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Introducing the Holiday Gift-Tacular!

Black Inc. has always been committed to helping the small business owner reach their target customer, which is why this year we are producing a trade show on Small Business Saturday. With more and more people turning to avenues other than big box stores to find their holiday gifts, this trade show will give our vendors the perfect opportunity to showcasing their business to a captivating audience. Join us this holiday season at the Denny Sanford Premier Center Convention Center for the Christmas shopping experience of the year!

Show Hours:	Saturday, November 28, 2015 * 9am-6pm
Location:	Denny Sanford Premier Center Convention Center
Admission:	\$5.00 adults, kids (12 & under) free
Chairs:	Chairs will be provided for all exhibitors who do not bring their own.
Entry Deadline:	September 1, 2015 , late entries only if space is available and a \$45 late fee will apply.
Refunds:	None after acceptance. Any applications not accepted will be returned with checks.
Early Exit Retainer:	This is required of all exhibitors to ensure you do not pack up early and leave the show before the official close. These will not be cashed unless you violate this rule.
Setup & Hours:	<i>Setup: Friday, November 27th, 3pm-7pm</i> <i>Setup: Saturday, November 28th, 6am-9am</i> Show: Saturday, November 28th, 9am-6pm
Sales Tax:	All exhibitors 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 is 6%. (state + tourism, no city tax)
Credit Card Fee:	There is a 4% finance charge for credit card payments for booth space
Questions:	Call (605) 332-6000 or email info@blackincevents.com



OFFICE USE ONLY: App. # _____ Date App Received: _____ Date Payment Received: _____
Amount Paid \$ _____ CK# _____ MO # _____ CC# xxxxxxxx- _____
Booth Amount \$ _____ Ret CK# _____ ☐ ACT ☐ Org Sheet

Holiday Gift-Tacular, November 28, 2015 EXHIBITOR APPLICATION

Name: _____ Business Name: _____

Address: _____ City/State/Zip: _____

Phone #: _____ Cell #: _____ Email: _____

(Email address is required if you have one!)

Website: _____ Sales Tax # _____

1. Description of Items you will be selling: _____

2. Upon approval, spaces will be assigned based of date of application. We will do our best to honor your requests; however we do reserve the right to assign spaces as needed.

3. SELECT YOUR SPACE

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

Special Requests:

(*these are not guaranteed)

_____ \$145.00 one 8' tables in aisle (based on availability)

Add Ons:

_____ \$30.00 for electricity (**Bring HEAVY DUTY extension cord**)

_____ \$45.00 upgrade to an end

Booth Space = These provide your own area in which you can setup however you see fit within your space assigned.

_____ \$275.00 single booth area (10' x 10')

_____ \$355.00 1 ½ booth area (10' x 15')

_____ \$435.00 double booth area (10' x 20')

_____ \$515.00 2 ½ booth area (10' x 25')

_____ \$595.00 triple booth area (10' x 30')

Add ons:

_____ \$30.00 for electricity (**Bring HEAVY DUTY extension cord**)

_____ \$45.00 end booth/table

_____ \$8.00 table rental (**you can bring your own**)

Space Total

Add ons Total

Space + Ad Ons Sub Total

Credit Card Fee (x 4%)

SUBTOTAL

Sales Tax (x 6%)

TOTAL BALANCE DUE

+ _____

\$ _____

+ _____

\$ _____

+ _____

\$ _____

(If applicable)

(you **MUST** pay the tax)

Check Payable to Black Inc.

Please make sure you have enclosed the following:

- Completed application and Signed Liability Waiver Form with check payable to Black Inc. or credit information.
- **Separate \$75 check for Early Exit Retainer**, payable to Black Inc. Anyone choosing to depart early will forfeit this \$75 and Black Inc. will cash the check or charge the credit card used to pay for the booth space.



Liability Waiver & Release Form

(Must be returned with application form)

1. **Payment with a Credit Card:** All exhibitors choosing to pay with a credit card can provide that information here and agree to a 4% service fee to do so.

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

2. **Asked to Leave:** We reserve the right to 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.
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. This is distracting to shoppers and other exhibitors. Setup times are subject to change and you will be notified in advance of such changes.
4. **Parking:** There is designated exhibitor 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.
5. **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 area that comes with space to do so.
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 Denny Sanford Premier Center Convention Center during the Holiday Gift-Tacular Show on November 28, 2015 and hereby exonerates Black Events & Advertising Inc., the Sioux Falls Arena, sponsors, workers or helpers from any injuries, damages or losses while setting up, attending, while in transit to and from or anytime during the Holiday Gift-Tacular Show.
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.
10. 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: _____