

Prospectus

METRAPARK

FEBRUARY 3, 4 & 5, 2023

2023

BUILDING & REMODELING EXPO



EXHIBITOR MOVE-IN

Thursday, February 2, 2023 from 8:00 am to 5:00 pm: **Tools for Trades Days**

Friday, February 3, 2023 from 8:00 am to 5:00 pm: **Expo Exhibitors**

Thursday, February 2, 2023 for Heavy/Oversize Exhibits (by appointment) **ALL Exhibitors**

EXHIBITOR MOVE-OUT: All Exhibitors

No tear down before 3:00 pm Sunday

Sunday, February 5, 2023 from 3:00 pm to 8:00 pm

Monday, February 6, 2023 for Heavy/Oversize Exhibits 8:00 am - Noon

VIP Reception

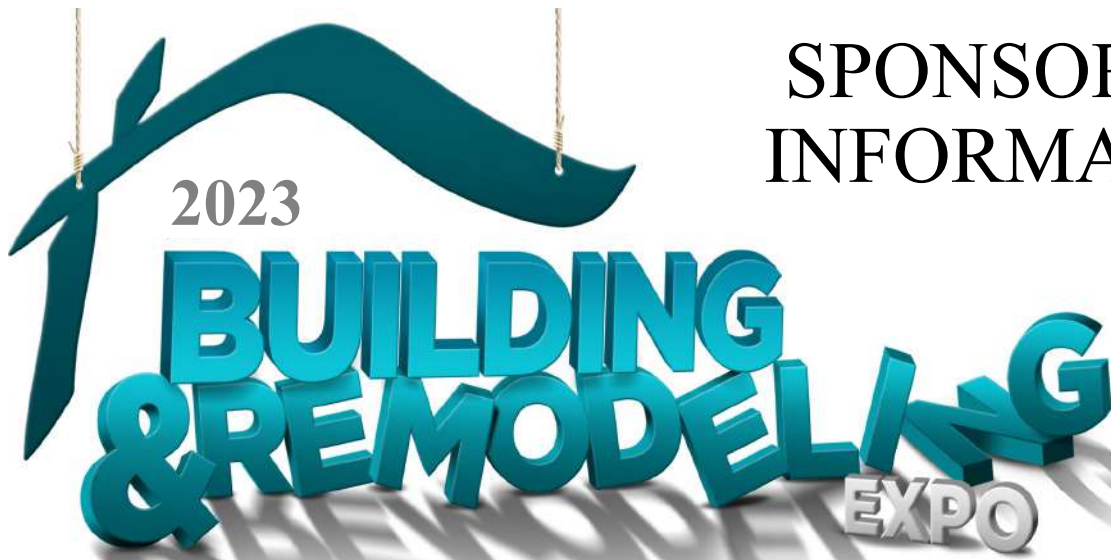
TOOLS FOR TRADES DAYS

Friday, February 3, 2023, 9:00 am to 3:00 pm

Friday, February 3, 2023,

5:30 p.m. to 7:00 p.m.

Saturday & Sunday, same as Expo show hours (see map on last page for hours)



SPONSORSHIP INFORMATION

FEBRUARY 3, 4 & 5, 2023 @ METRA PARK PAVILLION

PLATINUM: \$3,500

- Industry Exclusive Show Sponsor (Expo Show Only)
- Logo/Mentions in all event advertising & Social Media
- Newsletter, website, and E-Blast Recognition
- Logo on cover of Expo Event Program
- Full page ad in the Event Program
- Logo on all Expo show banners and signage
- Sponsor's company provided banner hung in exhibit hall
- Logo on Expo Exhibitor Swag Bags
- Logo on Expo Exhibitor Show Packets
- Your company provided swag in ALL Exhibitor Swag Bags for both shows
- 30 Admission Tickets
- Premium exhibitor space (Includes: 1 Skirted Table, 2 Chairs, 110v Electricity)

GOLD: \$2,500

- Industry Exclusive TRADES DAYS Sponsor (applies to Tools for Trades Days Show Only)
- Logo/Mentions in all TRADES DAYS advertising & Social Media
- Newsletter, website, and E-Blast Recognition
- Logo on cover of Trades Days Event Program
- Full page ad in the Trades Days Event Program
- Logo on all TRADES DAYS signage including the Demonstration Hall
- Sponsor's company provided banner hung in Trades Days exhibit Hall
- Logo on Trades Days Exhibitor Swag Bags
- Your company provided swag in ALL Exhibitor Swag Bags for both shows
- STEM Display or booth in Trades Days Show (Includes: 1 Skirted Table, 2 Chairs, 110v Electricity)
- 20 Admission Tickets

SILVER: \$1950 - 2 Available

- Exhibitor Hospitality (both shows) & VIP Night Sponsor
- Sponsor's banner hung in the Exhibitor Hospitality Room
- Logo on all hospitality directional signs
- Recognition in ALL Exhibitor Show Packets for both shows
- Signage displayed during VIP Reception
- Podium time during VIP Reception
- Newsletter, website, and E-Blast Recognition
- 10 VIP Reception Night Guest Tickets
- Standard exhibit space in Expo Show
- Quarter page ad in Expo event program (25% off event program advertising with exhibit space)

COPPER: \$500 - 6 Available

- Show Support Sponsor (both shows)
- Recognition in all exhibitor show packets (both shows)
- Your flyer inside exhibitor show packets
- Naming rights on show staff office, Lost & Found & First Aid (via signage)
- Logo on Dedicated Event 'Thank You' page in event program
- Your company provided swag in ALL Exhibitor Swag Bags for both shows
- 8 Event Admission Tickets

I would like to commit to being a: _____ sponsor for the 2023 Building & Remodeling Expo.

COMPANY NAME: _____ CONTACT NAME: _____

PHONE: _____ EMAIL: _____

SIGNATURE _____

****Commitments are due by August 31st, 2022**** Fax (406.248.8611), Email (membership@hbabillings.net), or Mail Commitments to 1645 Avenue D, Suite F—Billings MT 59102



BUILDING & REMODELING EXPO 2023

We are pleased to offer advertising information for the 2023 Building & Remodeling Expo publication. Please call Kim at the HBA Office at 406.252.7533 to answer any questions you may have regarding advertising in the Event Program.

AD SIZES—PLEASE INDICATE THE AD SIZE YOU ARE PROVIDING			RATE
<input type="checkbox"/>	Back Cover	Full Page Back Cover Exterior - 8.25" tall by 5.25" wide. Sold on a first come, first served basis.	\$895
<input type="checkbox"/>	Premium Position	8.25" tall by 5.25" wide *Premium positions go to sponsors first (excluding back cover). Remaining premium positions sold on a first come, first served basis.	\$795
<input type="checkbox"/>	Full Page	8.25" tall by 5.25" wide	\$695
<input type="checkbox"/>	Half Page	4.10" tall by 5.25" wide	\$395
<input type="checkbox"/>	Quarter Page	4.10" tall by 2.50" wide	\$199



Montana Pavilion February 3, 4 & 5

We, the firm company of: _____

PRINT

Do hereby contract with the Home Builders Association of Billings for advertising in the HBA publications "Building & Remodeling Expo." All advertising must be delivered in digital format. Ads created in Adobe Illustrator, Adobe Photoshop, or Adobe Acrobat PDF (saved properly) are preferred. Ads created in the following programs are not acceptable: PowerPoint, Microsoft Publisher, Excel, and Word. If you are using another program, please call to verify compatibility. **Advertising space rates do not include the cost of advertising design.** Advertiser will be notified if submitted artwork is unsuitable for quality reproduction. Advertising contracts are due to the HBA office by **December 31, 2022**. Advertising copy is due to the HBA Office by **January 15, 2023**. Late ads are not guaranteed placement. Advertisers will be notified when ad proofs are available in the HBA office. Failure to sign a proof of your ad prior to publication releases the HBA from all liability.

Contact: _____

Signature: _____

Email: _____

Phone: _____

Date: _____

FAX, EMAIL, OR MAIL CONTRACTS TO:
Home Builders Association
1645 Avenue D, Suite F - Billings, MT 59102
Fax: 406.248.8611
Email: director@hbabillings.net

PLEASE MAKE CHECKS PAYABLE TO:
HBA OF BILLINGS



February 4 & 5, 2023 Space Application

This agreement, made on (date) _____, is a non-transferable contract to lease exhibit space by and between the Home Builder's Association of Billings and: **(PRINT CLEARLY)**

Business Name: _____ E-Mail: _____

Contact Person: _____ Title: _____ Phone: (____) _____

Address: _____ City _____ State _____ Zip _____ Fax: (____) _____

ALL MUST COMPLETE: Exhibitor agrees to use the space for the following listed purposes: _____

I plan to provide the following as a Prize Drawing: _____
A retail value of: _____

*This information is used for advertising purposes.

Outdoor Exhibit Spaces Available - Call for Pricing: 406-252-7533

Exhibit Space Request:

Total # of booth spaces requested: _____

Booth Location Preferences:

1st Choice(s) _____

2nd Choice(s) _____

3rd Choice(s) _____

SPECIAL SERVICES (Check all that apply)

Forklift \$60 per hour/1-hr minimum - Estimated Hours: # _____ x \$60 = \$ _____

110v Electric \$50 220v Electric \$70

Skirted 8ft Table with 2 Chairs \$40 (on-site:\$50) 8ft Table Only \$25 (on-site:\$35)

Chairs # _____ x \$3 each = \$ _____ (on-site:\$5) Table Skirt \$25 (on-site:\$30)

Counter Height Skirted Table \$45 (on-site:\$50) Bistro Table \$40 (on-site:\$50)

Carpet (fits 10 x 10 space) \$70 (on-site:\$100) Tall Chair \$30 (pre-order only)

Booths Sold on First-Come, First-Served Basis

Premium Booth: HBA Members:\$500 per booth Non Members: \$750 First Booth
Standard Booth: HBA Members:\$450 per booth Non Members: \$650 First Booth

REGISTRATION DEADLINE: December 1, 2022

Total amount due for exhibit space(s): _____ X \$ _____ = \$ _____
of booths cost per space

SPECIAL SERVICES (see above right) + \$ _____

Deposit of 50% **PER BOOTH** space due now with this application - \$ _____

Balance due in full on or before December 10, 2022 = \$ _____

\$50 Late Registration Fee if registering after December 10, 2022 + \$ _____

Terms: A non-refundable deposit of 50% per booth will hold your booth space(s). The balance is due on or before December 10, 2022 (in U.S. currency). Cancellations **MUST BE IN WRITING**. All spaces reserved after December 10, 2022 require 100% non-refundable payment upon reservation. **Non Member pricing includes one-year HBA Membership. Non-Members reserving multiple booths: Only the first booth is at nonmember pricing. Each subsequent booth is at member pricing.**

I/we have read, understand and agree to the Terms and Conditions contained in this prospectus, and agree to abide by the rules and regulations within the Exhibitor Manual as set forth by the Home Builder's Association of Billings Inc. and agree to hold harmless the Home Builders Association of Billings Inc., and their members, officers, director, agents, respective tenants, and the MetraPark Pavilion from any claims, liability, or damage to person or personal property as a result of entering into this agreement for the 2023 Building and Remodeling Expo

Authorized & _____
Signed by: _____ Exhibitor Signature

Evening phone: (____) _____

Email: _____

Print full name

Date: _____

MAKE CHECKS PAYABLE TO: HBA of Billings WE ACCEPT CHECKS, CASHIERS CHECKS, MONEY ORDERS, OR CREDIT CARDS.
(3.999% added for Credit Cards)

Please SIGN AND RETURN to: Home Builders Association of Billings , 1645 Ave D, Ste F, Billings, MT 59102 Phone: 406.252.7533 Fax: 406.248.8611
Sign the agreement, keep a photocopy for your records and mail original with your deposit



**STEM Days in Trades
&
Trades Days Career Fair
February 3-5, 2023**



**TOOLS
FOR
TRADES
DAYS**

This agreement, made on (date) _____, is a non-transferable contract to lease exhibit space by and between the Home Builder's Association of Billings and: (PRINT CLEARLY)

Business Name: _____ E-Mail: _____

Contact Person: _____ Title: _____ Phone: (____) _____

Address: _____ City _____ State _____ Zip _____ Fax: (____) _____

ALL MUST COMPLETE: Exhibitor agrees to use the space for educational and employment recruiting purposes only

I plan to provide the following as a Prize Drawing: _____

A retail value of: _____

*This information is used for advertising purposes.

**Space will be Sold on First-Come,
First-Served Basis**

Only one exhibitor per trade admitted

**Must be an existing HBA member
business**

SPECIAL SERVICES (Check all that apply)

- Forklift \$60 per hour/1-hr minimum - Estimated Hours: # _____ x \$60 = \$ _____
- 110v Electric \$50 220v Electric \$70
- Skirted 8ft Table with 2 Chairs \$40 (on-site:\$50) 8ft Table Only \$25 (on-site:\$35)
- Chairs # _____ x \$3 each = \$ _____ (on-site:\$5) Table Skirt \$25 (on-site:\$30)
- Counter Height Skirted Table \$45 (on-site:\$50) Bistro Table \$40 (on-site:\$50)
- Carpet (fits 10 x 10 space) \$70 (on-site:\$100) Tall Chair \$30 (pre-order only)

Tools for Trades Days Booth: HBA Members ONLY :\$150 per booth

REGISTRATION DEADLINE: December 1, 2022

Total amount due for exhibit space: = \$ 150.00

SPECIAL SERVICES (see above right) + \$ _____

Deposit of \$150 due now with this application - \$ _____

Balance due in full on or before December 10, 2022 = \$ _____

\$50 Late Registration Fee if registering after December 10, 2022 + \$ _____

Terms: A non-refundable deposit of \$150 per booth will hold your booth space. The balance is due on or before December 10, 2022 (in U.S. currency). Cancellations **MUST BE IN WRITING**. All spaces reserved after December 10, 2022 require 100% non-refundable payment upon reservation.

I/we have read, understand and agree to the Terms and Conditions contained in this prospectus, and agree to abide by the rules and regulations within the Exhibitor Manual as set forth by the Home Builder's Association of Billings Inc. and agree to hold harmless the Home Builders Association of Billings Inc., and their members, officers, director, agents, respective tenants, and the MetraPark Pavilion from any claims, liability, or damage to person or personal property as a result of entering into this agreement for the 2023 Building and Remodeling Expo

Authorized & Signed by: _____
Exhibitor Signature

Evening phone: (____) _____

Print full name

Email: _____

Date: _____

MAKE CHECKS PAYABLE TO: HBA of Billings WE ACCEPT CHECKS, CASHIERS CHECKS, MONEY ORDERS, OR CREDIT CARDS.
(3.999% added for Credit Cards)

Please SIGN AND RETURN to: Home Builders Association of Billings , 1645 Ave D, Ste F, Billings, MT 59102 Phone: 406.252.7533 Fax: 406.248.8611
Sign the agreement, keep a photocopy for your records and mail original with your deposit

TERMS AND CONDITIONS FOR THE BUILDING & REMODELING EXPO

- SPACE:** The contracted space must be used solely by the exhibitor whose name appears on the contract. No portion may be sublet or assigned. Each exhibitor must be in place by **9:00 am on Saturday of the show for Expo and 9:00 am Friday of the Tools for Trade Days show**. All booths must be manned during the show hours and removal of goods prior to show closing is strictly prohibited.
- REASSIGNMENT:** Management shall have the right and privilege of moving an exhibitor to another location in order to conform to all City, State and Federal laws and regulations and the general display requirements and guidelines of management.
- All contract agreements shall expire with the closing of the show. **Merchandise and goods (including large displays) must be completely removed from the premises by 12:00 p.m. Monday, February 6, 2023.** No labor union jurisdictions apply.
- All exhibitors must comply with the City of Billings ordinances and regulations, and with the Billings Fire Marshal instructions. For additional information call 406-657-8422. Combustible exhibit and display materials must be flameproof. Explosive materials are not allowed on the premises. No motorized equipment may be operated on the premises during show hours. Gas tanks must be approximately ¼ full and tank openings must have a secure cap and be taped to prevent fumes from escaping. Battery cables must be disconnected and taped to prevent contact. Pellet and wood stoves are strictly prohibited. Electric and propane stoves must be approved by the Fire Marshal 30 days prior to the show and will be checked during the show for emissions.
- The facility will sweep and clean the aisles, but exhibitors must, at their own expense, keep their spaces clean and their exhibits in good order. Removal of packaging from the building to the dumpster is each exhibitor's responsibility. Booth will be vacuumed by event staff daily if renting carpet.
- Drawings are permitted. Sorry....**no raffles**. Prizes must be awarded by the close of the show. Winners names, addresses and phone numbers reported to show manager will be verified.
- LICENSES:** The Lessee shall procure, at their own expense, any necessary licenses and official permits necessary for the purpose of selling, displaying and exhibiting merchandise and products at the show.
- Exhibitors must retain their exhibitor pass **at all times** during the show. Exhibitor passes allow exhibitors to enter **all** entrances of the pavilion free of charge and provides access to the exhibitor's hospitality room.
- EXHIBIT CONTENT AND MANNER OF USE:** The Home Builders Association reserves the right to make decisions relative to show content and reserves the right to reject any exhibit which it deems detrimental or not specifically appropriate to the Building and Remodeling Expo. Restrictions: Management reserves the right to require removal of all items of merchandise or service not described on the front of this agreement and to restrict or remove exhibits that have been falsely entered, violate this agreement or are deemed by management in its sole discretion as unsuitable or objectionable. Exhibits deemed unsuitable or objectionable must be removed if the conditions are not immediately corrected after one verbal warning. **Unsuitable and objectionable exhibits include, but are not limited to, helium balloons, booths that obstruct the view of other booths, noise, public address systems, persons, animals, birds, conduct, printed matter, odors, food or anything objectionable to management, the facility or the general public. The exhibits removed under this paragraph shall not receive a refund.**
- AISLES:** The aisles, passageways and overhead spaces remain under the control of the management, and no signs, decoration, banners, advertising matter or exhibits, will be permitted in those areas except by permission of the management. All exhibits and personnel must remain within the confines of their own spaces and no exhibitor will be permitted to erect signs or displays above 10'.
- DISPLAYS: No signs, partitions, apparatus', shelving, etc., may extend more than ten feet above the floor along the rear of an exhibit.**
- DELIVERY:** All shipments must be PREPAID.
- EXHIBIT HOURS:** Management shall determine and publicize the exhibit hours the show will be open to the public each day. All exhibits must be staffed at 9:45am Saturday & Sunday and throughout the show hours.
- All money, deposits and payments are non-refundable. A deposit is required to hold each space and the balance is due no later than December 10, 2022. If an exhibitor fails to make payment when due, this agreement may be cancelled by management without notice. **No exhibit will be permitted until the rental fee is paid in full.** **FORFEITURE UPON DEFAULT:** In the case of failure of the Lessee to make any of the payments or to perform or observe all of the conditions, covenants and restrictions herein set forth, this contract shall, at the options of the Lessor, be extinguished, and the Lessee shall forfeit all payments made on this agreement, and such payments shall, with or without notice or demand of any kind, be retained by Lessor as partial satisfaction of all damages sustained. Late fees will be assessed when appropriate. Should a suit be commenced or an attorney employed to enforce the terms of this agreement, Lessee agrees to pay such additional sum as the court may judge reasonable as attorney's fees in said suit, and Lessee agrees to pay Lessor's costs.
- CANCELLATION OF CONTRACT:** If this agreement is cancelled by exhibitor for any reason, or by management because of exhibitor's default or violation of this agreement, monies paid to management by exhibitor will not be subject to refund. The retained monies shall be liquidated for the direct and indirect costs incurred by management for organizing, setting up and providing space for exhibitor, and losses and additional expenses caused by exhibitor's withdrawal including resale of the space. **ANY CANCELLATION MUST BE IN WRITING.** In the event the exhibitor's check is returned by a bank due to insufficient funds, a \$50.00 administrative fee will be charged.
- EVENTUALITIES:** Management shall not be liable for any damages or expenses incurred by exhibitors in the event the show is delayed, interrupted or not held as scheduled. If, for any reason, beyond the control of the management for "cause or causes," the show is not held, management may retain as much of the amount paid by exhibitor as is necessary to defray expenses already incurred by the management. The "cause or causes" listed will include, but are not limited to, such items as: fire, lightning, flood, casualty, explosion, weather, epidemic, earthquake, acts of public enemies, acts or terrorism, riots or civil disturbances, strike, lockout, boycott, or acts of God.
- LIABILITY:** Neither the Home Builder's Association of Billings, the members, officers, directors and the manager of the show, nor any member of the show committee, will be responsible for any illness injury, loss or damage that may occur to the exhibitor, or to the exhibitor's employee or property, from any cause whatsoever, prior, during or following the period covered by the exhibit contract. The exhibitor, on signing the contract, expressly releases the above mentioned Association, individuals, committee, and management from any and all claims for such loss, damage, or injury or illness. Security will patrol booths at night, giving ordinary care. If insurance is desired, it must be placed by exhibitor at their own expense. It is recommended that each exhibitor have Public Liability Insurance to protect against claims arising from the operation of their exhibit.
- Each exhibitor is responsible for any damage he/she or his/her employee's may cause to the premises of the MetraPark facility or products of K & J Convention Decorator's.
- DISPUTES BETWEEN EXHIBITORS:** Management shall have no responsibility for settling any dispute between exhibitors, and exhibitors expressly release management from any liability for any disputes between exhibitors, including, but not limited to, violations of unfair trades practice laws or patent or copyright laws by any exhibitor.
- AMENDMENTS:** The management shall have full power to interpret and so make or amend these rules. Wherever these rules do not cover, the Home Builders Association reserves the right to make such rulings as may appear to be in the best interest of the show, and the exhibitor agrees to accept and abide by such rulings.
- PARKING:** Public, paved parking spaces are on the West and North sides of the facility. Exhibitor parking will be on the West side of the building. Parking regulations will be enforced pursuant to government parking regulations.
- SET-UP & TEAR DOWN:** At additional fees, a forklift is available upon request for large/heavy exhibits. These exhibits will set-up Thursday, February 2, 2023. Exact times will be scheduled. Exhibitor is responsible to notify event management in advance of need for assigned move-in time. Set-up is Friday, from 8 a.m.-5 p.m for the Expo Show and Thursday 8 am -5 pm for the Tools for Trades Show. At which time the large overhead doors at the Southwest Side and West Side of the facility will remain open. (NOTE: The overhead doors will be locked during the show). **All exhibits must be staffed starting at 9:45am both Saturday & Sunday Morning for the Expo Show and at 8:45 am Friday for the Tools for Trades Show! All exhibits must remain in place until both shows closing at 3:00pm on Sunday. Removal will continue until 8:00pm Sunday Night.** Upon special arrangement, in advance, large displays can be removed from 8:00am-12:00pm on Monday.
- Normal building security is provided during the show dates but management will not be held liable for any loss.



Exhibitor Hospitality

MetraPark
Montana
Pavilion

All Booths 10'x10'
Unless Otherwise Marked

* Indicates Premium Booth Space

X Indicates
Space is
Reserved

Secondary Entrance
From Rear Parking &
Expo Building



Primary
Entrance
From parking lot

EXPO SHOW HOURS:
Saturday: 10am - 5pm
Sunday: 10am - 3pm

VIP RECEPTION:
FRIDAY: 5:30 - 7PM



X Indicates
Space is
Reserved

**TOOLS FOR TRADES DAYS
SHOW HOURS:**

Friday: 9am - 3pm
Saturday: 10am - 5pm
Sunday: 10am - 3pm

Primary Entry
Tools for
Trades Show