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## Greetings Artists & Crafters!

*We would like to invite you to be a part of our 2017 Holiday Sioux Empire Arts & Crafts Show inside the Expo Building on the Sioux Falls Fairgrounds. Our show has grown steadily over the years, and grew another 30% in 2016! We are proud to say that we continue to jury our shows to ensure only the finest hand crafted items are on exhibit at our show. We would love to have you join this fantastic event in 2017!*

**WHERE:** Expo Building at the W.H. Lyon Fairgrounds  
100 N Lyon Blvd, Sioux Falls, SD 57107

**SHOW HOURS:** **Friday, November 10, 2017 @ 11am-7pm**  
**Saturday, November 11, 2017 @ 9am-5pm**

## ENTRY QUALIFICATIONS:

1. **JURIED:** All items must be handmade exclusively by the exhibitor(s). No mass-produced or imported work will be permitted. 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 are granted first acceptance.
2. **PHOTOS:** All exhibitors must provide a minimum of three photographs of their work with their application, INCLUDING returning exhibitors. Photos are best in digital form. You can email your photos to [info@blackincevents.com](mailto:info@blackincevents.com). ELECTRONIC submission for photos is preferred. We use our exhibitors' photos on our social media and in print marketing ads, so send your best!

**\*\*\* We must protect the integrity of our show. Anyone who is caught in breach of the contract by selling items that are not handmade will be asked to leave our show immediately with no questions asked. Booth fees will not be refunded!** No more than 12% of the show will be permitted to any one item. Example: 100 total booths will allow for approximately 12 jewelry booths. We will choose the entrants based on individuality, so acceptance to our event may take some time. Acceptance letters will be emailed or mailed if you do not have email as soon as you are accepted but no later than September 1, 2017 if you are on a pending list.

**ADMISSION:** \$5.00 Adults; Kids (12 & under) Free

**SET-UP:** Thursday, November 9<sup>th</sup>, 10am-8pm  
Friday, November 10<sup>th</sup>, 7am-11am \* **Must Check-In by Friday at 10am**  
Saturday, November 11<sup>th</sup>, 7am-9am \* **Must Check-In by Saturday at 8am**

**CHAIRS:** There are limited chairs; we recommend you bring your own if you can.

**DEADLINE:** We will admit vendors right up to the show date if spaces are available.

**SALES TAX:** All food vendors and food trucks 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.

**TAX RATE:** The tax rate is 6% (state + tourism, no city tax).

**CARD FEE:** We charge a 4% finance charge for debit/ credit card payments.

**EARLY EXIT:** An early exit retainer check of \$75 will be forfeited if a vendor chooses to leave earlier than the scheduled closing time for the show.

**REFUNDS:** None after acceptance. Any applications that are not accepted will be returned with payments.

**QUESTIONS:** Call (605) 332-6000 or Email [info@blackincevents.com](mailto:info@blackincevents.com)



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

## November 10-11, 2017 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 Art or Crafts: (Please be specific. Provide percentage of your booth each item makes up) \_\_\_\_\_

\_\_\_\_\_

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 booth spaces! 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 and have ZERO actual booth space!*

#### Special Requests:

(\*these are not guaranteed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ \$125.00 one 8' table in an aisle (comes with 1 table)

\_\_\_\_\_ \$225.00 two 8' tables in aisle (comes with 2 tables)

#### Table Add Ons:

\_\_\_\_\_ \$25.00 for electricity (**Bring HEAVY DUTY extension cord**)

\_\_\_\_\_ \$28.00 upgrade to an end

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

\_\_\_\_\_ \$290.00 single booth area (10' x 10')

\_\_\_\_\_ \$360.00 1 ½ booth area (10' x 15')

\_\_\_\_\_ \$430.00 double booth area (10' x 20')

\_\_\_\_\_ \$495.00 2 ½ booth area (10' x 25')

\_\_\_\_\_ \$565.00 triple booth area (10' x 30')

#### Booth Add ons:

\_\_\_\_\_ \$25.00 for electricity (**Bring HEAVY DUTY extension cord**)

\_\_\_\_\_ \$38.00 end booth/table

\_\_\_\_\_ \$9.00 8' table rental (**or you can bring your own**)

Space/Table Total \_\_\_\_\_

Add ons Total \_\_\_\_\_

Space/Table + Ad Ons Sub Total \$ \_\_\_\_\_

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

**TOTAL BALANCE DUE** \$ \_\_\_\_\_ **Check Payable to Black Inc. Ck #** \_\_\_\_\_

**Please make sure you have enclosed the \$75 Early Exit Retainer Check:**

**Ck # \_\_\_\_\_ (or) Use Credit Card on File ending in # \_\_\_\_\_**

If you are paying via Credit Card, the card you use will be recorded for your early exit retainer. In the event you leave the show early, that card will be charged the \$75.00.



## 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. ONLY hand crafted items are permitted.
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 space.
6. **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 in order to be accepted.
7. **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 Sioux Empire Arts & Crafts Show on November 10-11, 2017 and hereby exonerates Black Events & Advertising Inc., 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 Sioux Empire Arts & Craft Show. If Exhibitors choose to not carry insurance Black Inc is not responsible.
8. **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.
9. **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.
10. **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 100' cord to be sure you can reach a hookup.

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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: \_\_\_\_\_