



Mail To: SEAC SHOW
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Sioux Falls, SD [57105]
605.332.6004
www.BlackIncEvents.com
events@handup-foundation.com

Greetings Artists & Crafters!

We would like to invite you to be a part of our Holiday Sioux Empire Arts & Crafts Show inside the Expo Building on the Sioux Falls Fairgrounds. This event has been going on since 2005 and is the Biggest Christmas Shopping Event in Sioux Falls! Be a part of our Artisan family and make lots of money this holiday season!

WHERE: Expo Building at the W.H. Lyon Fairgrounds 100 N Lyon Blvd, Sioux Falls, SD [57107] **SHOW HOURS:** Friday, Nov. 7, 2025 @ 12pm-8pm
Saturday, Nov. 8, 2025 @ 9am-5pm

ENTRY QUALIFICATIONS:

- JURIED:** All items must be handmade exclusively by the member/exhibitor(s). No mass-produced or imported work. NO buy/resell! We will be strict with this! Applications will be judged on quality and uniqueness of their items, date of application, booth size requested, and availability in each category. Returning vendors accepted first.
- PHOTOS:** All member/exhibitors must provide photographs of their items listed on their application, INCLUDING returning exhibitors. Photos are best in digital emailed form. You can email your photos to robyn@blackincevents.com. We prefer ELECTRONIC submission for photos for use on our social media posts, billboards, and print marketing ads, so send your best images!
- NO Buy/Resell:** This means anything you buy and mark to resell in which you have not made any crafty, or artistic changes to those items! *** We must protect the integrity of our show. Anyone who breaches this contract by selling items that are not handmade may be asked to leave our show immediately with no questions asked; booth fees will not be refunded! One example of buy resell: You may not purchase items such as oven mitts and spatulas and put them together in a gift set with a bow. This is NOT a craft. If you purchase oven mitts & embroider them, that is permissible!

SET-UP: Thursday, November 6, 12pm-8pm
Friday, November 7, 8am-11:30am * **Must Check-In by Friday at 10:00am for setup**
Saturday, November 8, 8am-9am * **for restocking & resetting booth**
*****LATE CHECK-INS are NOT permitted! If you arrive after 10:00am on Friday to begin setup up for the first time, you will not be able to setup! Plan to be here on time! If you have already checked in and setup you just need to arrive by the show start time.**

SHARING: Two vendors may share one single 10x10 booth. No other sizes may be shared. Everyone in the booth must complete the application process and sign the waiver form.

SALES TAX: All vendors and food trucks must collect and report their own sales taxes. If you do not have a SD State Sales Tax ID #, the State will provide a Special Event Tax Form.

TAX RATE: The sales tax rate is 5.7% (state + tourism, no city tax).

WIFI: There is not reliable wi-fi in the building so plan to use cell data or hot spots.

CREDIT CARD FEE: There is a 4% fee for credit card payments made to Hand Up Foundation for your booth.

EARLY PACKING/EXIT: Membership & Retainer check of \$150 will be forfeited if a vendor chooses to START Packing or LEAVES earlier than the scheduled show closing. We will announce when it is safe to pack on Saturday Evening. Checks must be submitted with your application!

VEHICLE & TRAILER ID: Vehicle description & plates are required at event check in or with original application.

REFUNDS: None after acceptance. Applications not accepted are returned with payments.

NON-SUFFICIENT FUNDS: Any non-sufficient fund payments (check/credit/debit) will incur a \$40 fee.



OFFICE USE ONLY: App. # _____ Date App Received: _____ Amount Paid \$ _____
 CK# _____ MO # _____ CC# xxxxxxxx- _____ Ret CK# _____
 ACT Org Sheet Photos Conf Sent

NOVEMBER 7-8th, 2025 MEMBER/EXHIBITOR APPLICATION

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.) ****Applications without percentages will not be processed.**** **ITEMS NOT Disclosed here will not be permitted for sale in your booth at this event! So be thorough!**

2. **SELECT YOUR SPACE** **Individual Table Area =** 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:** _____ \$150.00 one 8' table in an aisle (comes with 1 table)
 _____ \$270.00 two 8' tables in aisle (comes with 2 tables)
 _____ \$30.00 for electricity (Bring HEAVY DUTY extension cord 50-75')
 _____ \$35.00 upgrade to an end table spot

(These are considered but not guaranteed)

OR

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

- _____ \$350.00 single booth area (10' x 10')
 _____ \$495.00 1 ½ booth area (10' x 15')
 _____ \$610.00 double booth area (10' x 20')
 _____ \$750.00 2 ½ booth area (10' x 25')
 _____ \$865.00 triple booth area (10' x 30')
 _____ \$1100.00 Quad booth area (10'x40")

Booth Rental Add ons:

- _____ \$30.00 for electricity (Bring HEAVY DUTY extension cord 50-75')
 _____ \$45.00 end booth/table
 _____ \$10.00 per 8' table rental (or you can bring your own)

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 Fall November 2024. (or write above what show)

Space/Table + Ad On's Sub Total \$ _____

Applications received by 3/15/25 (-) 10% - _____ = **New Sub Total (Booth only no add ons)**
 + _____ \$50.00 Trailer Tag Parking (designated Reserved Parking)
 Facebook posts not Available after 10/1/25 + _____ \$10.00 Facebook Post featuring my products
 + _____ \$25.00 Enhanced Facebook Post with contact links
Credit Card Fee (x 4%) + _____ (If applicable)
GRAND TOTAL BALANCE DUE \$ _____ **Check Payable to Hand Up Foundation Ck #** _____

Please make sure you have enclosed the \$150 Membership Check Ck # _____ (or) Previously Paid

**This fee is paid now regardless how you pay for your Subleased Space and will be noted on your account and is only payable one time. You may send 1 check for your full booth fee and membership fee together. If previously paid, you do not need to include the \$150.*

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 Hand Up Foundation (the “Ministry”)

Must be returned with application form

1. **Booth Assignments:** Upon membership approval, your sublease spaces will be assigned based on date of application, returning members, and other criteria. We will do our best to honor your requests; however, we do reserve the right to assign spaces as available. If you would like your same space as before you **MUST CHECK** that on page 1!
2. **Asked to Leave:** We reserve the right to turn down an exhibitor/member or ask them 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. **ONLY hand-crafted items are permitted. BUY/RESELL WILL NOT BE TOLERATED IN ANY CAPACITY!**
3. **Setup:** Members may not setup beyond designated times and will not be permitted to setup once the show begins. Showing up late without prior arrangements will forfeit your space and is not eligible for a refund. Setup times are subject to change, and you will be notified in advance on the confirmation. There are no Saturday only exhibits.
4. **Parking & Vehicle Information:** There is designated exhibitor parking. Choosing not to adhere to our parking rules will result in a \$150 parking ticket per instance and you will not be allowed to return. You are required to provide your vehicle and trailer descriptions and plates on this show application.
5. **Trailer Tag:** Trailers will be parked by the grandstand 1-2 blocks from building. Exhibitors needing to reload during the show can park behind the building with a tag. For guaranteed close reserved parking, you can purchase a trailer tag.
6. **Pets:** No dogs/pets are allowed at this show either on the grounds or in vendor booths for the duration of the show with the certified service dogs.
7. **Single & Double Tables:** These are not booth areas. Exhibitors only have enough space to display items 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.
8. **Juried Show:** I understand this is a juried show, meaning all items must be made exclusively by me the exhibitor(s). No mass-produced or imported work will be permitted. Absolutely **NO** buy/resell is allowed. All exhibitors must provide photographs of their work with their application to be accepted as a new member.
9. **Insurance:** It is hereby agreed and understood that all members will carry the necessary insurance covering 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 Sioux Empire Arts & Crafts Show on Nov 7-8th, 2025 and hereby exonerates Hand Up Foundation, 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 Exhibitors choose to not carry insurance Hand Up Foundation is not responsible. Those Sampling or concessions must send us a copy of their insurance certificate with Hand Up Foundation & WH Lyons Fairgrounds noted as additional insured.
10. **Membership Retainer Fee:** \$150 is due the first time you apply and are accepted into the SEAC Shows. This fee will be held on your account. If the exhibitor chooses to Start Packing or Leaves earlier than the announced closing time for the show, violates our parking rules, is asked to leave, etc that exhibitor will lose \$150 & would be required to make a new \$150 deposit to setup in the future, or maybe uninvited from the shows. See attached sheet for more details.
11. **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 member 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, and have only rescheduled 1 time in 20 years.
12. **Solicitation:** We do not allow any solicitation of other shows booth information at our private events. We also prohibit taking exhibitors cards with the intent to start or invite them to another vendor shows.
13. **Electricity:** Electricity must be purchased, and you must provide your own heavy duty extension cord for hookup. Because electricity is limited, we recommend you bring a 50-100' cord to be sure you can reach a hookup.
14. **Disclosure of Items:** We reserve the right to limit the number of items. Therefore, we ask for disclosure of items and approximate percentages of each item you intend to bring to the show. If you bring items not disclosed on your application, you may be prohibited from exhibiting those items. No open flames are permitted unless approved.
15. **Social Media:** You are prohibited from starting your own Event Page for the show. This causes confusion and limits our ability to control information to the public. Please simply like and share the official SEAC Event page.
16. **Facebook Posts:** Paid posts happen generally in the 2 weeks leading up to the event. We may still post your images based on quality. Paid Enhanced post forms must 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 staff.
17. **Prayers:** Hand Up Foundation Ministry offers prayers over the PA system and in person at the events. Please note that staff are available throughout each event for additional prayer as requested.

Hand Up Foundation Service Agreement pertaining to your membership and any and all services provided:

RELATIONSHIP: Ministry and the MEMBER (exhibitor). MEMBER is the same as EXHIBITOR throughout this agreement. MEMBER/EXHIBITOR agrees that they are entering this Agreement and Contract as a living man/woman and that his/her name of the MEMBER on this Agreement does not represent a corporation or person.

DURATION: This Agreement and Contract may be terminated at any time by the MEMBER's demise, or cancellation of the membership or removal by the Ministry for cause. Otherwise, Member shall continue to receive special invites to private events.

GIFT TYPE: The MEMBER understands that all monies gifted will be in lawful money for credit on account. Under no consideration shall it be interpreted that Federal Reserve Notes "FRN's" are able to replace the Coinage Act of 1873 for lawful money; however, MEMBER agrees that if FRN's are the transmitting utility, that the Collective Entity Doctrine does NOT apply.

TERMS OF SERVICE: The MEMBER is bound by the Ministry Terms of Service and acknowledges he / she has read and agrees to abide by the Terms of Service located on all contracts which may change from time to time.

DISPUTE RESOLUTION: The Ministry and The MEMBER commit to first seek dispute resolution through individual discussions with the Executive Director or person involved in the dispute, and if necessary, through a Prayer Board. Should outside dispute resolution between the parties become necessary, the Ministry and MEMBER agree to both commit to seek a biblical Matthew 18 private dispute resolution. At no time can any matter between the Ministry and a Member be brought into a court of law.

NO CONFLICT: Neither the MEMBER nor the Ministry has any agreement, relationship, or commitment to any other person or entity that conflicts with the MEMBER's obligations to the Ministry or vice versa under this Agreement and Contract.

NECESSARY ACTS, FURTHER ASSURANCES: The parties shall, at their own cost and expense, execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement and Contract.

JURISDICTION: Jurisdiction for any dispute arising from the relationship between the parties to this Agreement and Contract shall be common law on the Republic for South Dakota at the discretion of the Ministry.

ENFORCEABILITY: This Agreement and Contract shall be binding upon, and enforceable by and against, the parties and their respective successors, assigns, and legal representatives in accordance with its terms.

ASSIGNMENT: This Agreement and Contract may not be assigned by either party without the written consent of the other; provided, however, that the Ministry may assign its rights and delegate its duties under this Agreement and Contract without the MEMBER's consent to a successor by sale, merger, restructuring, reorganization, or liquidation, if such successor carries on the Ministry's Ministry substantially in the form in which it is being conducted at the time of the sale, merger, restructuring, reorganization, or liquidation.

ENTIRE AGREEMENT AND CONTRACT: This Agreement and Contract constitutes the final, complete, and exclusive statement of the terms of the agreement between the parties and supersedes all prior and contemporaneous understandings or agreements of the parties. No party has been induced to enter into this Agreement and Contract by, nor is any party relying on, any representation or warranty outside those expressly set forth in this Agreement and Contract.

MODIFICATION OF AGREEMENT AND CONTRACT: This Agreement and Contract may be supplemented, amended, or modified only by the mutual agreement of the parties. No supplement, amendment, or modification of this Agreement and Contract shall be binding unless it is in writing and signed by both parties. No provisions in either party's correspondence or other Ministry forms used by either party shall supersede or add to the terms and conditions of this Agreement and Contract.

WAIVER: No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement and Contract shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, failure, right, or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

COMMUNICATIONS-NOTICES: Any notice, approval, or other communication required or permitted under this Agreement and Contract shall be given in writing in the English language and shall be given to the appropriate party by personal delivery, by email, by certified mail (postage prepaid) by the Ministry. Any notice given by the Ministry shall not be binding unless signed by a duly authorized official of that party. Notice shall be deemed given as follows:

COMMUNICATIONS - PERSONAL DELIVERY: When personally delivered to the MEMBER, notice is effective on delivery.

COMMUNICATIONS - CERTIFIED MAIL: When mailed certified mail, return receipt requested. Notice is effective on receipt, if delivery is confirmed by a return receipt.

SEVERABILITY: Private agreements between sentient living beings regarding the provisions of this Agreement and Contract make it enforceable, valid in whole and binding under God.

HEADINGS: The heading titles in this Agreement and Contract are included for convenience only and shall neither affect the construction or interpretation of any provision in this Agreement and Contract nor affect any of the rights or obligations of the parties to this Agreement and Contract.

COMPLETION OF ANY CONTRACT OR AGREEMENT: All work as defined above will be completed by Hand Up Foundation in a timely fashion upon receipt of completed donations and necessary information for completion of such contracts or agreements. The member is responsible, upon receipt of such documents, for their completion.

By autographing 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: _____

Autograph: _____ Date: _____

Vehicle Information**Customer Name:**

Car/Truck Make, Model & Color:

License Plate #

Trailer Make, Model & Color

License Plate #

Enhanced Facebook Posting Information:

What company or person name would you like listed:

Provide 1-2 sentences about your business or products:

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. 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 items on hardwood floors or with black or white backdrops will help your items stand out.

Membership/Retainer Details:

All Members are required to provide a \$150 membership. This check buys your membership to our PMA and doubles as an insurance policy to help keep our members/exhibitors in line with the show policies. Members receive invitations to private events, access to industry news, tips and more. The fee is due the first time you apply to our PMA. If an exhibitor retires, quits, decides to stop attending, they can request the membership fee be returned at that time and it will be prorated based on the length of time you were a member. If the member qualifies for any refund, the schedule will be \$75 returned if only completed 1-2 events, \$100 returned if 3-4 events, \$125 if exhibited at 5+ events. However if you had been grandfathered in you may get the full \$150 returned. Please note, once a membership is terminated that member will be taken off the invitation list for events and cannot reapply. Fines that may cause your full membership fee to be retained include:

1. Packing early is but not limited to: taking down excess inventory or displays, packing excess inventory into boxes and bins, taking totes and dollies out or into the show, Removing signage.
2. You are asked to leave for any reason by show staff, or uninvited for future events due to misconduct or violation of any show rules.
3. Parking rules are clearly defined and explained during check-in. Signage is also provided showing members where they may park on the grounds. Parking violations also include going to get your vehicle before the end of the show 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, show property or other members' items in which you refuse to make good will be taken out of the membership retainer check. You are liable for the damage you cause.