



From the President...



What a year 2021 has been! It's been quite a challenge to wade through all the restrictions and safety precautions not to mention scheduling events for our members.

Even with all the challenges that occurred over the past two years, we have four board members who have agreed to stay on the board for another three year term. Thanks goes out to: Gerb Smith, John Cook, Brian Bowles and Phil Brennan. Their input and dedication has been much appreciated. We are hopeful that 2022 will allow us to move forward and return to normal once again.

Our Annual Christmas Party, scheduled for Friday, December 17, 2021 at the Holiday Inn in downtown Dubuque is just around the corner! We included a reservation form in this newsletter for your convenience and includes all the details for this event. Reservations are due soon so please return your reservations today. Feel free to call the office with any questions!

The 2022 membership dues are due by the end of January 2022. A membership renewal form can be downloaded from our website at www.dubuquehomebuilders.com. Thanks to all who have already returned their updated forms and dues.

The Greater Dubuque Home and Builders Show is scheduled for the last weekend in February 2022. The committee has been hard at work making plans and contacting vendors for the show. If you are interested in a spot at the show, please reach out to the office and a packet will be sent to you. Or, to make the process easier, you can sign up on our website at dubuquehomebuilders.com. We will be reaching out for some volunteer help for various positions during the show. See the information enclosed for an update from the committee.

If any of you have information you would like to share with our group, feel free to contact Julie either via email at dbqhba115@gmail.com. We'd love to share the news with the membership!

Gerb Smith
Board President

Key Dates...

December...

Monday, December 13—Board Meeting

Friday, December 17—Christmas Party at the Holiday Inn in downtown Dubuque

January 2022...

Monday, January 3—Annual and Board Meeting

Note: NO GENERAL MEETING IN JANUARY

February...

Monday, February 7—Board Meeting

Tuesday, February 8—Dinner at Timmerman's Supper Club—Details to come

Friday through Sunday, February 25-27, 2022—Greater Dubuque Home & Builders Show, Grand River Center



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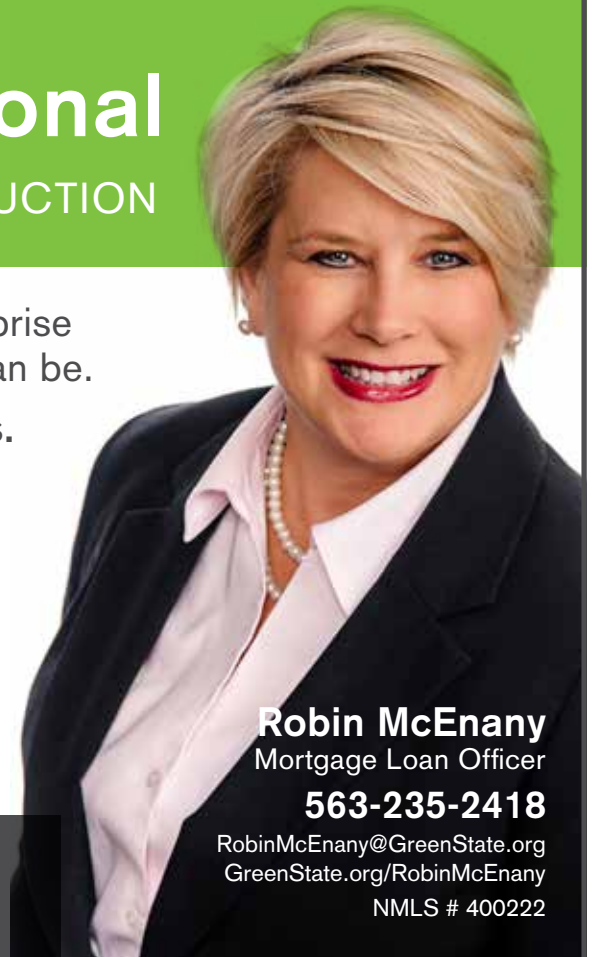
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2021 Board of Directors...

President—**Gerb Smith**, *Smith Home Gallery & Cabinet Works*
Vice President—**Joel Mozena**, *Mozena Construction*
Treasurer—**John Cook**, *Spahn and Rose Lumber, Dubuque*
Secretary—**Rick Barton**, *Barton Construction & Painting*
Social Director—**Angie Arensdorf**, *Gerhard's Kitchen & Bath*
Board Member—**Mark Ernst**, *Black Hills Energy*
Board Member—**Phil Brennan**, (Retired) *Dubuque Bank & Trust*
Board Member—**TJ Runde**, *Runde Electric*
Board Member—**Brian Bowles**, *Spahn and Rose Lumber, Dubuque*
Board Member—**Fred Kuhl**, *Top Notch Plumbing, Heating & Electrical*
Executive Director—**Julie Kinsella**

Mission Statement..

Dubuque Homebuilders and Associates is a non-profit trade organization formed to promote and enhance the professionalization of home building and associated businesses in the tristate area. Our goal is to achieve continuity and communication among builders, sub-contractors, suppliers, financial institutions and local government to network for community growth and development

BOARD MEMBERS ELECTION

CONGRATULATIONS to our returning Board Members!
John Cook, Gerb Smith, Brian Bowles and Phil Brennan



Welcome!

Cabinet designer Molly
Deutsch to assist with all
your cabinet needs.



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Seasons Greetings

hosted by the Dubuque Homebuilders and Associates

friday, december 17, 2021 • holiday inn dubuque

450 main street • dubuque, iowa

cocktails 5:00pm • dinner 7:00pm

buffet style • carving station

cost is \$40 per person

dressy casual attire

reservation form due by december 3, 2121



SAVE THE DATE

Join us for a Dinner Party

Hosted by Dubuque Homebuilders & Associates

Tuesday, February 8, 2022

(will replace the normal General Meeting)

Menu details to come

Cocktails start at 6:00, dinner at 7:00



Timmerman's Supper Club
7777 Timmerman Drive
East Dubuque, Illinois

RSVP • Call the office at 563.582.4553

Just a reminder

2022 Dues are Due!



A copy of the **annual membership renewal form** can be downloaded from our website at www.dubuquehomebuilders.com. Remember that membership dues run on a calendar year, are not prorated and will expire at the end of December.

If you have not yet returned your membership dues, please complete the form and return by the end of January 2022.

If you know of someone who you feel would benefit from becoming a member, please share the membership form or let us know so that a form can be sent to them.

We welcome new members!



The committee for the **Greater Dubuque Home & Builders Show** has been busy at work calling past, current and potential new vendors for the show. We have received great response from many vendors and are excited to host our first home show. Note that each current DBQ Homebuilders member received a

copy of the paperwork in the hopes that some would agree to become a show vendor. If you are interested in becoming a vendor, or wish to participate again, please reach out to one of the committee members listed below and a packet will be mailed to your attention. You may also download this information from our website at www.dubuquehomebuilders.com. Note that all members who participate receives a member discount on the booth space.

One of the committee's ideas is to create a "builders booth" in which building members would volunteer one to two hours of time to answer questions in the booth. If you are interested in signing up for an hour or two, please reach out and let us know!

We are also looking for volunteers to help out at the show. We will need help in all areas of the show including ticket sales, vendor check-in, sign-up, set-up, tear down, etc. If interested, please email dbqhba115@gmail.com or talk with one of our board members

Lastly, we thank all of our members and past exhibitors and look forward to working with every one in the future. Should you have any questions, comments and/or concerns, please feel free to contact one of the committee members listed below.

John Cook

Committee Chairman
Spahn & Rose

Rick Barton

Barton Construction
& Painting

Mark Ernst

Black Hills Energy
Julie Kinsella (Executive Director)

TJ Runde

Runde Electric

Joel Mozena

Mozena Construction

Dubuque Homebuilders & Associates

Christmas Party Invitation

Seasons Greetings

It's the most wonderful time of the year. We are so grateful for all our members and wanted to take a moment to share the details about our Annual Christmas Party.

Our Christmas Party will be held at the Holiday Inn Dubuque, 450 Main Street in downtown Dubuque. The Christmas Party is scheduled for Friday, December 17, 2021 with cocktails beginning at 5:00, dinner at 7:00, and program directly after. We will enjoy the Blue Moon Ballroom, located on the bottom level of the hotel, directly off the parking ramp.

We do have a block of rooms reserved at a reduced rate per night. If you are interested in reserving a room for the evening of the party, please call the Holiday Inn, 563.556.2000 and mention that you will be attending the Dubuque Homebuilders Christmas Party.

The reservation form is enclosed with this letter. Please return the form, listing all the names included in your reservation (note that tables can be set as tables of 8 or 10), and return to the office no later than **Friday, December 3, 2021**.

Refunds will not be accepted after this date.

We look forward to spending an evening with you full of fun, laughter, and good cheer!



Dubuque Homebuilders & Associates

Christmas Party Invitation

Friday, December 17, 2021 • 5pm-11pm • Holiday Inn Dubuque, 450 Main Street

COMPANY: _____

CONTACT: _____ PHONE: _____

Dinner will be served buffet style and includes a carving station.
Please list guest names in your group. Tables are 8 or 10 places per table. Please print clearly.

Name	Name	Name
Total Number of Guests: _____ X \$40.00 each = \$ _____		
Number of Giveaway Basket Sponsorships: _____ x \$45.00 each = \$ _____		
GRAND TOTAL: \$ _____		

Should you wish to sit with a specific guest, please indicate below and we will do our best to accomodate your request.

RESERVATIONS ARE DUE ON OR BEFORE DECEMBER 3, 2021

NO REFUNDS AFTER DECEMBER 3, 2021

HBA Member Exhibitor Rental Agreement



February 25, 26, & 27, 2022
Grand River Conference Center, 500 Bell Street, Dubuque, IA 52001

Exhibitor: _____
(name as it will appear on all marketing materials and booth signage)

Contact Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Booth Sizes	Fee
Booth 10' X 10'	\$600 each
Booth 8' X 10'	\$600 each
Booth 8' X 15'	\$880 each
Booth 10' X 15'	\$880 each
Payment Schedule:	
<ul style="list-style-type: none"> • 50% of total is due upon receipt of contract • Total balance to be paid no later than January 15, 2022. • Full total due with contract if sign up occurs after January 15, 2022. • Any sign up after January 15, 2022 is based on the the full \$600/ booth rate. No exceptions. 	

To reserve your same booth as a previous vendor, **50% of Full Payment** must be received by **November 15, 2021**. After **November 15, 2021**, ALL booths will be released for purchase.

EARLY BIRD DISCOUNT:
\$50 (total) if FULL PAYMENT is received by September 1, 2021.

Number / Booth Size: _____

Previous Exhibitor, same booth as last year? _____

Booth location 1st preference: _____

2nd preference: _____

Total due for booth space(s):	
50% due by November 15, 2021:	
Early Bird Discount of \$50 (total):	
HBA Membership Discount (before January 15, 2022):	-\$100.00
Remainder due by February 1, 2022	

The Dubuque Homebuilders & Associates and the Greater Dubuque Home & Builders Show will provide to our exhibitors, to the best of our ability, a setting conducive to promoting a professional business atmosphere. However, the Dubuque Homebuilders & Associates, hereinafter DBQHBA, reserves the right to sell any booth space to a qualified business regardless of business location or competitiveness with other exhibitors. DBQHBA has appointed a management team (Greater Dubuque Home Show Management Team) and has assigned to the team all responsibilities for enforcement of this contract.

By signing this agreement, the Exhibitor states that the Exhibitor has read and agrees to all the terms and conditions associated with renting a space at the Greater Dubuque Home & Builders Show. The Exhibitor agrees that in the event of default, including non-payment or any obligations specified in this agreement, and that Dubuque Homebuilders & Associates places a claim in the hands of an attorney, the Exhibitor will pay reasonable DBQHBA attorney fees and all other costs incurred by DBQHBA in connection with DBQHBA's claim against the Exhibitor.

Exhibitor Signature: _____ Date: _____

DBQHBA Representative: _____ Date rec'd: _____

2022 GREATER DUBUQUE HOME AND BUILDERS SHOW TERMS & CONDITIONS

When signed by an authorized representative, this Agreement indicates that the Exhibitor has read these Terms and Conditions and agrees to be bound by them. The DBQHBA reserves the right to final and binding interpretations of the Agreement, the Exhibitor's Code of Conduct and the Exhibitor Packet. During show hours, it is the responsibility of each Exhibitor to keep its space staffed with persons properly attired and knowledgeable about the products and/or services on display as well as the policies of the Exhibitor. Exhibitors are prohibited from smoking in conference area. Drinking of alcoholic beverages is prohibited in booths. The character and nature of all exhibits are subject to the approval of the Greater Dubuque Home and Builders Show Management which reserves the right to modify, curtail or terminate exhibits which reflect unfavorably on the DBQHBA, the character of the Show or which offend the community. These rights extend to advertising materials, literature, souvenirs and novelties. Should such action be taken against an Exhibitor, no refund of any kind shall be made.

SHOW DECORATOR: Booth Furnishings: rental of tables, chairs, equipment, electrical, or miscellaneous equipment is available through the Grand River Conference Center. An electrical and misc equipment form is included in this packet. Please complete and return to: Grand River Conference Center, 500 Bell Street, Dubuque, IA 52001 Phone: 563.690.4500.

ADVANCE ORDER DEADLINE: February 1, 2022

MOVE-IN DAYS AND HOURS: Thursday, February 24, 2022, 8am–5pm and Friday, February 25, 2022, 8am–2pm. **Friday CARRY IN BY HAND OR CART ONLY!** Move-in must be completed by 3:00pm on Friday, February 25, 2022. Make sure to clear all trash, boxes, crates, etc. from the aisles on Friday, February 25th by 3:00 pm. If you need additional time, please make special arrangements with Greater Dubuque Home Show Management Team.

MOVE-OUT DAYS AND HOURS: Sunday, February 27, 2022, 4:01pm–8:00pm, and Monday, February 28, 2022, 8:00am–5:00pm. **No exhibit can be removed, even in part, until it is announced over the public address system that it is permissible, listen for the announcement—it will be loud and clear!** During Move-Out everything that your company brought to the Show must be removed or disposed of after the Show. If not, there will be a charge to your company for cleanup.

SHOW HOURS: Friday, February 25, 2022, 4:00pm–8:00pm; Saturday, February 26, 2022, 10:00am–5:00pm; Sunday, February 27, 2022, 11:00am–4:00pm. *You must staff your booth each day from show open to show close. Leaving early is a violation of your signed contract.

ACCOUNT BALANCES: Final payment for exhibit space must be made by **January 15, 2022**. Dubuque Homebuilders & Associates reserves the right to refuse entry to any exhibitor whose account has not been paid in full. Contracts received after the final payment due date may result in a revised space assignment. The Exhibitor may not cancel, transfer or sublease any space contract. All exhibits must be contained within the parameters of their assigned space.

PARKING: All box trucks and trailers (not vans) are required to park in the north parking lot (outside) designated by Grand River Conference Center. Vehicles may unload their product, equipment, etc. at the building, but quickly move to these designated areas after unloading. Throughout the scheduled event, if trucks need to restock, opportunities for unloading will be accommodated. No parking will be allowed adjacent to occupied buildings.

EXHIBITOR ENTRY: Exhibitors are required to identify yourself as an authorized exhibitor at the Check In Booth. A list of booth helpers must be provided by Exhibitors prior to the start of the show. If a name is not on the list from an Exhibitor, an admission ticket must be purchased in order for that person to enter the show.

CHECK IN BOOTH: Our Check In Booth will open on Thursday, February 24 at 8:00am. When you arrive to move-in, please check in and pick up your exhibitor packet. The Check In Booth will remain open through the end of the Show, on Sunday, February 27th.

FLOORING: Flooring (carpet) is installed throughout the conference center. Any damage to the Conference Center flooring will be repaired at the exhibitor's expense.

TABLE COVERINGS: It is mandatory that all tables are properly skirted. Skirting must go from the edge of the table to the floor on all **VISIBLE** sides. All skirting must be pressed and neat. Use of plastic table cloths,

sheets, shower curtains or any type of "makeshift" table cloths is not permitted. We strictly enforce this and will skirt all incorrectly skirted tables at the exhibitor's expense. All inventory and personal items must be stored **COMPLETELY OUT OF SIGHT**. Your booth should look professional and inviting to the attendee.

BOOTH INFORMATION, RULES & REGULATIONS: Exhibit booths will have an 8' draped back wall. On each side, a draped side rail will extend from the back of the booth to the front of the booth at a height of 3'. Drapes are colored black, with the conference center provided carpet. Exhibitors can build their booth to the maximum height of 8 feet. This includes back wall and sidewalls. One identification sign will be issued to each exhibitor. Your sign will read exactly as your booth was contracted. Building over the aisle is prohibited and you cannot hang a sign of any kind over the aisle. **Please Note: Tents are allowed as a part of your display**

STAFFING YOUR BOOTH: All exhibitors are expected to be in their booths during all published show hours, as we do receive consumer complaints about un-manned displays. Our visitors pay an entrance fee and expect to be able to do business with our exhibitors at any time during show hours. If you are in violation of this rule, your company may not be permitted to exhibit with us in the future.

DEMONSTRATIONS AND HANDOUTS: Exhibitors demonstrating products and/or distributing marketing materials, product samples or souvenirs are not permitted to do outside the confines of their rented exhibit area. Working in the aisle is strictly prohibited and will be enforced by Dubuque Homebuilders & Associates. This includes any mascots. **ALL FOOD SAMPLING MUST BE APPROVED BY Dubuque Homebuilders & Associates.**

SIGNS: Sign height over 8' (top of sign) must be approved by Dubuque Homebuilders & Associates. and must be hung by the Grand River Conference Center staff. Fastening signs to the walls or floors with the use of thumbtacks, scotch tape, screws, nails, bolts or any other materials is strictly prohibited.

ELECTRICITY: Electrical services are available through the Grand River Conference Center. An order form is included in this packet. Please complete the form and return to the Grand River Conference Center, 500 Bell Street, Dubuque, IA 52001.

MUSIC, PHOTOGRAPHS & OTHER COPYRIGHTED MATERIALS: Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in exhibitor's booth or display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to the Dubuque Homebuilders & Associates proof that the exhibitor has, or does not need, a license to use such music or copyrighted material. Dubuque Homebuilders & Associates reserves the right to remove from the exhibit all or any part of any booth or display which incorporates music, photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor holds all required licenses. The exhibitor is liable for all claims, causes of action, suits, damages, liability, expenses and costs, including reasonable attorney's fees, arising from or out of any violation of infringement (or claimed violation or infringement) by exhibitor, exhibitor's agent or employees of any patent, copyright or trade secret rights or privileges. Exhibitor shall pay, defend and indemnify and hold DBQHBA harmless from such claims.

SECURITY: Grand River Conference Center does not provide security for the show floor during move-in, move-out, show hours and overnight. Neither Dubuque Homebuilders & Associates nor the Grand River Conference Center is responsible for lost, damaged or stolen articles. We encourage you to take all valuables with you when the show closes each evening. A tarp/ sheet covering your booth after show hours goes a long way in securing your belongings. Report anything of a suspicious nature to Dubuque Homebuilders & Associates and/or Grand River Conference Center. Ensure you are adequately insured.

INSURANCE: Dubuque Homebuilders & Associates is insured against public liability and property damage claims arising out of the conduct of the show. This insurance does not cover exhibitors' property, which is placed on display at the exhibitor's risk. Every reasonable precaution will be taken to protect exhibitors' properties, but Dubuque Homebuilders & Associates assumes no responsibility for any losses due to fire, theft, robbery, damage, accident or other causes.

BUILDING REGULATIONS

Smoking Regulations: No smoking is permitted inside the Grand River Conference Center.

Alcohol/Drugs Regulations: No alcohol may be consumed on show site other than during designated times and locations as specified in this Exhibitor Information Packet and/or on posted signage by the show facility. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees or anyone else working at or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

Sale of Merchandise at the Show: All Exhibitors are reminded that to sell products "cash and carry" during the show Exhibitors are responsible for obtaining any such permits as required. Only merchandise approved by the DBQHBA may be sold. No food or drinks may be sold without the approval of the Greater Dubuque Home Show Management Team and Grand River Conference Center. Local Iowa Sales tax is 7%.

Helium items: No exhibitor will be permitted on the roof of the building for the purpose of installing aerials or for any other reason. **NO HELIUM, PROPANE OR GAS CONTAINERS ARE ALLOWED BY ORDER OF THE GRAND RIVER CONFERENCE CENTER. HELIUM FILLED BALLOONS ARE NOT ALLOWED TO BE GIVEN OUT TO VISITORS OR BE A PART OF YOUR DISPLAY.**

Fire Regulations: All material used in the construction and decoration of an exhibit must be flame retardant and must conform to local fire regulations. This includes scenery, backdrops, drapes, table and dust covers. No hazardous material will be permitted in an exhibit. Access to fire exits and alleys must remain open at all times.





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Contact Information...

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email: dbqhba115@gmail.com
website: dubuquehomebuilders.com
facebook:
[dubuque homebuilders and associates](https://www.facebook.com/dubuquehomebuildersandassociates)

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