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Greetings Artists & Crafters!

We would like to invite you to be a part of our Spring Sioux Empire Arts & Crafts event inside the Expo Building on the Sioux Falls Fairgrounds. This is the 7th Annual Spring Event, and it has been going great! Our event is the ONLY huge spring private event in Sioux Falls! We invite you to join us!

WHERE: Expo Building at the W.H. Lyon Fairgrounds **EVENT HOURS:** Friday, March 19, 2027 @ 12pm-8pm
100 N Lyon Blvd, Sioux Falls, SD [57107] Saturday, March 20, 2027 @ 9am-5pm

ENTRY QUALIFICATIONS:

1. **JURIED:** All objects must be handmade exclusively by the member/exhibitor(s). No mass-produced or imported work. [NO buy/resell]! We will be strict with this! Submissions will be judged on quality and uniqueness of their objects, date of submission, booth size requested, and availability in each category. Returning members accepted first.
2. **PHOTOS:** All member/exhibitors must provide photographs of their objects listed on their intake submission, 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!
3. **[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 objects/offerings! *** We must protect the integrity of our association and members. Anyone who breaches this covenant by offering objects that are not handmade may be asked to leave our private event immediately with no questions asked and are subject to loss of member privileges; booth honorariums will not be reimbursed! Example members may not get objects such as oven mitts and spatulas from a store and simply put them together in a gift set with a bow. This is NOT a craft. If you get oven mitts & embroider them, that is permissible!

SET-UP: Thursday, March 18th, 12noon-8pm
Friday, March 19th, 8am-11:30am * **Must Check-In by Friday at 10:00am to begin setup**
Saturday, March 20th, 8am-9am * **for restocking & resetting booth**
*****LATE CHECK-INS will NOT be allowed! If you arrive after 10:00am on Friday to start setting up, you will not be able to setup! So, plan to be here on time! If you are already checked in and setup you must arrive by the event start time!**

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

SALES TAX: All members shall collect and report their own sales tax if they choose to do so however, member to member exchanges are not subject to sales 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% credit card honorarium made to Event Co-Op Trust for use of any card.

EVENT PLEDGE: A \$150 pledge [check] is required and will be held for each event. It will only be kept if the member violates any of the event rules including packing early, parking in visiting member area etc. [Checks] must be written to ***"EVENT Co-Op Trust."***

AUTOMOBILE & TRAILER ID: Auto description & plates are required at event check-in or with original submission.

REIMBURSEMENT: None after acceptance. Submissions not accepted are returned with honorarium.

NON-SUFFICIENT FUNDS: Any non-sufficient honorarium [check/credit/debit] will incur a \$40 added honorarium.



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

MARCH 19-20, 2027, MEMBER EXHIBIT SUBMISSION

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.) ****Submissions without percentages will not be processed.**** **OBJECTS NOT Disclosed here will not be allowed for display in your booth at this event! So be thorough!**

2. **SELECT YOUR SPACE** **Individual Tables = 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:
 (These are considered but not guaranteed)

_____ \$130.00 one 8' table in an aisle (comes with 1 table)
 _____ \$240.00 two 8' tables in aisle (comes with 2 tables)
 _____ \$365.00 three 8' tables in aisle (comes with 3 tables)

OR

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

_____ \$315.00 single booth area (10' x 10')
 _____ \$450.00 1 ½ booth area (10' x 15')
 _____ \$560.00 double booth area (10' x 20')
 _____ \$670.00 2 ½ booth area (10' x 25')
 _____ \$780.00 triple booth area (10' x 30')
 _____ \$995.00 Quad booth area (10'x40")

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 this event: _____

Booth/Table & Other Add ons:

_____ \$35.00 for electricity (Bring HEAVY DUTY Extension Cord 50-75')
 _____ \$45.00 end booth/table
 _____ \$10.00 per 8' table (booth spaces only, table provided in table area)
 _____ \$50.00 Trailer Tag Parking (designated Reserved Parking)
 _____ \$10.00 Facebook Post featuring my products
 _____ \$25.00 Enhanced Facebook Post with contact links

Facebook posts not Available after 1/1/26

Booth/Table + Ad On's Sub Total \$ _____
Booth/Table Selections + \$ _____
Credit Card Fee (x 4%) + \$ _____ (If applicable)
TOTAL HONORARIUM DUE \$ _____ **Check Payable to "Event Co-Op Trust" Ck #** _____

Please make sure you have enclosed the \$150 Pledge [Ck # _____] (or) ACH Credit Card
 *PLEASE DATE YOUR [CHECK] FOR 3/19/27. This covers anyone breaking the event rules per your member agreement and covenant. We WILL NOT cash the [check] or charge your payment method unless you break the rules. [Checks] will be shredded after each event. You will need to provide a new [check] dated for the date of each event you attend.

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 Event Co-Op PMA * Must be returned with submission form

1. **Members:** Reminder, your One-time honorarium of \$25 you conveyed to Event Co-Op PMA gives you access to this event, activities & training, along with other private member objects on the PMA website and the Covenant is in effect.
2. **Booth Assignments:** Upon submission approval, your space will be assigned based on date of submission, returning member status, etc. We will do our best to honor your requests; however, we do reserve the right to assign spaces as available. If you would like the same space as before you MUST CHECK that on page 1! YOU MUST stay within your designated space. This means you may not go even 2" outside your dotted area or off your table provided.
3. **Asked to Leave:** We reserve the right to turn down any member or ask them to leave the event for any reason, and to remove any object(s) that do not meet event standards, or that were not disclosed on the submission. ONLY hand-crafted objects are allowed. [BUY/RESELL] WILL NOT BE TOLERATED IN ANY CAPACITY!
4. **Setup:** Members may not set up beyond designated times and will not be allowed to set up once the event begins. Arriving late without prior arrangements will forfeit your space and is not eligible for reimbursement. Setup times are subject to change, and you will be notified in advance on the confirmation letter. There are no Saturday only exhibits.
5. **Parking & Automobile Information:** There is designated member parking. Violating parking rules will result in you losing your \$150 pledge. You are required to provide your automobile and trailer descriptions and plates with this submission.
6. **Trailer Tag:** Trailers will be parked by the grandstand 1-2 blocks from building. Exhibitors needing to reload during the event can park behind the building with a tag. For guaranteed close reserved parking, you can reserve a trailer tag.
7. **Animals/Pets:** No dogs/pets, emotional support pets are allowed at this private event either on the fairgrounds or in member booths for the duration of the event unless they are registered certified service dog/animal.
8. **Single & Double Tables:** These are not booth areas. Members only have enough space to display objects 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.
9. **Juried Event:** I understand this is a juried event, meaning all objects must be made exclusively by the exhibiting member. No mass-produced or imported work will be allowed. Absolutely NO [buy/resell] is allowed. All members must provide photographs of their work with their submission to be accepted as a new exhibiting member at the event.
10. **Insurance:** It is hereby agreed and understood that all members will carry the necessary health & property insurance covering you, your workers, family members, art, objects and all other property displayed, used and possessed by the exhibiting member in the Expo Building, and or other areas of the W. H. Lyon Fairgrounds during the Sioux Empire Arts & Crafts event on Mar 19-20, 2027 and hereby holds harmless Event Co-Op PMA, 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 exhibit member chooses to not carry insurance Event Co-Op PMA is not responsible.
11. **Event Pledge:** A \$150 [check] written to "Event Co-op Trust" is due each event you apply to and must be dated for the date of the event March 19, 2027, is held until the event and cashed if the member violates the event rules. If the member Starts Packing or Leaves earlier than the announced closing time for the event, violates our parking rules, is asked to leave, etc that exhibit member will lose \$150 pledge. Otherwise, all [checks] will be shredded after every event.
12. **NO Reimbursement:** There are no reimbursements 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 event, does not entitle any member to a reimbursement. Exhibit members unable to set up during a rescheduled date forfeits their booth honorarium. Our general rule is that the event will go on rain, snow, or shine.
13. **Solicitation:** We do not allow any solicitation of other event's booth information at our private events.
14. **Electricity:** Honorarium must be conveyed on the submission to utilize electricity. Members must provide a heavy-duty extension cord for hookup. Electricity is limited so we recommend bringing a 50-100' cord for hookup.
15. **Disclosure of Objects:** We reserve the right to limit the number of objects. Therefore, we ask for disclosure of objects and approximate percentages of each object you intend to bring to the event. If you bring objects not disclosed on your submission, you may be prohibited from exhibiting those objects. No open flames are allowed unless approved.
16. **Social media:** You are prohibited from starting your own Event Page for the event. This causes confusion and limits our ability to control information to the visiting members. Please simply like and share the official SEAC Event page.
17. **Facebook Posts:** Posts reserved by members happen generally in the 2 weeks leading up to the event. We may still post your images based on quality. Enhanced post forms must be 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 team.

By autographing this form, the member acknowledges having received and has fully read the submission, member covenant and agrees to abide by all rules pertaining to this event.

Name: _____ Autograph: _____ Date: _____

Automobile Information

Car/Truck Make, Model & Color:

Trailer Make, Model & Color

Member Name:

License Plate #

License Plate #

Enhanced Facebook Posting Information:

What company or person name would you like listed:

Provide 1-2 sentences about your offerings:

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

Member & Pledge Details:

All Members are required to provide a one-time member honorarium of \$25. As a member of the Event Co-Op PMA you receive access to our private events, trainings, meetings and activities as well as access to the PMA website with lots of booth materials and other offerings.

Your Pledge of \$150 is provided each time you apply to an event. Pledge [checks] are written to "event Co-Op Trust" and are not kept unless the member violates our event rules. Pledge [checks] are shredded directly after each event and must be sent new each time you apply. Your pledge MUST have the date of the event you are attending.

Members will lose their pledges for these rules violations:

1. Packing early is but not limited to: taking down excess objects or displays, packing excess inventory into boxes and bins, taking totes and dollies out or into the event, Removing signage.
2. You are asked to leave for any reason by event staff, or uninvited for future events due to misconduct or violation of any event rules.
3. Parking rules are clearly defined and explained during check-in. Signage is also provided so members where they may park on the grounds. Parking violations also include going to get your automobile before the end of the event 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, event property or other members' objects in which you refuse to make good will be taken out of your pledge [check]. You are liable for the damage you cause.
5. Driving in to unload. We have had too many members pull into the center room to unload and leave their vehicles/trailer parked in the building while they setup their space. YOU MAY NOT do that. You MUST fully unload and remove your vehicle/trailer and then begin setup. Violators will loose their pledge.
6. Excessive cleanup. If you create excessive cleanup in your space or anyone else, such as leaving garbage, mud, or other stuff that creates work for the event team, you will loose your pledge.
7. If you display outside your designated booth space, or move your tables side to side if you are in an aisle table space, you will loose your pledge.