

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

Phone. 605-394-4120 Fax: 605-394-6636

e-mail: 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 From

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:

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

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.



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 Exhib	oiting Firm:	City of Rap	id City - Growth	Management Department	
Mailing Addre	ss:30	O Sixth Street			
City: <u>Rapid</u>	City		State: <u>SD</u>	Zip Code:57701_	
Contact Perso	on: <u>Shar</u> 1	ene Mitchell	Phone #: <u>_605</u> _:	394 <u>-4120</u> Fax #: <u>605</u>	-394-6636
Email address	s: <u>sharle</u>	ne.mitchell@	Website addre	ss: www.rcgov.org	
www.					001
Current South	n Dakota S	ales Tax License i	Number: <u>Exempt</u>	\$53-001-466000380 E-ST	<u>-0</u> 01
Suggest two	(2) categor	ies for your busine	ess for the Home Sh	ow pocket guide:	
or claims made and Procedure stated, and fur	is Association by Exhibito es Manual, the there agree the transfer with the transfer	on, the Bridge and rs regarding their principle in the regarding their principle in the regarding their process and process are process and process are process and process ar	non-for-profit corpora its Board of Directors oducts and/or service aid policies and that I nd/or agents will be infedures. BHHB will ma ove you if necessar	tion. While some Exhibitors a disclaim any and all liability for a liability f	t the Home Show may be or any and all statements ead the Exhibitor Policies rules and regulations as cedures and that they will in the booth space you
•		<u>,</u> ,			
			BOOTH PRICE		Total Cost
	Member	***************************************	Late Fee (after Feb. 15)	Booth Number(s)	Total Cost \$
A Booth(s) *Corner	\$425	\$625	\$50		•——
B Booth(s) *Aisle		\$575	\$50	Arena 4-5-6	+1125
Outside Space Unstairs Booth	\$300 s\$5	\$500 60 discount on each	\$50 booth# of boo	ths (x) \$50	+
				not require 3' side drapes	
Booth fee inclu	ides one 10	69 booth space with the cheavier service is	drapeny dividers (8' h	igh back and 3' high sides), e cost - see below), advertising	lectrical needs of 110
Telephone Line	e to Booth	\$85			+\$
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Total to be p	aid with re	ntal agreement .	*****	*******	• • • • • \$ 112 <i>)</i>
() Payment E	nclosed - F	ull payment is REQ I	<u>JIRED</u> to rent a booth	- contracts without payments	s will be returned.
				Expiration Date	
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This space is Booth numbers	3		Return	complete form, Insural Payment to:	nce Certificate &
Ins. received	Exp. i	Date No Date Sent		BHHBA, Attn: Jamee	Allgier
Extra Electricit	y Tele	ephone Line		3121 W. Chicag	0
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Check Number		Date Recvd		ease copy this form for y	
Check Date			<u> </u>	ease copy this form for y	odi iecolda:

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 Exhil	bitina Firm:	City of Rapid	d City - Historic	Preservation	
Mailina Addro	001	300 Sixth Sta	reet		
City: Rap	id City		State:SD	Zip Code:57701	**
Contact Person	on: Sharle	ene Mitchell	Phone #: <u>605-39</u>	<u>94–4120 </u>	-394-6636
	- charler	na mitchalla	Website addres	s: www.rcgov.org	
18/18/18/		r	cgov.org		
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Authorized :	Signature				
	•		BOOTH PRICE		Tatal South
	Member	Non-Member	Late Fee (after Feb. 15)	Booth Number(s) LaCroix 274	Total Cost \$425,00
A Booth(s) *Corner	\$425	\$625	\$50	Lactorx 274	\$425,00
B Booth(s)	\$375	\$575	\$50		+
Outside Space	\$300 s\$	\$500 50 discount on eact	` \$50 n booth# of boot	hs (x) \$50	+
(X) I will or () will not re	quire 8' back drape	s (X) I will or () will	not require 3' side drapes	Subtotal \$425,00
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Telephone Line	e to Booth	\$85			+ \$
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Q 3. VP/General Manager			old hapsness			
☐ 4 Construction Superi∩te	ndoni	10 8 Other (st	ocity) Dire	ector, Growth Management		
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Committees are the driving force of ou	L BSEOC	lation. We encourage your	participation of	on any of the following committee:		
please choose one or more,						
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 2. Membership Committee 	a Pron	iotes mambarship and mer	nber business	,		
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C) 5 Home Improvement Ex	or Con	s knu promotes the Mome :	snow			
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7 Government Affairs Cor	nmittee	- Lagislative responsibilities	ganos en monte.	99		
 8 Budget and Finance Co 	mmilte	- Financial responsibilities				
9 Education/Scholarship -	Plana	ducational seminars and r	nections, cho	ose scholarship raciolents		
10. Economic Development	nt					
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arty Management	WC	Land Surveyor	WZ	Other Subcontractor (specify)		

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_c/	Marcia Elkins, Growth Management 1	Department Direct	or	
Compa	ny Name			
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PO Box		City;	SD 577 State Zip.	UI_
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Purchase Order City of Rapid City South Dakota

Rapid City, SD 57701 Phone (605) 394-4142

VendorBlack Hills Home Builders Assoc Remutance
Address 3121 W Chicago

- Rapid City -

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Purchasing Agent_

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PINK: VENDOR COPY . GREEN: RECEIVING COPY

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This order is regularly issued only when countersigned by Purcha	sing Agent and approved	by the Mayor, if over \$500.00
Formal Bid - Date Approved Informal bid, see supporting data attached No bid required Will be reimbursed by		REMARKS
I declare and affirm under the penalties of perjury that this claim by me, and to the best of my knowledge and belief, is in all things	has been examined s true and correct.	
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