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Greetings Artists & Crafters!

*We would like to invite you to be a part of our Holiday Sioux Empire Arts & Crafts Show inside the Expo Building on the Sioux Falls Fairgrounds. This event has been going since 2005 and is the Biggest Christmas Shopping Event in Sioux Falls! Come be a part of our artisan family and make lots of money this holiday season!*

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

**SHOW HOURS:** Friday, Nov. 10, 2023 @ 12pm-8pm  
Saturday, Nov. 11, 2023 @ 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](mailto: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, November 9, 12noon-8pm  
Friday, November 10, 8am-11:30am \* **Must Check-In by Friday at 10:30am for setup**  
Saturday, November 11, 8am-9am \* **for restocking & resetting booth**  
**\*\*\*LATE CHECK-INS will NOT be permitted! If you arrive after 10:00am on Friday to being setup up, you will not be able to setup! So, plan to be here on 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 8/1/2023, 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.

**CREDIT CARD FEE:** There is a 4% fee for debit/credit card payments made to Black Inc. for your booth.

**EARLY EXIT:** An early exit retainer check of \$75 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!

**VEHICLE & TRAILER ID:** Vehicle description & plates must be provided at event check in or with 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

## NOVEMBER 10-11th, 2023 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 Table Area = These are not booth spaces! You can 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 \_\_\_\_\_

- \_\_\_\_\_ \$145.00 one 8' table in an aisle (comes with 1 table)  
\_\_\_\_\_ \$260.00 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.

- \_\_\_\_\_ \$330.00 single booth area (10' x 10')  
\_\_\_\_\_ \$470.00 1 ½ booth area (10' x 15')  
\_\_\_\_\_ \$580.00 double booth area (10' x 20')  
\_\_\_\_\_ \$715.00 2 ½ booth area (10' x 25')  
\_\_\_\_\_ \$825.00 triple booth area (10' x 30')  
\_\_\_\_\_ \$1045.00 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 per 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 8/1/23**

- \_\_\_\_\_ \$35.00 Trailer Tag Parking (designated Reserved Parking)  
\_\_\_\_\_ \$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 Black Inc. Ck #** \_\_\_\_\_

**Please make sure you have enclosed the \$75 Early Exit Retainer Check dated 11/10/2023: Ck # \_\_\_\_\_**

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

**CREDIT CARD** Exp. Date: \_\_\_\_\_ Sec. Code: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Signature: \_\_\_\_\_

**Bank ACH Info:** 9-digit Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

## Liability Waiver & Release Form

(Must be returned with application form)

- 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!
- 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!
- 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.
- Parking & Vehicle Information:** There is designated exhibitor parking. Choosing not to adhere to our parking rules will result in a \$75 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.  
Vehicle/Trailer Description(s) \_\_\_\_\_ License Plate(s) \_\_\_\_\_
- 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.
- 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.
- 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.
- 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, 2023 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.
- 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 \$75 Early Exit Retainer check dated for the event date of 11/10/2023! If the exhibitor chooses to Start Packing or Leaves earlier than the scheduled closing time for the show, or violated our parking rules, then that exhibitor's check for \$75 will be cashed, or credit or ACH drafted if no check was provided.
- 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.
- 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.
- 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.
- 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.
- Facebook Posts:** Paid posts on Facebook will be posted generally in the 2 weeks leading up to the event. If you have not paid for a post, we may still post your images based on quality. Paid Enhanced posts must return the form attached and will not be chased for details! Email the form to [info@blackincevents.com](mailto:info@blackincevents.com).

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: \_\_\_\_\_