



# Exhibit Space Application

Crookston Fall Show  
October 18<sup>th</sup> & 19<sup>th</sup>, 2019  
(Juried Show)

Booth #'s

## Official Use Only-Leave Blank

Check #: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Pd: \_\_\_\_\_

Amount Due: \_\_\_\_\_

Notes: \_\_\_\_\_

Cut here ✂

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ ND SALES TAX #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CONTACT: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (Number we can reach you at **BEFORE and DURING** the show if needed) \_\_\_\_\_

WEBSITE ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: (for show information, will not share) \_\_\_\_\_

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

☐ Check box if any of the above information is new from previous show(s).

**Booth Selection:** All booths include 1 chair. Selection **NOT** a guarantee.

| Qty   | Size          | Location        | Building               | Cost               |
|-------|---------------|-----------------|------------------------|--------------------|
| _____ | 10' W x 10' D | Wall Background | Crookston Sport Center | \$150.00 per booth |
| _____ | 10' W x 9' D  | Wall Background | Crookston Sport Center | \$130.00 per booth |
| _____ | 10' W x 9' D  | Floor Aisle     | Crookston Sport Center | \$120.00 per booth |

**\*\*ALL VENDORS!** We are required to have Form ST-19, an Operator Certificate of Compliance by the MN Dept. of Revenue on file for each vendor before the start of the show. Our website has a link under the Crookston Show information.

**\*\* ALL FOOD VENDORS!!** For Rules and Regulations on selling consumable products in Bismarck, please contact Burleigh Public Health at 701-355-3400

## Options:

☐ Electricity **\$10 EXTRA** before October 1<sup>st</sup>. **\$15 EXTRA** after October 1<sup>st</sup>. Up to 50' extension cord needed.

☐ Tables (6') **\$20 EACH**. How many? \_\_\_\_\_  
**\*\*Limited quantity available\*\*** If all tables are allocated when your application is processed, a note will be included in your Confirmation Notice and a refund will be given at the show. 1 per booth max.

**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.

Name on the card: \_\_\_\_\_

Card #: \_\_\_\_\_

Exp Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

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

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

## SHOW HOURS

Friday, October 18<sup>th</sup> – 10 AM – 8 PM

Saturday, October 19<sup>th</sup> – 9 AM – 5 PM

## MOVE-IN/SET UP DATES & TIMES

Thursday, October 17<sup>th</sup> – 11AM – 9PM

Friday, October 18<sup>th</sup> – 7 AM – 9:45 AM

## 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 payment is **RECEIVED by June 1st**. After **June 1st**, booth allocation is on a first come first serve basis. New applicants will not know booth allocation or show acceptance until after **June 30th**. Upon acceptance into the show and full payment made, a Confirmation Letter will be sent to you with your booth assignment and show guidelines. Booth assignment may be subject to change before the show.

### PAYMENT

Full payment and #10 SASE (Self Addressed Stamped Envelope) is required with application. **No refunds on booth space cancelled 60 days prior to the show.** No exhibitor will be allocated booth space or allowed to move in until payment has been made in full.

### EXHIBIT CONTENT AND MANNER OF USE:

**ALL CRAFTS MUST BE HANDMADE.** New exhibitors or exhibitors that change product(s) must supply pictures that prove all products are handmade. **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. Your product pictures may be used in advertisements.

### SALES TAX

Exhibitors are responsible for collection and mailing of Minnesota State Sales Tax of 7.125% (6.825% State & .25% Polk County Special Tax) to the MN Department of Revenue on all sales made during **THE BIG ONE**. Visit <http://www.revenue.state.mn.us/businesses/sut/Pages/File-and-Pay.aspx> for information.

### SHOW INFORMATION:

All vendors need to be checked in by 8am Friday morning. If you are not checked in by 8am, your booth(s) may be re-assigned without refund. If you will be arriving after 8am, please email or call **the week of the show** with your ETA. No loading in will be allowed after 9:30am on Friday, as doors need to be closed and locked before the start of the show. We reserve the right to share your contact information to customers who request specific vendor information.

**THE BIG ONE Art & Craft Fair**

Stacy & Lisa Frank

info@thebigone.biz www.thebigone.biz 701-837-6059

## RULES AND REGULATIONS

### LIABILITY

Neither **THE BIG ONE**, its owners and employees, the Crookston Sports Center, City of Crookston, 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 Crookston Sports Center, City of Crookston, nor their representatives, employees or agents, shall not be liable for failure to perform its obligations hereunder due to strikes, riots, acts of God, 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 Crookston Sports Center, the City of Crookston, 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 Crookston Sports 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 Crookston Fire Department and must be adhered to.

### 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.

# **THE BIG ONE®**

## 2019/2020 Show Dates

### **Crookston's Fall Art & Craft Fair**

Crookston Sports Center  
October 18<sup>th</sup> & 19<sup>th</sup>, 2019

### **Fargo's Fall Art & Craft Fair**

FARGODOME  
October 25<sup>th</sup> & 26<sup>th</sup>, 2019

### **Minot's Christmas Art & Craft Fair**

ND State Fair Center  
November 1<sup>st</sup> & 2<sup>nd</sup>, 2019

### **Bismarck's Christmas Art & Craft Fair**

Bismarck Event Center  
November 15<sup>th</sup> & 16<sup>th</sup>, 2019

### **Minot's Spring Art & Craft Fair** ND State Fair Center April 17<sup>th</sup> & 18<sup>th</sup>, 2020

## **THE BIG ONE®**

### **3<sup>rd</sup> Annual Crookston Fall Art & Craft Fair**



**November 18<sup>th</sup> & 19<sup>th</sup>, 2019  
Crookston Sport Center  
Crookston, MN**

**Website: [www.thebigone.biz](http://www.thebigone.biz)  
Email: [info@thebigone.biz](mailto:info@thebigone.biz)**

**Stacy & Lisa Frank**

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

***Mail application, pictures showing your work  
and a #10 SASE to:***

**THE BIG ONE PO BOX 1276  
Minot, ND 58702**