the show. Failure to adhere to this policy may result in charges from the show facility for repairs and may lead to prohibition from exhibiting in the building in the future.

Damaged, unsafe, or noncompliant flooring may be required to be removed or repaired at the exhibitor's expense.

CARPET

No areas in the Arena, Convention Center, Exhibitor Halls and Ballrooms are carpeted. Carpet is not provided as part of the exhibit space application. If you need carpet in your booth, you may bring it in. 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 residues 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 prohibit you from exhibiting in their building again.

High-Visibility Safety Requirement:

Any carpeted area that creates a visible edge or transition, such as where carpet meets concrete, vinyl, pavers, or any other flooring material, must be bordered with high-visibility tape. This tape must run the full perimeter of the carpeted area or any portion where the surface height or color contrast may create a trip hazard. Exhibitors are responsible for ensuring all carpet edges are secured and clearly marked to maintain a safe environment for show attendees.

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. Please remove your own trash.

CONTESTS/GIVEAWAYS

Feel free to get creative with your booth's giveaway items. Exhibitors 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 exhibitors' 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 always left in ignition and a representative present to move it. Vehicles not used in an exhibit must be out of the building no later than 5:00 PM, Thursday, February 26, 2026, and will not be permitted back in the building until 5:00 PM Sunday, March 1, 2026.

DIRECT SALES

Direct sales are permitted within the exhibitor areas of the Home Show, any time during Show hours. All exhibitors, no matter if they make a sale or not, must complete the form from the South Dakota Department of Revenue. You will need to mail it to the SD DOR immediately following the Home Show.

Printed copies will be available in the Home Show Office (meeting room 3) during the Show. They are also available on the website: hbasiouxempire.com/homeshow/exhibit/

DRAPES

Black 8' back and 3' side drape is included in booth rental. Additional pipe and drape, outside the perimeter pipe and drape that is provided, may be ordered from the event facility. Drapes must stay on the poles. Staples may not be placed into drapes.

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).

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 \$500 citation and facility clean-up fee if necessary.

Diesel machinery does not follow the quarter tank limit as it is not flammable.

Electric vehicles are not permitted to be displayed within the convention center or arena; only hybrid and gas-powered vehicles are allowed.

EXHIBITOR REQUIREMENTS

Any business wishing to exhibit at the Sioux Empire Home Show must either:

- Be a member of a Home Builders Association (HBA), or
- Pay a non-member fee to display at the show.

Businesses found displaying at the event who do not meet these criteria will be asked to either:

- Immediately join the HBA, or
- Promptly remove their display items from the show

ELECTRIC

A 110-volt, 20-amp electrical outlet will be available within 20 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, GFCI cords.

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. All splices must be in a box with no open splices exposed. All water features must use a GFCI. 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 3HP must have magnetic starters and a disconnect switch furnished by the exhibitor. An electrical inspection will be conducted by the City of Sioux Falls. Any concerns from the inspector must be addressed prior to the opening of the show. All electrical inspection questions can be directed to Chief Electrical Inspector, Aaron Stroud, at (605) 367-8679.

Access to the floor utility boxes is mandatory. Any portion of your display which goes over a box must be easily movable. The event facility staff and Home Show management will not be responsible for floor coverings that need to be cut or altered to gain access to floor utility boxes.

*Convention Center main floor exhibitor's please take note of where electrical outlets are located in your booth. Please view the Convention Center electrical map at hbasiouxempire.com/homeshow/exhibit/ so you are familiar with outlet locations.

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 association staff on duty (Meeting Room #3). An EMT will be available throughout the show hours in the breakroom off the Arena. The Sioux Falls Fire Department is located near the Convention Center Main Entrance.

EVENT FACILITY ORDER FORMS

Exhibitors are responsible for providing their own furniture or exhibitors can order from the event facility.

An order form is available on the association's website at [*hbasiouxempire.com/homeshow/exhibit*](http://hbasiouxempire.com/homeshow/exhibit).

Please call the event facility at a (605) 367-7288 for rates or email [*ExhibitorServices@premier-center.com*](mailto:ExhibitorServices@premier-center.com).

During the show setup, event facility order forms and staff are available by contacting the staff member working at the exhibitor relations table located in the Exhibit Halls. You are responsible for any damage to your own furniture or to leased furniture.

Exhibitor Services will be available during the following set up times:

Wednesday, February 25th – 9 am to 6 pm

Thursday, February 26th - 8 am to 7 pm

Friday, February 27th – 9 am to 1 pm

Located in the back for Convention Center (near concession stand)

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'
- Arena under bleachers height: 10'6"
- Arena lobby ceiling height: 10'3"

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 association staff member at the Home Show Office (Meeting Room 3) or by calling (605) 361-8322.

EXHIBITORS' LOUNGE

Chairs, tables and a water cooler will be available for exhibitors to use in Meeting Room 3 on the main concourse. The purpose of the lounge is to offer exhibitors a place to relax, have lunch or catch up on work.

EXHIBITOR ADMISSION TO THE SHOW

During show hours, all exhibitors will be required to have an event wristband to enter the show even while working their booth. Each booth will receive ten free wristbands to distribute to booth workers. Additional wristbands may be purchased prior to event by contacting the association office at (605) 361-8322 or during the event at the Home Show office (Meeting Room 3). There will be no refunds issued on unused wristbands.

Wristbands can be picked up at the Association office starting February 2, 2026, from 8:30 AM – 5:00 PM, then starting February 23, 2026, at the Home Show office in the Convention Center. The Exhibitor Welcome Packet will be emailed out to all Exhibitors; Exhibitors can request a printed packet by contacting the Association office.

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.

FIRE SAFETY CONTINUED

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. If approved by SFFR Fire Prevention portable LP-gas containers are allowed to be used. Containers shall not exceed 1 lb. water capacity. If more than one container is used in the same hall, they must be placed at least 20 feet apart. If more portable LP-gas containers are needed, they should be stored outside and retrieved if needed.

All booths must be able to pass the Fire Marshal's inspection.

Exhibits with upper decks, covered, or roofed areas exceeding 3'11" will require a dedicated mounted fire extinguisher at waist level (provided by the exhibitor) be visible in the front of the booth.

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 (with no more than 120,000 BTUs total). 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. Pre-burn is required on all fireplaces prior to being turned on at the event facility (failure to comply may result in a fine).

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. \$500 buyout fee is required to sell products. See page 6 for more details.

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 16, 2026. You must have a UL approved continuous hose that is of proper length to get from the ceiling gas source to your booth, as well as a point of use regulator. You must have a licensed person on site to hook up the gas line as displayed in diagram #1 attached at the end of this handbook. The licensed person must contact the City of Sioux Falls to schedule an inspection and be on site during the inspection. During the hook up, the line must hold air equal to five times working pressure, or 10 pounds, for 15 minutes. Use soap to ensure no leaks at the fireplace connection. Direct inspection questions to City of Sioux Falls Plumbing Inspection Manager, Justin Blain, at (605) 367-8693. For general questions or to order gas contact the Sioux Falls Convention Center.

FORKLIFT

A forklift will be available on-site during both move-in and move-out. Use of the forklift is offered on a first-come, first-served basis.

Only individuals who are properly forklift-certified are permitted to operate the equipment. Certified operators may use the forklift to assist with unloading, loading, and transporting materials to and from their booth spaces.

All individuals wishing to operate the forklift must sign a waiver prior to use. By signing the waiver and operating the forklift, exhibitors acknowledge and assume all risks associated with forklift operation.

The Home Builders Association of the Sioux Empire and the Sioux Falls Convention Center are not liable for any injuries, damage, or accidents that may occur while the forklift is in use. Exhibitors are solely responsible for ensuring safe operation and for verifying that their operators hold valid certification.

Any damage to the forklift that occurs during an exhibitor's use of the equipment will be the responsibility of that exhibitor, including any associated repair costs.

Misuse of the equipment or operation by non-certified individuals may result in loss of forklift access and possible removal from the event.

HOURS

While the Home Show is open to the 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 2026 show will be open to the public on:

Friday, February 27 (1:00 PM to 7:00 PM)

Saturday, February 28 (9:00 AM to 7:00 PM)

Sunday, March 1 (11:00 AM to 4:00 PM)

FOOD & BEVERAGES

Concession stands will be open on Friday, Saturday and Sunday only. Concessions are not available during move on Monday, Tuesday, Wednesday, or Thursday so please plan accordingly. No outside food or beverages will be allowed in the event facility while concessions are open.

INTERNET

If your booth requires Internet to show your product it is advised that you purchase hardwired Internet from the facility. The Wi-Fi network is called "Midco" and no password is needed.

INSURANCE REQUIREMENTS

Exhibitor shall purchase and maintain during the Home Show insurance against claims for injury to persons and damage to property arising out of or in connection with Exhibitor's occupancy and use of the booth.

The policy must provide commercial general liability (CGL) coverage on an "occurrence" basis, including property damage, bodily injury and personal and advertising injury with limits not less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit will be applied separately to this Agreement or the general aggregate limit will be twice the required occurrence limit. If Exhibitor maintains CGL coverage with limits that are

INSURANCE REQUIREMENTS CONTINUED

higher than the minimum CGL coverage with limits that are higher than the minimum limits specified in this Agreement, the Identified Parties will be covered under the higher limits.

The CGL policy must cover the Indemnified Parties as an additional insured with respect to liability arising out of the Exhibitor's occupancy and use of the booth. The coverage may be provided in the form of endorsement to the Exhibitor's insurance.

The coverage must be primary to and cannot seek contribution from any other insurance available to the Indemnified Parties.

The coverage shall not be canceled or materially changed except after giving Association 30 days' notice by certified mail return receipt requested.

Exhibitor shall waive any right of subrogation that Exhibitor's insurer may acquire against Association because of the payment of any loss under the policy. Exhibitor shall obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether Exhibitor has received a waiver or subrogation endorsement from the insurer.

The policy must be issued by an insurer with a current A.M. Best's rating of no less than A:VII, unless otherwise approved.

Exhibitor shall provide Association with original certificates and amendatory endorsements for the coverage required by this Agreement. Exhibitor shall deliver the certificates & endorsements to Association at least 20 days before the Home Show.

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 Home Builders Association of the Sioux Empire.

LOST CHILD PROCEDURE

If a child is separated from their parent or legal guardian, please take the child to the Home Show office (Meeting Room 3). Home Show Management and/or lead volunteer will take it from there.

Home Show Management and Lead Volunteer Protocol:

Make announcements using only child's first name.

Ask Parent for Photo ID and be sure to write down all ID information from the parent.

Obtain a photo of the child if possible.

If child is school aged, get their name of school, grade and teacher.

If child is younger, get detailed description of child parents typically know the kind of shoes they are wearing.

Have parents tell you any information their child may know parent's names, siblings, pets

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 move in times available at hbasioxempire.com/homeshow/exhibit about 30 days prior to the show.

Please observe this schedule for bringing large delivery trucks into the event facility. Loading 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 10:00 PM Thursday, February 26, 2026. Please have all materials in your booth space at this time. All setups should be completed by NOON Friday, February 27, 2026, to allow enough time to finish cleanup prior to show opening (after this time no carts are allowed in the aisles during show hours).

MOVE-OUT

Absolutely, no move out prior to 4:00 PM on Sunday, March 1 will be allowed. Early tear down or packing up of display materials will result in a

\$500 fine for the first offense and dismissal from the show for 12 months for second offense.

To make move out go smoothly, please follow the move out schedule as published at 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 Management.

All exhibits must be removed by 12:00 PM on Monday, March 2, 2026, 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, loudspeakers, 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. Exhibitors 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 use will be restricted and permitted only when deemed necessary by show management to support the health and wellbeing of consumers and exhibitors, or to promote association content.

CONSTRUCTION ZONE

All heavy construction needs to be completed by Thursday, February 26 by 1:00PM. Construction zones for Convention Center will be determined by Home Show Management depending on booth location. Arena construction zone will be available under the grandstands.

Exhibitors will be responsible for cleaning up after construction process.

PAINTING

Painting of signs or other objects is not permitted within the building unless proper drop cloths and masking are used to protect the floor.

PARKING

Please watch for parking updates as we get closer to the show. We are currently working to secure off-site exhibitor parking for Friday and Saturday to help ease congestion during those days, as the Convention Center will also be hosting a wrestling tournament. Additional details will be communicated prior to the show.

All exhibitors must remove large trailers from the main parking lot by 10:00 AM on Friday, February 27, 2026. Trailers are not permitted to remain in the main lot during Home Show days.

For exhibitors who need a place to store trailers during the show, off-site trailer parking will be available at:

StarMark Cabinetry

600 E. 48th St. N.
Sioux Falls, SD 57104

Important: No trailers are allowed to remain in the main parking lot. Trailers left in the lot will be towed at the owner's expense and subject to a \$500 fine. This policy will be strictly enforced due to limited parking availability on Friday and Saturday.

These measures are in place to ensure adequate parking for attendees, allowing them easy access to the Home Show and most importantly, to visit you as our exhibitors. We appreciate your cooperation and understanding as we work to make this a successful event for everyone.

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, the 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 no sooner than one week prior to the event. Make sure to arrange for shipping packages back prior to load-out, as the facility is not responsible for any packages left. You must schedule a pick-up with your carrier of choice, as carriers do not stop at the facility on a regular basis. If shipments do not leave our facility within 3 days after the conclusion of the event, they are subject to disposal.

Please call the event facility at a (605) 367-7288 for rates or email ExhibitorServices@premier-center.com.

SHOW PROMOTION

Due to the Sioux Empire Home Show being a trademarked event and to avoid consumer confusion, the association shall handle all social media event creation. Only the association shall create an official social media event. Any events, not created by the association, cannot reference the Sioux Empire Home Show in the title.

SIGNS

You may use your own sign providing it does not extend beyond your booth space. Two-sided signs must be five feet 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. All banners must be to the Convention Center by Monday, February 23, 2026. To ensure assistance with signs, contact the event facility by Friday, February 6, 2026, for details and pricing. Signs can only be hung from the ceiling on the Convention Center main floor.

SIGNS CONTINUED

Please call the event facility at a (605) 367-7288 for rates or email ExhibitorServices@premier-center.com.

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 are 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 call the event facility at a (605) 367-7288 for rates or email ExhibitorServices@premier-center.com.

PETITIONS/POLITICAL PROPAGANDA

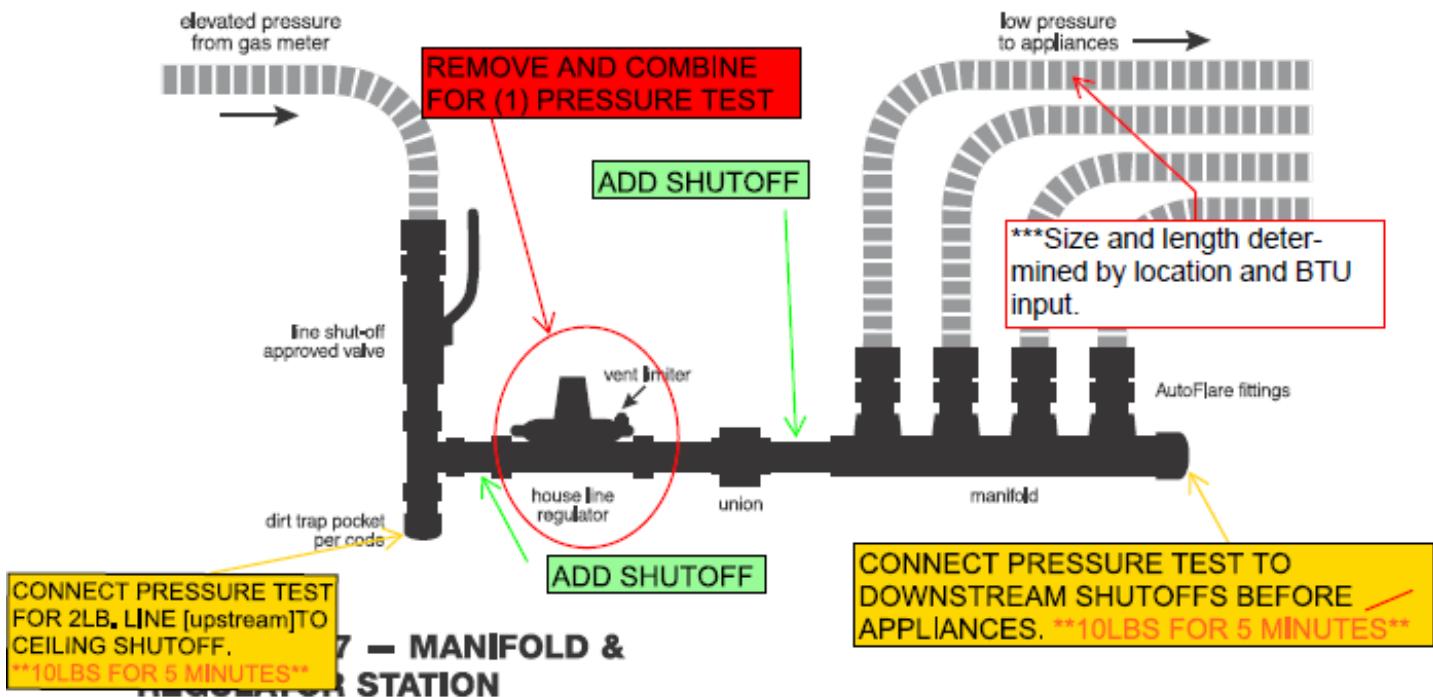
No offering of or signing petitions will be allowed in or within 100 ft of the facility's front door during the Home Show.

Petition signing and political propaganda is prohibited within the event facility during the Home Show. Failure to comply will result in exhibitor being asked to leave the facility.

Exhibitor Parking

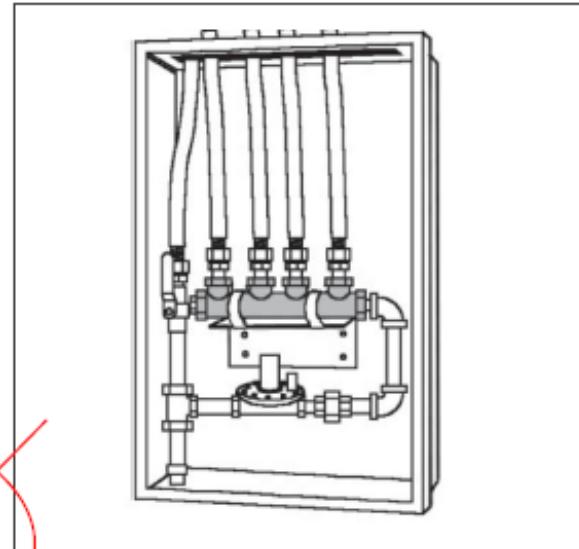


Diagram #1 – Gas hook-ups



The use of a central manifold and regulator station is recommended for elevated pressure systems which are typically installed in a parallel arrangement to take advantage of the capacity of the regulator, which is sufficient for several appliances. Manifolds are available with the **CounterStrike®** system, or the use of black iron pipe and tee fabricated manifolds is permitted with this system. The manifold/regulator station should be located nearby the largest gas consuming appliances, typically the furnace or boiler and the water heater in order to allow short runs to these units.

The **manifold station MUST be located in an accessible location because of the shut-off valve(s) and regulator it contains.** The manifold station may be contained in an enclosure box called a gas load center. Optional gas shut-off valves may be mounted on the manifold for each appliance run.





EXHIBITOR SHOW FOOD AND BEVERAGE POLICIES

FOOD AND BEVERAGE SAMPLING

Exhibitors may distribute food and beverage samples in their authorized space as long as samples are not in competition with products or services offered by OVG Hospitality. Samples are limited to 4oz of non-alcoholic beverages and bite-sized for food. Description of sample and portion size must be submitted to OVG for written approval at least two weeks prior to the event.

ALCOHOL SAMPLING

Exhibitors may distribute their own alcohol samples no greater than 3oz of beer, 2oz of wine and .25oz of liquor. Exhibitors who would like to offer full portions of alcohol in their booth must purchase the alcohol through OVG Hospitality. OVG must provide an ID Checker to ensure proper identification to each patron consuming a sample or full portion of alcohol. Exhibitors will be responsible for covering the expense of ID Checker rates, at the standard rate of \$28 per person per hour. Description of sample and portion size must be submitted to OVG for written approval at least two weeks prior to the event.

SELLING/BUYOUT FEES

Exhibitors who wish to sell their own food and beverage must obtain approval at least two weeks prior to the event. If approved, the following buyout fees will apply:

- Exhibitors selling products with the intent of being consumed offsite will not be subject to a buyout fee. Based on packaging and size, OVG will determine intention of consumption.
- Exhibitors selling products with the intent of being consumed onsite, that are in direct competition with OVG concessions - \$300 buyout fee per day
- Exhibitors selling products with the intent of being consumed onsite, but not in direct competition with OVG concessions - \$500 buyout fee per event
- Exhibitors selling products out of a food truck - \$1000 buyout fee per truck per event. Food trucks are prohibited from selling beverages due to contractual obligations.

REGULATIONS

Exhibitors giving away and/or selling food in their authorized space must have a permit on file with the South Dakota Department of Health. Exhibitors preparing food and beverage must have their area inspected by the City of Sioux Falls Health Department prior to show doors opening. Exhibitors are responsible for arranging all inspections.

*OVG Hospitality maintains the exclusive right to provide all food and beverage and concession services at
The Denny Sanford PREMIER Center Convention Center.*

Please direct all approval requests to Kaitlin.schriever@oakviewgroup.com



FORKLIFT OPERATION WAIVER & CERTIFICATION FORM

Operator Information

Name:

Company/Exhibitor:

Booth Number:

Phone Number:

Email:

Acknowledgment of Rules & Safety Requirements

By initialing each line, I acknowledge the following:

I am forklift-certified and permitted to operate the forklift.

I will operate the forklift safely and in compliance with event rules.

I understand the forklift is available on a first-come, first-served basis.

I will only use the forklift for loading, unloading, or booth setup needs.

I will not allow any non-certified individual to operate the forklift.

Liability Waiver & Assumption of Risk

By signing below, I acknowledge and agree:

- I am operating the forklift at my own risk.
- I assume full responsibility for my actions while using the forklift.
- The Home Builders Association of the Sioux Empire and the Sioux Falls Convention Center are not liable for any injuries, accidents, or damages resulting from forklift operation.
- I am responsible for any damage to the forklift that occurs during my use of the equipment, including any associated repair or replacement costs.
- I will comply with all instructions given by event management or facility staff.
- Failure to comply may result in loss of forklift privileges and/or removal from the event floor.

Operator Signature

Date