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Greetings Artists & Crafters!

We would like to invite you to be a part of our 2019 Holiday Sioux Empire Arts & Crafts Show inside the Expo Building on the Sioux Falls Fairgrounds. Our show has grown steadily over the years and continues to grow! We are proud to say that we jury our shows to ensure only the handcrafted items are on exhibit. We would love to have you join this fantastic event in 2019!

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

SHOW HOURS: Friday, November 8, 2019 @ 12pm-8pm
Saturday, November 9, 2019 @ 9am-5pm

ENTRY QUALIFICATIONS:

- 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.
- 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. 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 may be asked to leave our show immediately with no questions asked. Booth fees will not be refunded!**
No more than 28% of the show will be permitted to certain items. Example: 100 total booths will allow for approximately 28 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, 2019 if you are on a pending list.

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

SET-UP: Thursday, November 7th, 12noon-8pm
Friday, November 8th, 8am-11:30am * **Must Check-In by Friday at 10am for setup**
Saturday, November 9th, 7am-9am * **for restocking & resetting booth**

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.

DEADLINE: **September 1st is the deadline**, but we will admit vendors right up to the show date **if spaces are available.**

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 #, 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: There is a 4% fee for debit/ credit card payments made to Black Inc for your booth selection.

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. These checks must be submitted with your application!

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

NON-SUFFICIENT FUNDS: Any non-sufficient fund payments (check/credit/debit) will incur a \$30 fee.



OFFICE USE ONLY: App. # _____ Date App Received: _____ Amount Paid \$ _____	
CK# _____ MO# _____ CC# xxxxxxxx- _____	Ret CK# _____
<input type="checkbox"/> ACT <input type="checkbox"/> Org Sheet <input type="checkbox"/> Photos <input type="checkbox"/> Conf Sent	

November 8-9, 2019 EXHIBITOR APPLICATION

Name: _____ Business Name: _____
 Previous Business Name (if applies) _____
 Address: _____ City/State/Zip: _____
 Phone #: _____ Cell #: _____ 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 may not be processed.****

Upon approval, spaces will be assigned based on date of application, returning applicants, and other criteria. We will do our best to honor your requests; however we do reserve the right to assign spaces as needed and available.

2. SELECT YOUR SPACE

Individual Table Area = These are not booth spaces! You can only setup directly on top or below the table, and sit directly behind the table. You are back to back with other exhibitors and have ZERO actual booth space!

Special Requests:

*(*Example: Same space as last year. These are considered but not guaranteed)*

- _____ \$130.00 one 8' table in an aisle (comes with 1 table)
- _____ \$235.00 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.

- _____ \$300.00 single booth area (10' x 10')
- _____ \$370.00 1 1/2 booth area (10' x 15')
- _____ \$440.00 double booth area (10' x 20')
- _____ \$505.00 2 1/2 booth area (10' x 25')
- _____ \$575.00 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)

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

Space/Table Total

Add ons Total

Space/Table + Ad Ons Sub Total

Credit Card Fee (x 4%)

TOTAL BALANCE DUE

_____ + _____
 \$ _____
 + _____ (If applicable)
 \$ _____

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, it will be used for your early exit retainer & charged \$75 IF you exit early.

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

Liability Waiver & Release Form

(Must be returned with application form)

- 1. Asked to Leave:** We reserve the right to turn down an exhibitor or 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.
- 2. 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. There are no Saturday only exhibits.
- 3. Parking:** There is designated exhibitor parking and it is quite a distance from the building, so that we have more room for customer 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. There is special parking for those with trailers that will be unloading during the show.
- 4. 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.
- 5. 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.
- 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 Sioux Empire Arts & Crafts Show on November 8-9, 2019 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. Those providing samples must send us a copy of their insurance certificate with Black Inc & WH Lyons noted as additional insured.
- 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. Because electricity is limited we recommend you bring a 100' cord to be sure you can reach a hookup.
- 10. Disclosure of Items:** We reserve the right to limit the number of items. This is why 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.
- 11. 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.

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: _____

