

Brookings Regional Builders Association

2020 Exhibitor Registration Form

February 8th & 9th, 2020

Name of Exhibiting Firm: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Contact Person: _____
 Phone (Work) _____ (Home) _____ (Cell) _____
 Fax Number: _____ E-mail Address: _____
 Current South Dakota Sales Tax License Number: _____
 Complete description of business, products, or services: _____

The Brookings Regional Builders Association, Swiftel Center, BECI, Compass of Brookings, LLC, Compass Facility Management and the City of Brookings disclaims any and all liability for any and all statements of claims made by exhibitors regarding their products and/or services. I hereby certify that I have read the Exhibitors Manual including Exhibitors Policies and Procedures, and I understand said policies and that I agree to conform to all the rules and regulations as stated, and further agree that my employees and/or agents will be informed of the policies and procedures and that they will observe and comply with the polices and procedures.

Authorized Signature _____ Date _____

Full payment and proof of insurance MUST accompany registration

Indicate the number of booths desired and total amount due for:

	MEMBERS	NON-MEMBERS
All Aisle Booths (10x12)	\$400.00 _____	\$450.00 _____
Corner Booths (10x12)	\$450.00 _____	\$500.00 _____

All booths include pipe and drape, one (1) 6ft. table and two (2) chairs.

Electrical Needs: Yes, I need electricity No, I do not need electricity

A 115 V-20 amp circuit is available to all booths. You must furnish your own 75' electrical cord (12-gauge minimum). If heavier electric service is needed, notify BRBA at (605) 692-5405

Wireless Internet is Available

Total Amount Due

Payment Information: Check Credit Card *(see next line)*

Name on Card: _____ CVV/CVC: _____

CC#: _____ Exp. Date: _____

Billing Address: _____

(a 3% transaction fee will be added to credit card payments)

(Limited space available...First come/first serve basis)

For any other decorative items: Please call the Swiftel Center at 605-692-7539

For Information, Contact
Nancy Ahlers
 605.692.5405
 brookingsregionalbuilders@gmail.com
 or visit
www.brookingsregionalbuilders.com

Please make checks payable to: BRBA
 Complete the Registration Form and Certificate of Insurance and mail to:

BRBA
 P.O. Box 323
 Brookings, SD 57006

PLEASE COPY THIS REGISTRATION FORM FOR YOUR RECORDS!

<p>For Office Use Only: Amount Received: \$ _____</p>	<p>Date Received _____</p>
---	----------------------------

SETUP HOURS

Friday, February 7

Noon – 8:00 p.m.

Booths must be complete by 8:00 p.m. on Friday, exhibitors must be out of the building by 8:00 p.m.

SHOW HOURS

Saturday, February 8

10:00 a.m. – 5:00 p.m.

Sunday, February 9

11:00 a.m. – 3:00 p.m.

EXHIBIT REMOVAL

Sunday, February 9

3:00 p.m. – 6:00 p.m.

Booth Setup

BRBA members may begin setting up at 8:00 a.m. Booth setup is scheduled from Noon to 8:00 p.m. on February 9, 2020. Exhibitors must register with the Brookings Regional Builders Association Booth located on the north end of the arena *prior* to setting up their booth. **Those exhibitors who have not turned in certificates of proof of insurance will not be allowed to set up their booth without the certificate.** No exceptions and no refunds of booth rental.

Banners

No banners will be allowed on any railings except for the south railing, which is reserved for sponsors only. All banners and signs must be contained within your booth.

Incoming Items

No exhibitor may ship items via commercial carrier to the Swiftel Center prior to or during the show.

Insurance Coverage

Exhibitors must provide certificate of insurance naming the Brookings Regional Builders Association as an additional insured. Exhibitor's Registration Form will not be processed without this document. Exhibitors shall present proof of liability insurance in the amount of \$1,000,000 as will protect exhibitor from claims which may arise out of or result from activities of the exhibitor.

Large Display Item

There will be a limited amount of space available to park larger display items in front of the Swiftel Center. Contact BRBA at 605-692-5405 for more information on these spaces. Space will be assigned on a first come/first serve basis. Fee will be assessed based on size of item.

Exhibitor Entrance Parking

There will be an exhibitor entrance and limited parking on the north side of the Swiftel Center. This area is to be used by all exhibitors for parking and the designated entrance is to be used before, during and after the show. Exhibitors may use the far south area of the main parking lot in front of the Swiftel Center; however any exhibitor equipment parked in the main parking lots near to the front of the Swiftel Center may be subject to being towed at owner's expense. No parking in west ice arena parking lot. Vendors are limited to one vehicle with advertising/logo in South lot. All other trailers & vehicles must park in north lot east of the ice rink.

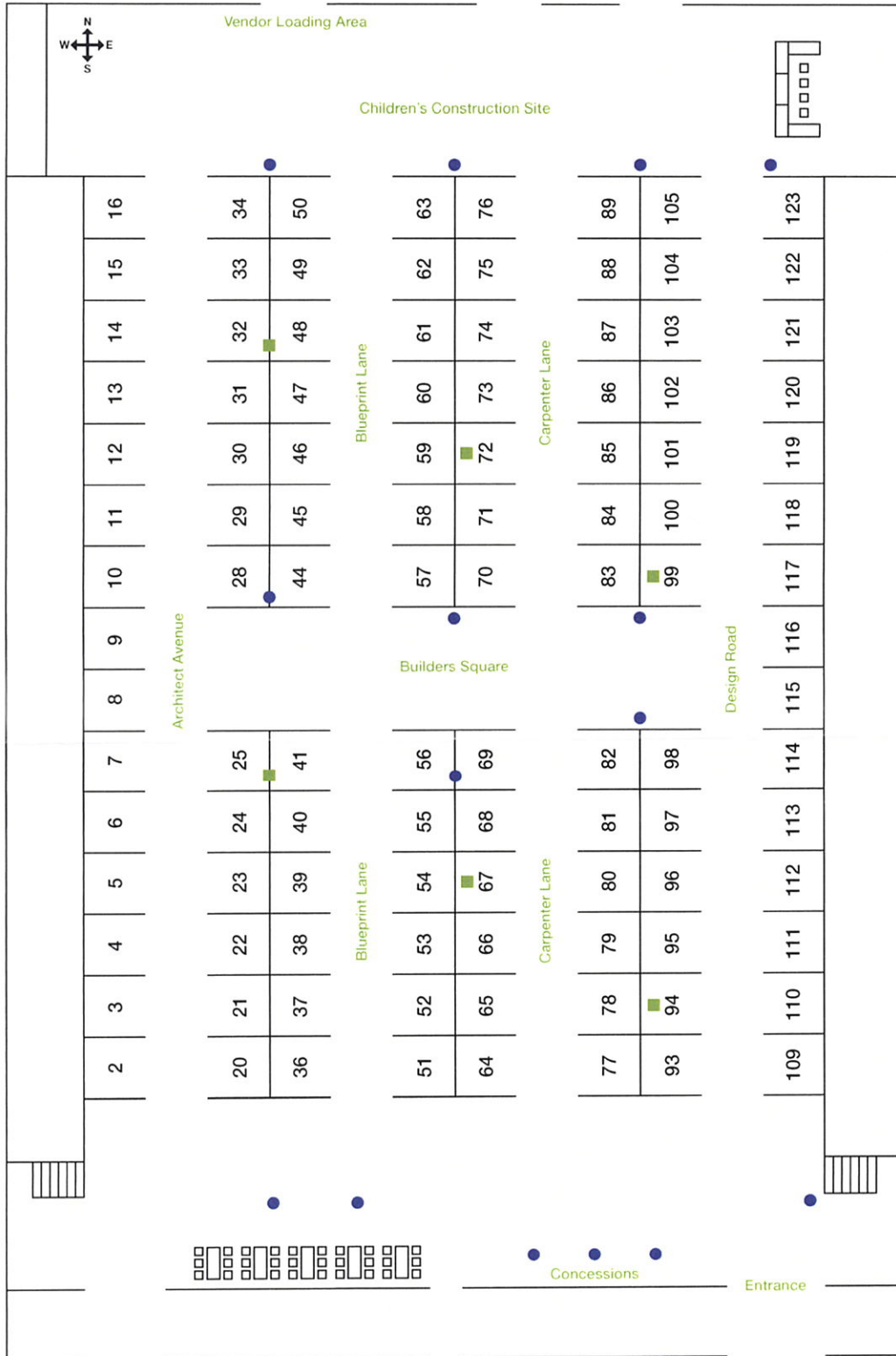
Exhibitor Reception

On Saturday night after the show closes there will be a reception for exhibitors and BRBA staff. The Exhibitor Reception includes complimentary food and a cash bar.

Gold Sponsor

HAMLIN Building Center

Gold Sponsor



Silver Sponsors

