



# CITY OF RAPID CITY

## Growth Management Department

300 Sixth Street

Rapid City, South Dakota 57701-2724

Marcia Elkins, Director  
Growth Management Division  
city web: [www.rcgov.org](http://www.rcgov.org)

Phone: 605-394-4120  
Fax: 605-394-6636  
e-mail: [marcia.elkins@rcgov.org](mailto:marcia.elkins@rcgov.org)

## MEMORANDUM

TO: Mayor Shaw and City Council

FROM: Marcia Elkins, Director  
Growth Management Department

DATE: November 2, 2005

RE: Authorization to execute 2006 Black Hills Home Builders Association  
Home Show Exhibitor Registration Form

The Growth Management Department requests authorization to execute the 2006 Black Hills Home Builders Association Home Show Exhibitor Registration Form for the Growth Management Department and the Historic Preservation Commission. The Exhibitor Registration Form is required in order to secure booth rental space during the 2006 Black Hills Home Show scheduled for Friday, March 31, 2006, Saturday, April 1, 2006 and Sunday, April 2, 2006. The Exhibitor Registration Form must be submitted at this time in order to reserve the 2005 booth spaces for the 2006 show.

The City of Rapid City has joined the Black Hills Home Builders Association and is therefore able to secure booth rental at the member rates. Booth rentals for the 2006 show utilizing the membership rates will be as follows:

Department	Location	Rental Fee
Growth Management	Arena #4, 5, 6	\$1,125.00
Historic Preservation	LaCroix #274	\$425.00

**STAFF RECOMMENDATION:** Staff recommends that the Growth Management Department be authorized to execute the 2006 Black Hills Home Builders Association Home Show Exhibitor Registration forms for the Growth Management Department booth rental (Arena #4, 5, 6) in the amount of \$1,125.00 and for the Historic Preservation Commission booth rental (LaCroix #274) in the amount of \$425.00.



EQUAL OPPORTUNITY EMPLOYER

# 2006 Black Hills Home Builders Association Home Show Exhibitor Registration Form

**This form with FULL PAYMENT and certificate of insurance  
Must be returned to register for the BHHBA Home Show**

Name of Exhibiting Firm: City of Rapid City - Growth Management Department  
 Mailing Address: 300 Sixth Street  
 City: Rapid City State: SD Zip Code: 57701  
 Contact Person: Sharlene Mitchell Phone #: 605-394-4120 Fax #: 605-394-6636  
 Email address: sharlene.mitchell@rcgov.org Website address: www.rcgov.org  
 www. \_\_\_\_\_

Current South Dakota Sales Tax License Number: Exempt #53-001-466000380 E-ST-001

Suggest two (2) categories for your business for the Home Show pocket guide:

1) City Government 2) \_\_\_\_\_

The Black Hills Home Builders Association is a non-for-profit corporation. While some Exhibitors at the Home Show may be members of this Association, the BHHBA and its Board of Directors disclaim any and all liability for any and all statements or claims made by Exhibitors regarding their products and/or services. I hereby certify that I have read the Exhibitor Policies and Procedures Manual, that 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 policies and procedures. **BHHB will make every effort to place you in the booth space you request, however we reserve the right to move you if necessary.**

Authorized Signature \_\_\_\_\_

## BOOTH PRICING

	Member	Non-Member	Late Fee (after Feb. 15)	Booth Number(s)	Total Cost
A Booth(s) *Corner	\$425	\$625	\$50	_____	\$ _____
B Booth(s) *Aisle	\$375	\$575	\$50	<u>Arena 4-5-6</u>	+ <u>1125</u>
Outside Space	\$300	\$500	\$50	_____	+ _____
Upstairs Booths.....	\$50 discount on each booth.....# of booths _____ (x) \$50 .....				- _____

( ☒ ) I will or ( ) will not require 8' back drapes (X) I will or ( ) will not require 3' side drapes Subtotal \$ 1125

Booth fee includes one 10x9 booth space with drapery dividers (8' high back and 3' high sides), electrical needs of 110 volt AC, 750 watt maximum (heavier service is available at an extra cost - see below), advertising, and pass badges for employees. Other equipment may be rented. Total Badges = 60

Telephone Line to Booth \$85 + \$ \_\_\_\_\_

( ) **I will require heavier electric service** \$25 + \$ \_\_\_\_\_

Courtesy Tickets are available for \$2.00 each. Please indicate # of Tickets \_\_\_\_\_ x \$2 \$ \_\_\_\_\_  
 Deposit from 2005 Show - Deduct \$100 (only if your company is listed on the previous sheet) - \$ \_\_\_\_\_

**Total to be paid with rental agreement** ..... \$ 1125

( ) Payment Enclosed - Full payment is **REQUIRED** to rent a booth - contracts without payments will be returned.

(X) Pay by ~~Credit Card~~ Purchase Order  
 \_\_\_\_\_ Visa \_\_\_\_\_ Mastercard Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_\_ I understand if my contract is returned after March 1st, I will not receive any refund of booth rent if I cancel  
 (Initial please) out of the show. (This **must** be initialed if returning rental agreement after March 1st.)

### This space is for office use only

Booth numbers \_\_\_\_\_  
 Ins. received \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Courtesy Tickets ( ) Yes ( ) No Date Sent \_\_\_\_\_  
 Extra Electricity \_\_\_\_\_ Telephone Line \_\_\_\_\_  
 Total Received \_\_\_\_\_  
 CC Auth Code \_\_\_\_\_  
 Check Number \_\_\_\_\_ Date Recvd \_\_\_\_\_  
 Check Date \_\_\_\_\_

### Return complete form, Insurance Certificate & Payment to:

BHHBA, Attn: Jamee Allgier  
 3121 W. Chicago  
 Rapid City, SD 57702  
 Phone: 605-348-7850 Fax: 605-348-7864

**Please copy this form for your records!**

# 2006 Black Hills Home Builders Association Home Show Exhibitor Registration Form

**This form with FULL PAYMENT and certificate of insurance  
Must be returned to register for the BHHBA Home Show**

Name of Exhibiting Firm: City of Rapid City - Historic Preservation  
Mailing Address: 300 Sixth Street  
City: Rapid City State: SD Zip Code: 57701  
Contact Person: Sharlene Mitchell Phone #: 605-394-4120 Fax #: 605-394-6636  
Email address: sharlene.mitchell@rcgov.org Website address: www.rcgov.org  
www. rcgov.org

Current South Dakota Sales Tax License Number: Exempt #53-001-466000380 E-ST-001

Suggest two (2) categories for your business for the Home Show pocket guide:

1) City Government 2) \_\_\_\_\_

The Black Hills Home Builders Association is a non-profit corporation. While some Exhibitors at the Home Show may be members of this Association, the BHHBA and its Board of Directors disclaim any and all liability for any and all statements or claims made by Exhibitors regarding their products and/or services. I hereby certify that I have read the Exhibitor Policies and Procedures Manual, that 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 policies and procedures. **BHHB will make every effort to place you in the booth space you request, however we reserve the right to move you if necessary.**

Authorized Signature \_\_\_\_\_

## BOOTH PRICING

	Member	Non-Member	Late Fee (after Feb. 15)	Booth Number(s)	Total Cost
A Booth(s) *Corner	\$425	\$625	\$50	<u>LaCroix 274</u>	<u>\$425.00</u>
B Booth(s) *Aisle	\$375	\$575	\$50	_____	+ _____
Outside Space	\$300	\$500	\$50	_____	+ _____
Upstairs Booths.....	\$50 discount on each booth.....# of booths _____ (x) \$50 .....				- _____

(X) I will or ( ) will not require 8' back drapes (X) I will or ( ) will not require 3' side drapes Subtotal \$425.00

Booth fee includes one 10x9 booth space with drapery dividers (8' high back and 3' high sides), electrical needs of 110 volt AC, 750 watt maximum (heavier service is available at an extra cost - see below), advertising, and pass badges for employees. Other equipment may be rented. Total Badges = 20

Telephone Line to Booth \$85 + \$ \_\_\_\_\_

( ) **I will require heavier electric service** \$25 + \$ \_\_\_\_\_

Courtesy Tickets are available for \$2.00 each. Please indicate # of Tickets \_\_\_\_\_ x \$2 \$ \_\_\_\_\_

Deposit from 2005 Show - Deduct \$100 (only if your company is listed on the previous sheet) - \$ \_\_\_\_\_

**Total to be paid with rental agreement** ..... \$ 425.00

( ) Payment Enclosed - Full payment is **REQUIRED** to rent a booth - contracts without payments will be returned.

(X) Pay by ~~Credit Card~~ Purchase Order

\_\_\_ Visa \_\_\_ Mastercard Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_\_ I understand if my contract is returned after March 1st, I will not receive any refund of booth rent if I cancel (initial please) out of the show. (This **must** be initialed if returning rental agreement after March 1st.)

<p><b>This space is for office use only</b></p> <p>Booth numbers _____</p> <p>Ins. received _____ Exp. Date _____</p> <p>Courtesy Tickets ( ) Yes ( ) No Date Sent _____</p> <p>Extra Electricity _____ Telephone Line _____</p> <p>Total Received _____</p> <p>CC Auth Code _____</p> <p>Check Number _____ Date Recvd _____</p> <p>Check Date _____</p>	<p style="text-align: center;"><b>Return complete form, Insurance Certificate &amp; Payment to:</b></p> <p style="text-align: center;">BHHBA, Attn: Jamee Allgier 3121 W. Chicago Rapid City, SD 57702 Phone: 605-348-7850 Fax: 605-348-7864</p> <p style="text-align: center;"><b>Please copy this form for your records!</b></p>
---	--

