





**OFFICE USE ONLY:** App. # \_\_\_\_\_ Date App Received: \_\_\_\_\_ Honorarium \$ \_\_\_\_\_  
 CK# \_\_\_\_\_ MO # \_\_\_\_\_ CC# xxxxxxxx- \_\_\_\_\_ Ret CK# \_\_\_\_\_  
 ACT  Org Sheet  Photos  Conf Sent

## MARCH 19-20, 2027, MEMBER EXHIBIT SUBMISSION

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_  
 Previous Business Name (if applies) \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Cell #: \_\_\_\_\_ Phone #2 \_\_\_\_\_ Email: \_\_\_\_\_  
 Website: \_\_\_\_\_ Sales Tax # \_\_\_\_\_  
 Facebook: \_\_\_\_\_ Etsy: \_\_\_\_\_

1. Description of Art or Crafts: (You must be specific with items you will be selling and the percentage of your booth each item makes up, since items may be subject to limits.) **\*\*Submissions without percentages will not be processed.\*\*** **OBJECTS NOT Disclosed here will not be allowed for display in your booth at this event! So be thorough!**

2. **SELECT YOUR SPACE** **Individual Tables = These are NOT booth spaces! You can only setup directly on top & sit directly behind the table, you can't replace the table with racks. You have ZERO actual booth space!**

**Special Requests:** \_\_\_\_\_ \$130.00 one 8' table in an aisle (comes with 1 table)  
 \_\_\_\_\_ \$240.00 two 8' tables in aisle (comes with 2 tables)  
 \_\_\_\_\_ \$365.00 three 8' tables in aisle (comes with 3 tables)

(These are considered but not guaranteed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

No tables are provided for booth areas, however you may rent them or bring your own. Please bring your own chairs.

By checking this box I am indicating I would like my same Spot as this event: \_\_\_\_\_

**OR**

**Booth Spaces = Booths spaces provide your own area in which you can setup however you see fit within your space assigned.**

\_\_\_\_\_ \$315.00 single booth area (10' x 10')

\_\_\_\_\_ \$450.00 1 1/2 booth area (10' x 15')

\_\_\_\_\_ \$560.00 double booth area (10' x 20')

\_\_\_\_\_ \$670.00 2 1/2 booth area (10' x 25')

\_\_\_\_\_ \$780.00 triple booth area (10' x 30')

\_\_\_\_\_ \$995.00 Quad booth area (10'x40")

**Booth/Table & Other Add ons:**

\_\_\_\_\_ \$35.00 for electricity (Bring HEAVY DUTY Extension Cord 50-75')

\_\_\_\_\_ \$45.00 end booth/table

\_\_\_\_\_ \$10.00 per 8' table (booth spaces only, table provided in table area)

\_\_\_\_\_ \$50.00 Trailer Tag Parking (designated Reserved Parking)

\_\_\_\_\_ \$10.00 Facebook Post featuring my products

\_\_\_\_\_ \$25.00 Enhanced Facebook Post with contact links

Facebook posts not Available after 1/1/26

**Booth/Table + Ad On's Sub Total** \$ \_\_\_\_\_

**Booth/Table Selections** + \$ \_\_\_\_\_

**Credit Card Fee (x 4%)** + \$ \_\_\_\_\_ (If applicable)

**TOTAL HONORARIUM DUE** \$ \_\_\_\_\_ **Check Payable to "Event Co-Op Trust" Ck #** \_\_\_\_\_

Please make sure you have enclosed the \$150 Pledge [Ck # \_\_\_\_\_] (or) ACH  Credit Card

**\*PLEASE DATE YOUR [CHECK] FOR 3/19/27. This covers anyone breaking the event rules per your member agreement and covenant. We WILL NOT cash the [check] or charge your payment method unless you break the rules. [Checks] will be shredded after each event. You will need to provide a new [check] dated for the date of each event you attend.**

**CREDIT CARD** Exp. Date: \_\_\_\_\_ Sec. Code: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Signature: \_\_\_\_\_

**Bank ACH Info:** 9-digit Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

# Liability Waiver & Release Form

**For a Privately held event of Event Co-Op PMA \* Must be returned with submission form**

1. **Members:** Reminder, your One-time honorarium of \$25 you conveyed to Event Co-Op PMA gives you access to this event, activities & training, along with other private member objects on the PMA website and the Covenant is in effect.
2. **Booth Assignments:** Upon submission approval, your space will be assigned based on date of submission, returning member status, etc. We will do our best to honor your requests; however, we do reserve the right to assign spaces as available. If you would like the same space as before you MUST CHECK that on page 1! YOU MUST stay within your designated space. This means you may not go even 2" outside your dotted area or off your table provided.
3. **Asked to Leave:** We reserve the right to turn down any member or ask them to leave the event for any reason, and to remove any object(s) that do not meet event standards, or that were not disclosed on the submission. ONLY hand-crafted objects are allowed. [BUY/RESELL] WILL NOT BE TOLERATED IN ANY CAPACITY!
4. **Setup:** Members may not set up beyond designated times and will not be allowed to set up once the event begins. Arriving late without prior arrangements will forfeit your space and is not eligible for reimbursement. Setup times are subject to change, and you will be notified in advance on the confirmation letter. There are no Saturday only exhibits.
5. **Parking & Automobile Information:** There is designated member parking. Violating parking rules will result in you losing your \$150 pledge. You are required to provide your automobile and trailer descriptions and plates with this submission.
6. **Trailer Tag:** Trailers will be parked by the grandstand 1-2 blocks from building. Exhibitors needing to reload during the event can park behind the building with a tag. For guaranteed close reserved parking, you can reserve a trailer tag.
7. **Animals/Pets:** No dogs/pets, emotional support pets are allowed at this private event either on the fairgrounds or in member booths for the duration of the event unless they are registered certified service dog/animal.
8. **Single & Double Tables:** These are not booth areas. Members only have enough space to display objects on or directly below the table we provide. Shelving on top of tables can be used to maximize the space. Tables cannot be moved or substituted for other display stands. TV Tray sized tables only may be used in your sitting area for cash boxes.
9. **Juried Event:** I understand this is a juried event, meaning all objects must be made exclusively by the exhibiting member. No mass-produced or imported work will be allowed. Absolutely NO [buy/resell] is allowed. All members must provide photographs of their work with their submission to be accepted as a new exhibiting member at the event.
10. **Insurance:** It is hereby agreed and understood that all members will carry the necessary health & property insurance covering you, your workers, family members, art, objects and all other property displayed, used and possessed by the exhibiting member in the Expo Building, and or other areas of the W. H. Lyon Fairgrounds during the Sioux Empire Arts & Crafts event on Mar 19-20, 2027 and hereby holds harmless Event Co-Op PMA, the W.H. Lyon Fairgrounds, sponsors, workers or helpers from any injuries, damages or losses while setting up, attending, while in transit to and from or anytime during the SEAC. If exhibit member chooses to not carry insurance Event Co-Op PMA is not responsible.
11. **Event Pledge:** A \$150 [check] written to "Event Co-op Trust" is due each event you apply to and must be dated for the date of the event March 19, 2027, is held until the event and cashed if the member violates the event rules. If the member Starts Packing or Leaves earlier than the announced closing time for the event, violates our parking rules, is asked to leave, etc that exhibit member will lose \$150 pledge. Otherwise, all [checks] will be shredded after every event.
12. **NO Reimbursement:** There are no reimbursements once you have been accepted. In the event of bad weather, an act of God or any unforeseen event that could cause a postponement, rescheduling, or cancellation of the event, does not entitle any member to a reimbursement. Exhibit members unable to set up during a rescheduled date forfeits their booth honorarium. Our general rule is that the event will go on rain, snow, or shine.
13. **Solicitation:** We do not allow any solicitation of other event's booth information at our private events.
14. **Electricity:** Honorarium must be conveyed on the submission to utilize electricity. Members must provide a heavy-duty extension cord for hookup. Electricity is limited so we recommend bringing a 50-100' cord for hookup.
15. **Disclosure of Objects:** We reserve the right to limit the number of objects. Therefore, we ask for disclosure of objects and approximate percentages of each object you intend to bring to the event. If you bring objects not disclosed on your submission, you may be prohibited from exhibiting those objects. No open flames are allowed unless approved.
16. **Social media:** You are prohibited from starting your own Event Page for the event. This causes confusion and limits our ability to control information to the visiting members. Please simply like and share the official SEAC Event page.
17. **Facebook Posts:** Posts reserved by members happen generally in the 2 weeks leading up to the event. We may still post your images based on quality. Enhanced post forms must be returned; you will not be chased for details! Email the form to robyn@blackincevents.com. Poor quality pictures will not be posted and is at the discretion of the SEAC team.

By autographing this form, the member acknowledges having received and has fully read the submission, member covenant and agrees to abide by all rules pertaining to this event.

Name: \_\_\_\_\_ Autograph: \_\_\_\_\_ Date: \_\_\_\_\_

### **Automobile Information**

Car/Truck Make, Model & Color:

Trailer Make, Model & Color

**Member Name:**

License Plate #

License Plate #

### **Enhanced Facebook Posting Information:**

What company or person name would you like listed:

Provide 1-2 sentences about your offerings:

What website, Facebook Page, Etsy Page would you like linked:

I have provided good quality photos for the post

\*\*Please send your photos to [Robyn@blackincevents.com](mailto:Robyn@blackincevents.com). All photos should be the original digital photos. Lower quality photos will appear pixilated. If you email from your phone, please choose Large if asked what size to send them. You may need to send a couple at a time. Please make sure the photos are of individual products and not full views of booths. Clearing clutter from the background of your photos will make them better for marketing. Arranging objects on hardwood floors or with black or white backdrops will help your objects stand out.

### **Member & Pledge Details:**

All Members are required to provide a one-time member honorarium of \$25. As a member of the Event Co-Op PMA you receive access to our private events, trainings, meetings and activities as well as access to the PMA website with lots of booth materials and other offerings.

Your Pledge of \$150 is provided each time you apply to an event. Pledge [checks] are written to "event Co-Op Trust" and are not kept unless the member violates our event rules. Pledge [checks] are shredded directly after each event and must be sent new each time you apply. Your pledge MUST have the date of the event you are attending.

Members will lose their pledges for these rules violations:

1. Packing early is but not limited to: taking down excess objects or displays, packing excess inventory into boxes and bins, taking totes and dollies out or into the event, Removing signage.
2. You are asked to leave for any reason by event staff, or uninvited for future events due to misconduct or violation of any event rules.
3. Parking rules are clearly defined and explained during check-in. Signage is also provided so members where they may park on the grounds. Parking violations also include going to get your automobile before the end of the event time either day or pulling it up closer to the building thus parking in customer parking areas.
4. Damages caused by you or your group to fairgrounds property, event property or other members' objects in which you refuse to make good will be taken out of your pledge [check]. You are liable for the damage you cause.
5. Driving in to unload. We have had too many members pull into the center room to unload and leave their vehicles/trailer parked in the building while they setup their space. YOU MAY NOT do that. You MUST fully unload and remove your vehicle/trailer and then begin setup. Violators will loose their pledge.
6. Excessive cleanup. If you create excessive cleanup in your space or anyone else, such as leaving garbage, mud, or other stuff that creates work for the event team, you will loose your pledge.
7. If you display outside your designated booth space, or move your tables side to side if you are in an aisle table space, you will loose your pledge.