

E-mail: [bbx@billingsplanroom.com](mailto:bbx@billingsplanroom.com)

Website: [www.billingsplanroom.com](http://www.billingsplanroom.com)

Thank you for your interest in the Billings Builders Exchange. We are the planroom in Billings. We receive plans and specifications from various Architects, Engineers and Government Agencies for commercial construction projects. We service Montana, Wyoming, North and South Dakota. We publish information on construction projects that we currently have and future projects in our planroom and our online service.

Offices of the Exchange are open from 8:00 a.m. to 5:00 p.m. and through the lunch hour each week, Monday through Friday. The plans and specifications that we have in our planroom are available to our members during office hours and are also available on our website 24 hours a day 7 days a week. These plans and specifications may be "checked out" week nights from 4:30 p.m. until 8:00 a.m. the following morning and on weekends from Friday to Monday, same times.

Please complete the attached Membership application and return it to our office along with your annual dues. By doing so you agree to the membership requirements.

We publish a Directory, Which can be accessed on our website ([www.billingsplanroom.com](http://www.billingsplanroom.com)) It contains an alphabetical and categorical listing to our members, along with a list of Architects, Engineers and all Government Agencies that service the Billings Builders Exchange, and a list of FAX numbers. Attached you will find a key to our classified listing. Please circle the categories that you wish to be listed under in the Directory, and return it with your application and your annual dues.

Now all plans, specs, Addenda and Planholders Lists as well as bid results can be viewed on our website at [www.billingsplanroom.com](http://www.billingsplanroom.com) . When you return your application be sure to ask for your username and password.

We also sell advertising. For more information on our advertising, please call the Exchange Office.



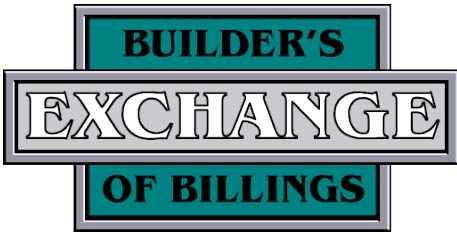
## PLANROOM PROCEDURES

To insure an efficient operation in the interest of all members:

1. **THE BUILDERS EXCHANGE MEMBERSHIP IS RESTRICTED TO A SINGLE BUSINESS AND THEIR EMPLOYEES ONLY. NOT SUPPLIERS OR SUBCONTRACTORS DOING BUSINESS WITH A MEMBER. ANY VIOLATIONS OF THIS RULE WILL RESULT IN MEMBERSHIP TERMINATION.**
2. Plans may be checked out overnight by members from 4:30 p.m. to 8:00 a.m. the next week-day morning; or from 4:30 p.m. on Friday to 8:00 a.m. the following Monday morning. It is very important that you return your plan **ON TIME**. It is not fair for someone who is here at 8:00 waiting to see a plan to wait until 8:30 or later to use it.
3. Members may only check out a set of plans **One** time. If a plan is available after you've checked it out once, you may only check that plan out again if no one else wants it. This enables everyone to get a chance to check out and use popular plans.
4. please return all materials to the bins around 4:30 to accommodate night reservations
5. Once you have check out a plan and brought it back at 8:00 a.m., you may not sit down and use that particular plan—thus giving everyone else a chance to use that plan.
6. if you are using a plan here at the Exchange and you decide to go to lunch, you surrender that plan for someone else's use. This is the reason we are open over the lunch hour—so that everyone has a chance to use all plans.
7. **Please don't write or color on Plans!!!** If you feel it is necessary to mark a plan, then it is your responsibility to let us make of copy of the plan sheet on our large copy machine. Also, try not to rip or tear plans and spec books. If you accidentally damage a plan sheet or spec page, **Repair it!!** These are **Not** our plans. They are on loan to us from the Architects and Engineers. We must return the plans to them. Please help us keep them intact.
8. All memberships are presumed to be renewed each year. In the event you wish to cancel you are responsible for dues until the date of the notification. Non cancellation in no way voids obligation to pay for months you enjoyed membership and weekly bulletin privileges.

Please help us by abiding by these rules. We strive in being an organized, smooth operating planroom. Thank you for your cooperation.

QB	_____	Kerrio	_____
Blue	_____	Green	_____
Access	_____		



2050 Broadwater Ave, Suite A - Billings, MT 59102  
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 E-mail: [bbx@billingsplanroom.com](mailto:bbx@billingsplanroom.com)  
 Website: [www.billingsplanroom.com](http://www.billingsplanroom.com)

Annual Membership Dues are \$275.00 Per Year.  
 Your Dues are good for 1 year from the date you join.

Date: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

P.O. Box: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Online Login Information

First & Last Name \_\_\_\_\_  
 Username: \_\_\_\_\_  
 Password: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Username/Password must be at least 4 Characters

First & Last Name \_\_\_\_\_  
 Username: \_\_\_\_\_  
 Password: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Username/Password must be at least 4 Characters

Description of Work you Do – or the Products you sell:

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\$275- Membership Dues with an **E-mailed Bulletin** Allows you access to the Builder's Exchange as well as **full online access to view blueprints, specifications and addenda's**. You will receive an **Electronic copy of our Weekly Bulletin**. This will be e-mailed out on Thursday Morning.

The Dues for one year are payable in advance, which will entitle you to Full Access to our website as well as Plan-room services at the Builders Exchange.

**The Builders Exchange Membership is RESTRICTED to a single business and their employees ONLY. Not suppliers or subcontractors doing business with a member. Any violations of this rule will result in membership termination.**



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## Classified Membership Key

1. Acoustical	46. Glass & Glazing	91. Steel Supply & Fabrication
2. Air Conditioning Installation	47. HVAC Systems & Test/ Adj/ Bal	92. Steel Vinyl Siding
3. Air Conditioning Supplies	48. Hardware	93. Tele-Comm, Network Installation
4. Appliances	49. Heating Installation & Service	94. Temporary Water Systems
5. Asbestos Abatement	50. Heating Supplies	95. Tile, Terrazo
6. Boiler Works	51. Insulation	96. Trusses
7. Brick, Stone	52. Insurance: Bonds, Financing	97. Tunneling & Boring
8. Building Materials	53. Instrumentation	98. Underground Utilities
9. Cabinets	54. Iron, Steel, Misc.	99. Unions
10. Cement Products, Concrete	55. Laminated Wood Products	100. Ventilation Installation & Services
11. Chlorination-De-Chlorination	56. Landscaping & Leveling	101. Ventilation Supplies
12. Consultants	57. Laundry Equipment	102. Wall Coverings
13. Contactors-General	58. Lumber, Wood Products	103. Water Treatment
14. Commercial Audio	59. Masonry	104. Waterproofing
15. Commun System Design	60. Masonry Supplies	105. Welding
16. Concrete Sawing & Drilling	61. Metal or Steel Buildings	106. Windows
17. Construction Final Clean-up	62. Millwork	107. Hardware, Locks & Security
18. Controls	63. Ornamental Steel	108. Leak Location - Backflow Testing
19. Crane Service	64. Painting & Decorating	109. Underground Line Locating
20. Demolition	65. Painting Supplies	110. Tuckpointing, Caulking
21. Disaster/Restoration	66. Paving Contractors	111. Cold Formed Metal Framing
22. Doors	67. Plastering Contractors	
23. Drafting Services	68. Plastics	
24. Drilling, Trenching, Boring	69. Plumbing Installation & Services	
25. Drywall installation	70. Plumbing Services	
26. Dust Control	71. Pre-cast Concrete Products	
27. E.I.F.S.	72. Pressure Testing	
28. Electrical Installation & Service	73. Promotional Logo Sales	
29. Electrical Supplies	74. Pumps, Installation & Service	
30. Elevators	75. Rain Gutters	
31. Environmental	76. Refrigeration, Installation & Service	
32. Equipment, Sales & Service	77. Refrigeration Supplies	
33. Excavation	78. Rental Equipment	
34. Factory Representatives	79. Roofing Contractors	
35. Fences Installation & Supply	80. Roofing Supplies	
36. Fireproofing, Spray on	81. Sand & Gravel	
37. Fire Protection	82. School & Office Supplies	
38. Fireplace Supply & Installation	83. Sealers	
39. Fixtures: Furniture & Shelving	84. Security Systems	
40. Flag Poles	85. Sheet Metal Installation	
41. Flooring & Floor Covering	86. Signs	
42. Food Equipment	87. Solar Heat: Energy Supplement	
43. Framing Contractors	88. Spas & Pools, Installation & Services	
44. Gabion Walls & Structures	89. Sprinklers - Underground	
45. Generators: Stand by Power	90. Steel Erection	