

February 16 – February 18, 2024

For over 33 years, the Dubuque Homebuilders & Associates has been involved with the production of a Home Show in the Dubuque area. This show continues to attract visitors from the tri-state area providing an avenue for our members to showcase services in the homebuilding industry.

We are excited to announce that the 2024 Greater Dubuque Home and Builders Show will be produced by the Dubuque Homebuilders & Associates Association. We are hard at work preparing to make this show one of the best in the local area. The show will continue to provide visitors an opportunity to visit with our exhibitors to discuss and plan home projects. Our exhibitors provide the latest advancements in the building industry and help visitors with many options to complete their home improvement projects.

The Greater Dubuque Home and Builders Show Management Team is here to help make the home show the best it can be for our exhibitors. A few of the changes include but are not limited to:

- We are in the process of creating many new opportunities to attract more visitors to our show.
- We are expanding on the multi-media campaign to increase exposure and reach additional potential visitors through additional advertising avenues.
- We have a vendor networking reception on Friday evening after the show closes.
- A grill cooking demonstration is scheduled throughout the show hours.
- Kid's activity booth is available.
- We are changing the format to include demonstrations as well as seminars from our exhibitors on the main floor.
- We are offering booth discounts for members of the Dubuque Homebuilders & Associates.
- And more to come

One of the easiest and most cost-effective ways to promote your product and contact information to buyers is through attending a trade show. We invite you to consider exhibiting at our 2024 Greater Dubuque Home and Builders Show.

The enclosed information provides details for the show and will hopefully answer most of your questions. We are available at the phone number and email address listed below should you have additional questions and/or concerns.

We look forward to seeing you at our 2024 Greater Dubuque Home and Builders Show at the Grand River Conference Center in Dubuque, Iowa on February 16–18, 2024.



Show Hours:

Friday, February 16, 2024 4:00–8:00pm
Saturday, February 17, 2024 10:00–5:00pm
Sunday, February 18, 202 11:00–4:00pm

DUBUQUE HOMEBUILDERS & ASSOCIATES

The Greater Dubuque Home & Builders Show is managed by:

Dubuque Homebuilders & Associates

PO Box 1352

Dubuque, Iowa 52004-1352

P: 563.582.4553

dbqhba115@gmail.com

SHOW TEAM

Joel Mozena	Committee Chair	Mozena Construction	
Rick Barton	Show Committee Member	Barton Construction	
John Cook	Show Committee Member	Tri-State Building Supply	
Mark Ernst	Show Committee Member	Black Hills Energy	
TJ Runde	Show Committee Member	Runde Electric	
Julie Kinsella	Show Office Administrator	dbqhba115@gmail.com	566.582.4553

SHOW FACILITY

The Greater Dubuque Home & Builders Show is held at:

Grand River Conference Center

500 Bell Street | Dubuque, IA 52001 P: 563.690.4500

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, 2024

MOVE-IN | MOVE-OUT DAYS AND HOURS

MOVE-IN DAYS AND HOURS

Thursday	February 15, 2024	8am – 5pm
Friday	February 16, 2024	8am – 2pm

Friday CARRY IN BY HAND OR CART ONLY!

Move-in must be completed by 3:00pm on Friday, February 16, 2024. Make sure to clear all trash, boxes, crates, etc. from the aisles on Friday, February 16th 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 18, 2024	4:01pm – 8:00pm
Monday	February 19, 2024	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 16, 2024	4:00pm – 8:00pm**
Saturday	February 17, 2024	10:00am – 5:00pm**
Sunday	February 18, 2024	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.

**Show times are yet to be confirmed.

ACCOUNT BALANCES

Final payment for exhibit space must be made by **January 15, 2024**. 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 16 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 19th.

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 with your Exhibitor Form.

MICROPHONE, AUDIO EQUIPMENT & MUSIC

Use of microphones, audio equipment and musical instruments is permitted, however, sound levels must be kept at a volume that management deems reasonable. Violators will receive one warning. If there are more problems with volume, Greater Dubuque Home Show Management Team reserves the right to prohibit the exhibitor from using sound equipment for the remainder of the show.

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 Greater Dubuque Home Show Management Team 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

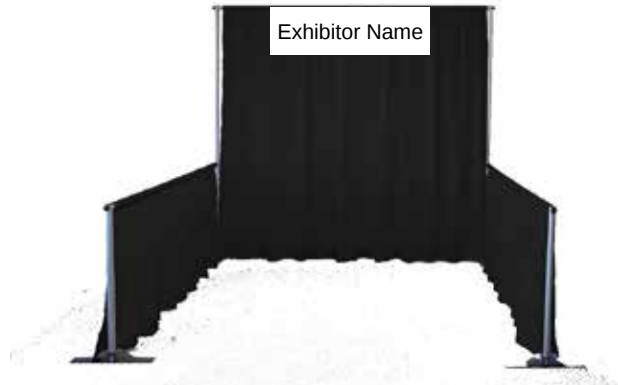
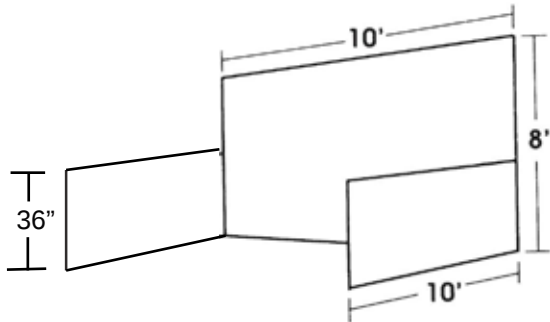
No exhibitor will be permitted on the roof of the building for the purpose of installing aerials or for any other reason. **NO HELIUM, PROPANE OR GAS CONTAINERS ARE ALLOWED BY ORDER OF THE GRAND RIVER CONFERENCE CENTER. HELIUM FILLED BALLOONS ARE NOT ALLOWED TO BE GIVEN OUT TO VISITORS OR BE A PART OF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

BOOTH INFORMATION



10' X 10' Booth Size \$600.00

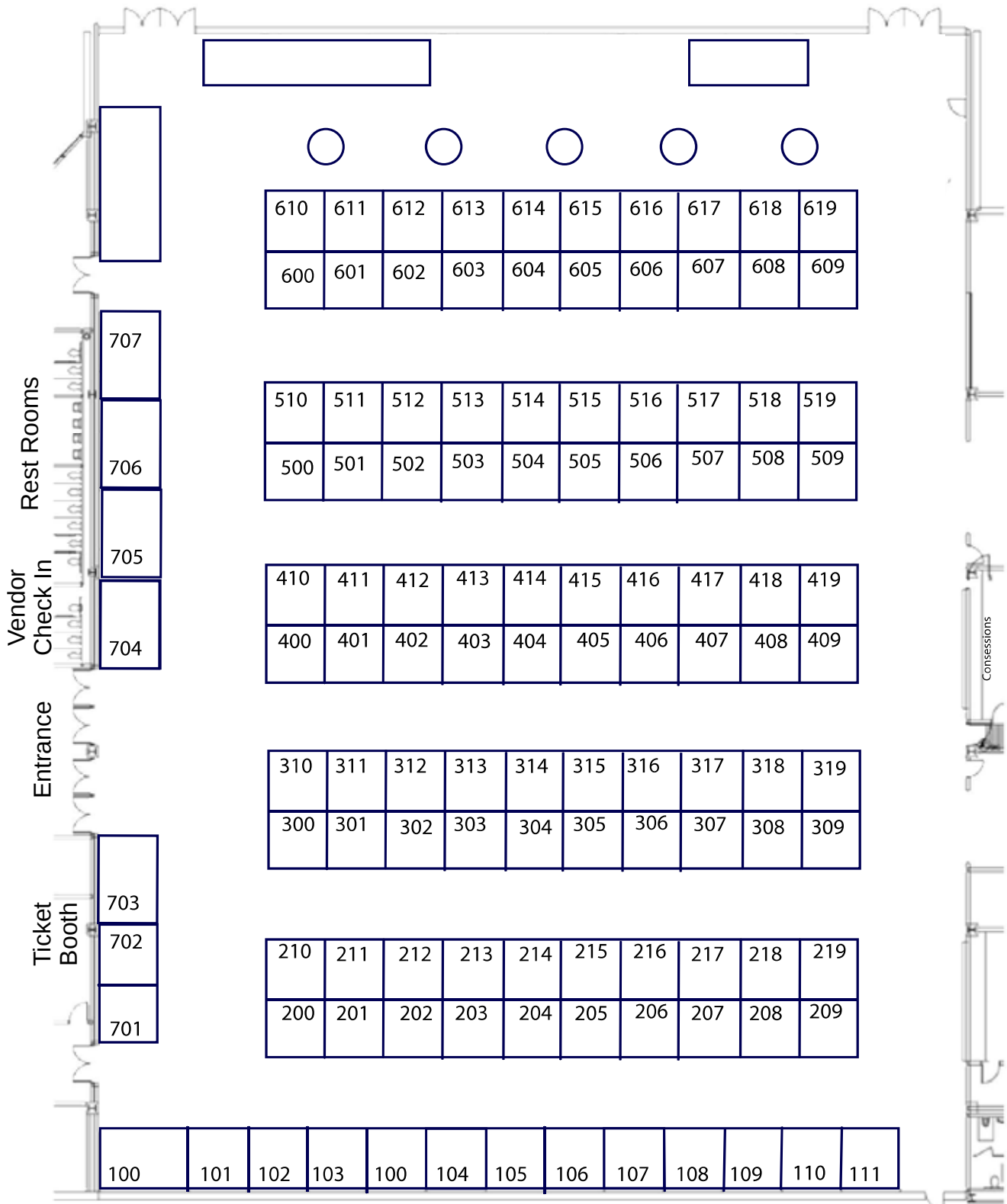
10' X 15' Booth Size \$880.00 (booths #100, 703 & 707)

Price includes the cost to rent one standard size and decorated booth with draping and one single line exhibitor name sign.

Any electric service, tables, chairs and any miscellaneous equipment are not included in the booth rental. Exhibitor to complete and return the Electrical Service Form to the Grand River Conference Center.

Note that the Dubuque Homebuilders & Associates reserves the right to modify the layout of the show as necessary and without notice.

FLOOR PLAN



ELECTRICAL FORM



Exhibitor Name: _____ Booth Number: _____

Quantity	Electrical Service	Price	Day of Show Price	Total
	120v, 20 Amp	\$30.00	\$36.00	
	208v, 30 Amp 1-Phase	\$75.00	\$90.00	
	208v, 30 Amp 3-Phase	\$100.00	\$120.00	
	Additional extension cords	\$10.00	\$12.00	
	Multi strip	\$10.00	\$12.00	
	Phone line	\$35.00	\$42.00	
	Banner hanging	\$100.00	\$200.00	
			Tax 7%	
			Total	

Credit Card Information:

Credit card number: _____ Expiration dates: _____ CVS code: _____

Name on credit card: _____ Type of card: _____

If paying by check: Check Number: _____

- All 120v services above 20 amps and all 208v services are subject to time and material charges in addition to the installation fee.
- All fees must be received 3 days prior to state of show date. Any orders made within 3 days of the show date will be charged per the Day of Show Price.
- Please make checks payable to the Grand River Center.