

2022 BUILD MY FUTURE



HBIAF

C/O HBA of St. Louis & Eastern MO

10104 Old Olive Street Rd.

St. Louis, MO 63141

314.994.7700

EXHIBITOR SPACE APPLICATION

Build My Future Construction Career Day
& Industry Showcase

April 20, 2022 | St. Charles Family Arena

2002 Arena Pkwy., St. Charles, MO 63303

Company _____

Contact Person _____

Mailing Address _____

City, State, ZIP _____

Phone () _____ Fax () _____

E-Mail Address _____

Exhibit Space Fee is \$100* per Exhibitor.

This fee includes one table, two chairs, and two meal tickets.

Additional meal tickets may be purchased for \$10/each.

Description of Exhibit: _____

Space Requirements: _____

Inside Space _____ Outside Space _____

Electrical Requirements: _____

(Indoor electric is available for an additional \$50. Outdoor electric must be provided by the Exhibitor. Wi-fi will not be available from the Arena; please bring a hot spot should your booth require Internet).

☐ Yes, Please Send Info on Sponsorship Opportunities!!

**Vendor Fee will be waived if vendor is an event sponsor.*

BY SIGNING THIS APPLICATION, I AGREE TO THE RULES AND REGULATIONS ON PAGE 2.

All sponsorships, donations, and fees are to be paid to HBIAF c/o HBA, 10104 Old Olive Street Rd., St. Louis, MO, 63141. Payments may be dropped off in person at the HBA or may be mailed.

Please contact Kelley Pfeiffer with questions or to arrange payment drop-off (pfeifferk@hbastl.com, 314.817.5633). You may also contact Katie Vargas with questions (katie.vargas@fhdschools.org, 636.851.6433).

Signature _____

Title _____

Build My Future Rules & Regulations

1. **CONTRACT OBLIGATIONS:** No Exhibitor will be permitted to set up their booth until all fees are paid. All payments due by April 6, 2022.
2. **EXHIBITOR ELIGIBILITY RIGHT OF REFUSAL AND/OR CANCELLATION:** Build My Future reserves the right to determine the eligibility of any Exhibitor. In the event of non-acceptance, the fee shall be returned to the applicant. Once the applicant has been accepted, the full cost of the exhibit space is due and payable in the manner described in the fee schedule. Exhibits and the conduct of Exhibitors are subject to Build My Future's approval, which reserves the right to refuse the application of any company not meeting the required standards, as well as the right to curtail exhibits or parts of exhibits that detract from the character of the show. This also applies to displays, literature, advertising, novelties, souvenirs, and personal conduct of Exhibitors. Officers, employees, and agents involved in the management of the Build My Future Construction Career Day & Industry Showcase shall have full authority to interpret and enforce all rules and regulations governing Exhibitors. All matters and questions not specifically addressed in the rules shall be subject to final determination by Build My Future. The rules may be amended at any time by Build My Future upon notice to Exhibitors. In addition to any other recourse referenced in these rules and regulations, Build My Future may have recourse for the violation of any of these rules in any manner it deems appropriate, including expulsion of an Exhibitor from the show and suspension from futureshows.
3. **EXHIBIT SPACE:** For each 10 x 10 space, Build My Future shall provide one 6 foot table and two chairs. **BOOTH SIGNAGE WILL BE THE RESPONSIBILITY OF THE EXHIBITOR.**
4. **MOVE IN:** A fork lift and union-employed driver will be on-site during move in and tear down. **The Family Arena does not provide any other equipment to help with move in or tear down.** Please come prepared with any equipment you need to help move your product.
5. **UNOCCUPIED SPACE:** If the Exhibitor fails to occupy space contracted for, or fails to comply in any respect with the terms of these rules and regulations, Build My Future shall have the right to rent such space to any other applicant without releasing the original Exhibitor from paying the sum agreed to in the application and contract for exhibit space.
6. **FIRE SAFETY:** No combustible oils or gases may be used as part of the exhibit, nor will any open flames be permitted without prior written approval of the Fire Marshal. All electrical equipment used in conjunction with the display's installation, operation, and dismantling must be in good operating condition and able to pass the inspection of the local Fire Marshal. Storage of excess materials in hallways is prohibited.
7. **HELIUM BALLOONS:** Exhibitors cannot utilize helium balloons as décor or a part of their booth (per The Family Arena rules and regulations).
8. **EXHIBITORS LOUNGE:** An Exhibitors Lounge will be available for use by the Exhibitors. The Exhibitors Lounge will be located on the lower concourse of the Arena under sections 116 & 117. Snack items and water will be provided throughout the show.
9. **CARE OF FACILITY & EXHIBIT SPACE:** Exhibitor, whether indoor or outdoor, shall be responsible for any and all damage done to the facility or parking lot by such exhibitor, its agents, contractors, or employees. All property destroyed or damaged by Exhibitor must be placed in its original condition by the exhibitor or at the Exhibitor's expense no later than 24 hours after the occurrence of such damage or destruction. Walls, woodwork, and building floor must not be defaced or altered in any manner whatsoever. Tacking, taping, or nailing of signs, banners, etc., to any permanent walls or woodwork or beyond the limits of any background is prohibited. No nails or bracing wires used in erecting displays may be attached to the building. Each Exhibitor must keep their own space cleaned and their exhibit maintained in good order while the show is open to the public. The Family Arena personnel shall be responsible for maintaining the aisles and public areas.
10. **ELECTRIC NEEDS:** Access to 110 service will be supplied for each exhibit space located inside the building as ordered by each Exhibitor. Exhibitors will need to bring extension cords. Outdoor Exhibitors will need to bring their own generator(s), if needed. Any Exhibitors needing 220 service will need to contact the Build My Future Representatives in advance of the event and should be aware that such service may require an additional charge to the Exhibitor.
11. **EVENTUALITIES:** In case the exhibit hall should be destroyed by fire or the elements, or by another cause, or in case other circumstances shall make it impossible for Build My Future to permit the contracted space to be occupied by Exhibitor, the application and contract for exhibit space shall terminate and the Exhibitor shall waive any claim for damages or compensation.
12. **LIABILITY:** Neither Build My Future, the employees thereof, their agents or representatives; nor The Family Arena, the employees thereof, their agents or representatives; nor any member of Build My Future shall be responsible for any injury, loss, or damage that may occur to the exhibitor, or to the Exhibitor's employees or property from any cause whatsoever prior, during, or subsequent to the period covered by the application and contract for exhibit space; and the Exhibitor on signing the contract expressly releases the foregoing named Associations, Corporations, individuals, their agents and employees from any and all claims for such loss, damage, or injury.
13. **SET-UP OF EXHIBITS:** Hours for set up of exhibits are Tuesday, April 19, 2022, 8:00 am-5:00 pm and Wednesday, April 20, 2022, 7:00-8:00 am. Exhibitors will be assigned a move in time the week prior to the event.
14. **SHOW TIMES:** The Showcase will be open to the students from 9:00 am-2:00 pm on Wednesday, April 20, 2022. Exhibitor shall have representation inside his/her booth during all Showcase hours.
15. **REMOVAL OF EXHIBITS:** All exhibits must remain set up until 2:00 pm on Wednesday, April 20, 2022. Tear down will not begin until 2:00 pm (NO EXCEPTIONS). All exhibits must be completely removed by 7:00 pm on Wednesday, April 20.
16. **BOOTH ASSIGNMENTS:** Build My Future reserves the right to change or alter space assignments, floor plans, and show conditions without notice and at their sole discretion for the best interests of the Showcase.
17. **COMPLIANCE WITH LAWS:** Exhibitors shall comply with all local, city, state and federal safety, fire and health laws, ordinances, and regulations, including the Policies, Rules and Regulations of the Family Arena regarding the installation, dismantling, and operation of the exhibit.
18. **COPYRIGHTED WORKS:** Exhibitor acknowledges and agrees that it shall be solely responsible for obtaining any licenses, permits, etc., which may be required for it to broadcast, perform, or display any copyrighted materials including, but not limited to, music, video, and software. Exhibitor shall indemnify, defend, and hold harmless Build My Future, their directors, officers, employees, agents, and associations from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Exhibitor's breach of this provision. The terms of this provision shall survive the termination or expiration of this Agreement.
19. **AMERICANS WITH DISABILITIES ACT:** Exhibitor represents and warrants that its exhibit and product/service information shall comply with the Americans with Disabilities Act, its regulations, and guidelines (collectively "ADA"). Exhibitor shall indemnify, defend, and hold harmless Build My Future and its directors, officers, employees, agents, and associations from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Exhibitor's breach of this provision or noncompliance with any provision of the ADA.
20. **LEGAL ACTION:** Any legal action by an Exhibitor against Build My Future related to these rules must be brought in Circuit Court of St. Charles County, Missouri, and Exhibitor's sole remedy is limited to exhibition fees actually paid by the exhibitor, and indirect or consequential damages may not be sought. Should any litigation arise out of this Showcase, the Exhibitor shall pay all costs and reasonable attorney's fees incurred by Build My Future and/or the co-sponsoring agencies if they are the prevailing party.
21. **INSURANCE AND HOLD HARMLESS AGREEMENTS:** Each Exhibitor is required to have Public Liability Insurance to protect against possible claims arising out of the operation of this exhibit - this includes coverage for allowing students to operate equipment. Fire, theft, liability, and extended coverage insurance is not provided by Build My Future or The Family Arena. Exhibitor may obtain such coverage at its own expense. Exhibitor shall, promptly after entering into this Agreement and in all events prior to the Showcase add the Greater St. Louis Home Building Industry Advancement Fund to their general liability insurance policy as an additional insured, which coverage shall be primary and not contributory. Greater St. Louis Home Building Industry Advancement Fund reserves the right to request proof of coverage. Exhibitor remains responsible for all property brought into the Showcase and shall bear the sole risk of loss for that property. Exhibitor shall indemnify and hold harmless Build My Future, Greater St. Louis Home Building Industry Advancement Fund, and its directors, agents and employees from any damages caused by theft or other perils normally covered by extended coverage, liability, theft, or fire policies, as well as for all claims, losses, liability, or damages for injury, death, or property damage that may arise from activities of the Exhibitor, its employees, agents, invitees, and licensees.
22. **Exhibitor hereby represents and warrants to Build My Future that the Exhibitor has taken all steps reasonably necessary to ensure the sound engineering and structural integrity in its exhibit design and the proper construction and safety of the exhibit itself, as erected.**
23. **AMENDMENTS:** Build My Future has full power to interpret or amend these rules. Whatever these rules do not cover, Build My Future reserves the right to make rules to be in the best interest of the Showcase, and the Exhibitor agrees to accept and abide by such rulings.