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Greetings Artists & Crafters!

We would like to invite you to be a part of our Spring Sioux Empire Arts & Crafts Show inside the Expo Building on the Sioux Falls Fairgrounds. This is the 4th Annual Spring Show, and it has been going great! Our events draw in customers from all over the region and is the ONLY huge spring sale in Sioux Falls! We invite you to apply!

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

SHOW HOURS: Friday, March 15, 2024 @ 12pm-8pm
Saturday, March 16, 2024 @ 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 photographs of their items listed on their application, INCLUDING returning exhibitors. Photos are best in digital form, meaning emailed. You can email your photos to info@blackincevents.com. ELECTRONIC submission for photos is preferred because we use our exhibitors' photos on our social media posts, billboards, and in 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 items! *** 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! One example of buy resell: You may not purchase items such as oven mitts and spatulas and put them together in a gift set and tie a bow around the items. This is NOT a craft. If you purchase oven mitts & embroider on them, that is permissible!

SET-UP:

Thursday, March 14th, 12noon-8pm

Friday, March 15th, 8am-11:30am * **Must Check-In by Friday at 10:00am to begin setup**

Saturday, March 16th, 8am-9am * **for restocking & resetting booth**

*****LATE CHECK-INS will NOT be permitted! 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 show starting 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.

DEADLINE:

Applications are due by 10/15/2023, applications received after that will pay full price.

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.

TAX RATE:

The tax rate is 6% (state + tourism, no city tax).

WIFI:

There is no reliable wi-fi in the building so please use cell data or hot spots.

CARD FEE:

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

EARLY EXIT:

An early exit 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!

REFUNDS:

None after acceptance. Applications not accepted will be 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

MARCH 15-16, 2024, 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 Tables** = These are not booth spaces! You can only setup directly on top or below the table & sit directly behind the table. You have ZERO actual booth space!

Special Requests:

(These are considered but not guaranteed)

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 show: _____

- _____ \$130.00 one 8' table in an aisle (comes with 1 table)
_____ \$238.00 two 8' tables in aisle (comes with 2 tables)
_____ \$28.00 for electricity (Bring HEAVY DUTY extension cord 50-75')
_____ \$35.00 upgrade to an end table spot

OR

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

- _____ \$305.00 single booth area (10' x 10')
_____ \$440.00 1 ½ booth area (10' x 15')
_____ \$550.00 double booth area (10' x 20')
_____ \$660.00 2 ½ booth area (10' x 25')
_____ \$770.00 triple booth area (10' x 30')
_____ \$990.00 Quad booth area (10'x40")

Booth Add ons:

- _____ \$28.00 for electricity (Bring HEAVY DUTY Extension Cord 50-75')
_____ \$45.00 end booth/table
_____ \$10.00 8' table rental (or you can bring your own)

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

DISCOUNT EARLY APPLICATION - _____ **10% OFF Booth/Table Only if applied before 10/15/23**

_____ \$35.00 Trailer Tag Parking (designated Reserved Parking)

Facebook posts not Available after 2/1/24

_____ \$10.00 Facebook Post featuring my products

_____ \$25.00 Enhanced Facebook Post with contact links

Credit Card Fee (x 4%) + _____ (If applicable)

TOTAL BALANCE DUE \$ _____ **Check Payable to Hand Up Foundation Ck #** _____

Please make sure you have enclosed the \$150 Early Exit Retainer Check dated 3/17/2024: Ck # _____

**This retainer check is needed regardless how you pay for your booth! Checks will be shredded after the event if you follow the early packing/exit& parking rules.*

CREDIT CARD Exp. Date: _____ Sec. Code: _____ Zip Code: _____ Date: _____

Credit Card # _____ Signature: _____

ACH Bank Name: _____ 9-digit Routing #: _____ Account #: _____

Liability Waiver & Release Form

(Must be returned with application form)



1. **Booth Assignments:** 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. 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 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. BUY/RESELL WILL NOT BE TOLERATED IN ANY CAPACITY!
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. Setup times are subject to change, and you will be notified in advance. 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 application.
5. **Trailer Tag:** Trailers will be parked by the grandstand 1-2 blocks from building. Exhibitors needing to reload possibly can park behind the building if there is room. 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.
7. **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 or substituted for other display stands. If your items do not fit on a table, you must purchase a booth space.
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.
9. **Insurance:** It is hereby agreed and understood that all exhibitors 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 March 15-16, 2024 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. **Retainer Fee:** If an exhibitor chooses to pay their admittance fee with a credit/debit card or ACH, then exhibitor is still required to send in an additional \$150 Early Exit Retainer check dated for the event date of 3/15/24! If the exhibitor chooses to Start Packing or Leaves earlier than the announced closing time for the show, or violated our parking rules, then that exhibitor's check for \$150 will be cashed, see attached sheet for extended 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 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.
12. **Solicitation:** We do not allow any solicitation of other shows booth information at our 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 at this show.
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 info@blackincevents.com. Poor quality pictures will not be posted and is at the discretion of the SEAC staff.

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: _____

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:

****Please send your photos to Robyn@blackincevents.com. All photos should be the original digital photos. Lower quality photos will appear pixelated. If you email right from your phone where you took the photos, please choose Large if asked what size to send them. You may need to send a couple at a time. Please make sure 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.**

Retainer Check Details:

All exhibitors are required to provide a \$150 separate check dated for the show date. This check is an insurance policy to help keep our exhibitors in line with our show policies. Here is a detailed list, but not limited to, what will lead to your check being cashed:

1. Packing early. This is described as 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. If you are asked to leave for any reason, then your check will be cashed.
3. Parking rules are clearly defined and explained during check-in. Signage is also provided showing exhibitors where they may park out 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. Taking and stashing our show cards under your tables and booths during show hours.
5. Damages caused by you or your group to fairgrounds property, show property or other exhibitors' items in which you refuse to make good will be taken out of the retainer check. You are liable for the damage you or your pet's cause.