



Exhibit Space Application

Bismarck's

14th Annual Christmas Art & Craft Fair
November 17 & 18, 2023
(Juried Show)

Official Use Only-Leave Blank

Booth #'s

Check#: _____ Date: _____

Amount Pd: _____

Amount Due: _____

Notes: _____

NAME: _____ DATE: _____

BUSINESS NAME: _____ ND SALES TAX #: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE (Best number(s) to reach you before/during show): _____

WEBSITE ADDRESS: _____

EMAIL ADDRESS: (for show information) _____

YOUR CRAFT/ART: (All items must be made by you. No buy/sell, import/commercial or Direct Sales merchandise allowed) _____

Booth Selection: All booths are **10' W x 10' D** and include 1 chair. Tables are not included. All prices are for two days. Selection **NOT** a guarantee.

** Wall background booths are limited and means no booth will be behind you. Per BISMARCK EVENT CENTER rules, nothing can be hung or leaning against the walls/bleachers*

Floor Aisle Booth: \$170 per booth Qty: _____ **Wall Background Booth:** \$190 per booth Qty: _____

FOOD VENDORS: Do you offer sampling? _____

It is the vendors responsibility to make sure you know and follow all Rules & Regulations on selling/sampling consumable products in Bismarck. For information or questions, please contact **Burleigh Public Health at 701-355-1540 **

Options:

☐ **Tables (8') - \$15 EACH** before Nov. 1, **\$20 EACH** after Nov. 1 - Qty: _____

☐ **Electricity - \$20 EXTRA** before Nov. 1, **\$25 EXTRA** after Nov. 1: _____

(Nearest electrical box may be as much as 50' away, bring your own extension cord)

☐ **Back Drop Curtain - \$18 EXTRA** before Nov. 1 - Qty: _____

\$23 EXTRA after Nov. 1 Color: Black

☐ **WiFi Access - \$15 EXTRA** before Nov. 1, **\$20 EXTRA** after Nov. 1: _____

Total Booth Rental Cost \$ _____

Payment Information

Make Check(s) payable in US funds to:

The Big One Art & Craft Fair

A non-refundable 3% fee will be added for Credit Card payments.

Card will be charged upon acceptance into the show.

Name on the card: _____

Card #: _____

Exp. Date: _____ Security Code: _____

Billing Zip Code: _____

Signature: _____

☐ Check here for permission to charge the card if submitting online.

MOVE-IN/SET UP DATES & TIMES

Bismarck Event Center 315 S. 5th St.

Thursday, November 16 – 12PM – 9PM

Friday, November 17 – 7 AM – 9:45 AM

SHOW HOURS

Friday, November 17 – 10 AM – 8 PM

Saturday, November 18 – 9 AM – 5 PM

Contact Information:

Stacy & Lisa Frank

Website: www.thebigone.biz

Email: info@thebigone.biz

Phone: (701) 837-6059 Fax: (701) 839-0874

Mail application, pictures showing your work (pictures not needed for returning exhibitors unless product line has changed) and **payment to:**

THE BIG ONE

PO BOX 1276 Minot, ND 58702

RULES AND REGULATIONS

REGISTRATION:

Applications are accepted after current year show. All previous year vendors will be guaranteed entrance within their category if an application and fees are **RECEIVED by June 1**. After **June 1**, booth allocation is on a first come first serve basis. New applicants will not know booth allocation or show acceptance until **after June 30**. Upon acceptance into the show and full payment made, a Show Acceptance Notice will be sent to you. Booth assignment may be subject to change before the show.

EXHIBIT CONTENT AND MANNER OF USE:

ALL CRAFTS MUST BE HAND MADE BY YOU. New exhibitors or exhibitors that change product(s) must **supply pictures that prove all products are hand made**. All food must be packaged to take home and not for on-site consumption. **THE BIG ONE** reserves the right to make decisions relative to the show content and reserves the right to reject exhibits which it deems unsuitable to the show or for any reason we see fit.

PAYMENT:

Full payment of fees is required with application. No exhibitor will be allocated booth space or allowed to move-in until payment has been made in full.

REFUND/CANCELLATION:

All fees are non-refundable after **September 1** if you cancel your application. If **THE BIG ONE** has to cancel a show due to weather, strikes, riots, acts of God, government preemption, national emergency or any other act, circumstances, occurrence or cause beyond **THE BIG ONE'S** control, the refund policy will be as follows: 75% refund/show credit of total application fee(s) if show is canceled two weeks or more from the show start date. 50% refund/show credit of total application fee(s) if show is canceled two weeks or less from the show start date.

AMENDMENTS:

These rules, regulations and conditions have been drawn for the purpose and intention of providing a well balanced, well regulated, attractive and successful show. The management shall have full power to interpret the rules and regulations or make such and any and all amendments of the foregoing rules, regulations and conditions which shall bind the Exhibitors. **NO EXCLUSIVE OR VERBAL CONTRACTS** will be recognized without written approval of owners.

LIABILITY:

Neither **THE BIG ONE**, its owners and employees, the Bismarck Event Center, the City of Bismarck, nor their representatives, employees or agents, shall be responsible for any injury, loss or damage that may occur to the Exhibitor or Exhibitor's employees or property from any cause whatsoever, including, but not limited to claims based in contract, negligence, strict liability, or other sort. In no event shall the above mentioned be liable for any incidental or consequential damages. "FORCE MAJEURE - THE BIG ONE, its owners and employees, the Bismarck Event Center, the City of Bismarck, nor their representatives, employees or agents, shall not be liable for failure to perform its obligations hereunder due to strikes, riots, acts of God, government preemption, national emergency or any other act, circumstances, occurrence or cause beyond their control."

INDEMNIFICATION:

In consideration of the mutual covenants contained herein, Exhibitor hereby agrees and shall indemnify and save harmless **THE BIG ONE**, its owners and employees, the Bismarck Event Center, the City of Bismarck, nor their representatives, employees or agents, against any and all suits, claims, actions, losses, costs, penalties, and damages, of whatsoever kind and nature, including attorney fees, arising out of, in connections with, or incident to the Exhibitors participation in **THE BIG ONE**.

CARE OF THE BUILDING:

Exhibitors, or their agent, must not injure or deface the walls or floors of the building and adjacent areas, including outside surfaces. If such damage appears, the Exhibitor is liable to the Bismarck Event Center for the property damaged. Adhesive-backed stickers or material of any kind or nature are expressly prohibited. Exhibitor assumes total responsibility and liability for any and all damage due, related or pertaining to, or caused by loading and unloading of equipment or any exhibit materials to be utilized by the Exhibitor.

FIRE & SAFETY RULES & REGULATIONS:

All rules and regulations relative to public buildings are prescribed by the City of Bismarck Fire Department and must be adhered to.

SALES TAX:

Exhibitors are responsible for collection of North Dakota State Sales Tax of 5%, City of Bismarck Sales Tax of 1.5% & Burleigh County Sales Tax of 1/2% on all sales made during **THE BIG ONE**. You are responsible for collection and mailing of the sales tax to the ND State Tax Commissioner, City of Bismarck and Burleigh County. Visit www.nd.gov/tax/salesanduse for further information.

2023 Show Dates

**Minot's Spring
Art & Craft Fair**
ND State Fair Center
April 14 & 15, 2023

**Fargo's Fall
Art & Craft Fair**
Fargodome
October 13 & 14, 2023



**Minot's Christmas
Art & Craft Fair**
ND State Fair Center
November 3 & 4, 2023

**Bismarck's Christmas
Art & Craft Fair**
Bismarck Event Center
November 17 & 18, 2023