

# Brookings Regional Builders Association

## 2023 Exhibitor Registration Form

February 4th & 5th, 2023

Name of Exhibiting Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Sales Tax License Number: \_\_\_\_\_

Complete description of business, products, or services: \_\_\_\_\_

The Brookings Regional Builders Association, Swiftel Center, Spectra 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.

Mezzanine Home & Craft 8 ft Table & 2 Chairs (no drapes) \$200.00 \_\_\_\_\_

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

**OFFICE USE ONLY:**

Date Received	Payment	Check #	Cr Card	Approved	Booth Assignment

For Information, Contact  
**Nancy Ahlers**  
605.692.5405  
brookingsregionalbuilders@gmail.com  
or visit  
[www.brookingsregionalbuilders.com](http://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!**

**The temporary use or exhibition of gasoline powered motor vehicles, boats, or aircraft shall conform to the following:**

- A. Written permission shall be obtained from the Fire Department seven days prior to use or exhibition of any gasoline powered motor vehicle.
- B. The installation or operation of all equipment shall be under the supervision of a competent operator. (Live demonstration of equipment powered by combustible fuels requires full description of program before permission can be considered.)
- C. Fire Department personnel shall be employed by the exhibitor whenever vehicle engines are to be used or entered into the building. Where such personnel are required, the Fire Department shall determine the following:
  - The number of personnel (a supervisor shall be required when more than one man is employed.)
  - The hourly wage rate.
- D. The maximum amount of fuel permitted to remain in a tank shall be three gallons for gasoline vehicles and 10 gallons for diesel vehicles.
- E. A locking type gas cap shall be installed on all gas tanks, and shall be sealed in a manner approved by the Fire Department to prevent the escape of vapors.
- F. All batteries shall be disconnected while the vehicle is not in actual use.
- G. Fueling or defueling of vehicles shall not occur within the building and shall be dispensed or removed with approved safety equipment.

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## Permit for Temporary Use or Display of Gasoline or Diesel Motorized Vehicles/Equipment Continued

### PERMIT REQUEST

We are requesting permission to display or temporarily use gasoline or diesel-powered vehicles and equipment listed below:

Quantity	Type and Description of Vehicle/Equipment
_____	_____
_____	_____
_____	_____
_____	_____

We will arrive at \_\_\_\_\_ AM/PM \_\_\_\_\_

Our representative in charge of the display will be: \_\_\_\_\_

This individual will be responsible for reporting to the Fire Department personnel for clearance to enter the building.

NOTE: Fire Department will invoice Exhibitor for their personnel wages. No vehicles or equipment will be permitted into the Swiftel Center without Brookings Fire Department inspection.

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Name of Event: \_\_\_\_\_ Date of Event \_\_\_\_\_ Booth No: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_