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## Introducing the Holiday Gift-Tacular!

*Over the years Black Inc. has produced many successful trade shows. Our craft show in particular has always been a fantastic show, but has been limited to hand-made items only. Because of the high demand for exhibit space for items that are not hand-made, we have added another show! This event welcomes any exhibitor wishing to sell items to holiday shoppers. Anything goes at the Holiday Gift-Tacular! Due to past success with the Friday/Saturday schedule we will be adapting that for this show as well.*

<b>Show Hours</b>	Friday, December 11, 2015 * 2pm-8pm (optional) Saturday, December 12, 2015 * 9am-5pm
<b>Location:</b>	<b>Expo Building at W.H. Lyon Fairgrounds</b>
<b>Admission:</b>	\$5.00 adults, kids (12 & under) free
<b>Chairs:</b>	We will provide folding chairs for all exhibitors who do not bring their own.
<b>Entry Deadline:</b>	<b>September 1, 2015</b> , late entries only if space is available and a \$45 late fee will apply.
<b>Refunds:</b>	None after acceptance. Any applications not accepted will be returned with checks.
<b>Early Exit Retainer:</b>	This is required of all exhibitors to ensure you do not pack up early and leave the show before the official close. These will not be cashed unless you violate this rule.
<b>Setup &amp; Hours:</b>	<i>Setup: Thursday, December 10th, 3pm-7pm</i> <i>Setup: Friday, December 11th, 8am-2pm</i> <b>Friday Sneak Peek: Friday, December 11th, 2pm- 8pm</b> <i>Setup: Saturday, December 12th, 7am-9am</i> <b>Show: Saturday, December 12th, 9am-5pm</b>
<b>Sales Tax:</b>	All exhibitors must collect and report their own sales taxes. If you do not have a SD State Sales Tax ID #, a Special Event Tax Form will be provided for you at the show. <b>Tax rate is 5.5%.</b> (state + tourism, no city tax)
<b>Credit Card Fee:</b>	There is a 4% finance charge for credit card payments for booth space
<b>Questions:</b>	Call (605) 332-6000 or email <a href="mailto:info@blackincevents.com">info@blackincevents.com</a>



**OFFICE USE ONLY:** App. # \_\_\_\_\_ Date App Received: \_\_\_\_\_ Date Payment Received: \_\_\_\_\_  
Amount Paid \$ \_\_\_\_\_ CK# \_\_\_\_\_ MO # \_\_\_\_\_ CC# xxxxxxxx- \_\_\_\_\_  
Booth Amount \$ \_\_\_\_\_ Ret CK# \_\_\_\_\_ ☐ ACT ☐ Org Sheet

## Holiday Gift-Tacular, December 11-12, 2015 EXHIBITOR APPLICATION

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

(Email address is required if you have one!)

Website: \_\_\_\_\_ Sales Tax # \_\_\_\_\_

1. Description of Items you will be selling: \_\_\_\_\_

2. Upon approval, spaces will be assigned based of date of application. We will do our best to honor your requests; however we do reserve the right to assign spaces as needed.

### 3. SELECT YOUR SPACE

**Individual Table Area** = *These are not a booth space! You can only setup on top or below the table and you sit directly behind the table. You are back to back with other exhibitors.*

#### Special Requests:

(\*these are not guaranteed)

\_\_\_\_\_ \$99.00 one 8' table in an aisle (comes with 1 table)

\_\_\_\_\_ \$190.00 two 8' tables in aisle (comes with 2 tables)

#### Add Ons:

\_\_\_\_\_ \$20.00 for electricity (**Bring HEAVY DUTY extension cord**)

\_\_\_\_\_ \$25.00 upgrade to an end

**Booth Space** = *These provide your own area in which you can setup however you see fit within your space assigned.*

\_\_\_\_\_ \$235.00 single booth area (10' x 10')

\_\_\_\_\_ \$295.00 1 ½ booth area (10' x 15')

\_\_\_\_\_ \$345.00 double booth area (10' x 20')

\_\_\_\_\_ \$395.00 2 ½ booth area (10' x 25')

\_\_\_\_\_ \$445.00 triple booth area (10' x 30')

#### Add ons:

\_\_\_\_\_ \$20.00 for electricity (**Bring HEAVY DUTY extension cord**)

\_\_\_\_\_ \$35.00 end booth/table

\_\_\_\_\_ \$8.00 table rental (**you can bring your own**)

#### Space Total

#### Add ons Total

#### Space + Ad Ons Sub Total

#### Credit Card Fee (x 4%)

#### SUBTOTAL

#### Sales Tax (x 5.5%)

#### TOTAL BALANCE DUE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If applicable)

(you **MUST** pay the tax)

**Check Payable to Black Inc.**

Please make sure you have enclosed the following:

- Are you attending the Friday Night Show: (circle one) Yes or No
- Completed application and Signed Liability Waiver Form with check payable to Black Inc. or credit information.
- **Separate \$75 check for Early Exit Retainer**, payable to Black Inc. Anyone choosing to depart early will forfeit this \$75 and Black Inc. will cash the check or charge the credit card used to pay for the booth space.



## Liability Waiver & Release Form

(Must be returned with application form)

1. **Payment with a Credit Card:** All exhibitors choosing to pay with a credit card can provide that information here and agree to a 4% service fee to do so.

<b>CREDIT CARD DETAILS:</b>	Exp. Date: _____	Sec. Code: _____	Zip Code: _____
CC # : _____	Total Balance Due: \$ _____		
Signature: _____		Name on Card (Print): _____	

2. **Asked to Leave:** We reserve the right to ask an exhibitor to leave the show for any reason, and to remove any item(s) that do not meet show standards, or that were not disclosed on the application.
3. **Setup:** Exhibitors are not allowed to setup beyond designated times, and will not be permitted to setup once the show begins. Exhibitors that show up late without prior arrangements with us forfeit their space and are not eligible for a refund. This is distracting to shoppers and other exhibitors. Setup times are subject to change and you will be notified in advance of such changes.
4. **Parking:** There is designated exhibitor parking. Those choosing not to adhere to our parking rules may receive a \$25 parking ticket per instance and may not be asked to return.
5. **Single & Double Tables:** These are not meant to be a booth area. Exhibitors only have enough space to display items on or directly below the table. Shelving on top of tables can be used to maximize the table space. Tables cannot be moved nor substituted for other display stands. If your items do not fit on a table, you must purchase a booth area that comes with space to do so.
6. **Insurance:** It is hereby agreed and understood that all exhibitors will carry the necessary insurance covering pictures, art, objects and all other property displayed, used and possessed by the exhibitor in the Expo Building, and or other areas of the W. H. Lyon Fairgrounds during the Holiday Gift-Tacular Show on December 11-12, 2015 and hereby exonerates Black Events & Advertising Inc., the Sioux Falls Arena, sponsors, workers or helpers from any injuries, damages or losses while setting up, attending, while in transit to and from or anytime during the Holiday Gift-Tacular Show.
7. **Early Exit Fee:** If an exhibitor chooses to pay their admittance fee with a credit/debit card, then exhibitor is not required to send in an additional \$75 Early Exit Retainer check. If the exhibitor chooses to leave earlier than the scheduled closing time for the show, then that exhibitor's credit/debit card will be charged an additional \$75 for early tear down.
8. **NO Refunds:** There are no refunds 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 show, does not entitle any exhibitor to a refund. Exhibitors unable to setup during a rescheduled date forfeits their booth rent. Our general policy is that the show will go on rain, snow or shine.
9. **Electricity:** Electricity must be purchased and you must provide your own heavy duty extension cord for hookup.
10. By signing this form, the applicant acknowledges having received and has fully read the application and agrees to abide by all rules and regulations pertaining to this event.

Name: \_\_\_\_\_

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