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Greetings Artists & Crafters!

We would like to invite you to be a part of our 2018 Holiday Sioux Empire Arts & Crafts Show inside the Expo Building on the Sioux Falls Fairgrounds. Our show has grown steadily over the years and continues to grow! We are proud to say that we jury our shows to ensure only the handcrafted items are on exhibit. We would love to have you join this fantastic event in 2018!

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

SHOW HOURS: Friday, November 9, 2018 @ 12pm-8pm
Saturday, November 10, 2018 @ 9am-5pm

ENTRY QUALIFICATIONS:

- 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.
- PHOTOS:** All exhibitors must provide a minimum of three photographs of their work with their application, INCLUDING returning exhibitors. Photos are best in digital form. You can email your photos to info@blackincevents.com. ELECTRONIC submission for photos is preferred. We use our exhibitors' photos on our social media and in print marketing ads, so send your best!

***** We must protect the integrity of our show. Anyone who is caught in breach of the contract by selling items that are not handmade will be asked to leave our show immediately with no questions asked. Booth fees will not be refunded!**
We do our best to limit entries in the same category type and entrants may be chosen based on individuality in that category.

ADMISSION: \$5.00 Adults; Kids (12 & under) Free

SET-UP: Thursday, November 8th, 11am-8pm
Friday, November 9th, 7am-noon ***Must Check-In by Friday at 11am**
Saturday, November 10th, 7am-9am ***for restocking booth**

SHARING: Two vendors may share one single 10x10 booth. No other sizes may be shared. Everyone in the booth must complete the application process, sign the waiver form and submit photos.

DEADLINE: **September 1st is the deadline**, but we will admit vendors right up to the show date **if spaces are available**.

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 at the show.

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

CARD FEE: There is a 4% fee for debit/ credit card payments for your registration.

EARLY EXIT: An early exit retainer check of \$75 will be forfeited if a vendor chooses to leave earlier than the scheduled closing time for the show.

REFUNDS: None after acceptance. Any applications that are not accepted will be returned with payments.

QUESTIONS: Call (605) 332-6000 or Email info@blackincevents.com



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

November 9-10, 2018 EXHIBITOR APPLICATION

Name: _____ Business Name: _____
 Address: _____ City/State/Zip: _____
 Phone #: _____ Cell #: _____ Email: _____
(Email address is required if you have one!)
 Website: _____ Sales Tax # _____
 Etsy Site: _____ Facebook Page: _____

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 or photos will not be processed.****

2. **SELECT YOUR SPACE:** **Note: Upon approval, spaces will be assigned based on date of application*

Individual Table Area = These are not booth spaces! 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 and have ZERO actual booth space!

Special Requests:

(We do our best to honor your requests; however we do reserve the right to assign spaces as needed)

- _____ \$125.00 one 8' table in an aisle (comes with 1 table)
- _____ \$225.00 two 8' tables in aisle (comes with 2 tables)

Table Add Ons:

- _____ \$25.00 for electricity (Bring **HEAVY DUTY** extension cord)
- _____ \$28.00 upgrade to an end

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

- _____ \$290.00 single booth area (10' x 10')
- _____ \$360.00 1 ½ booth area (10' x 15')
- _____ \$430.00 double booth area (10' x 20')
- _____ \$495.00 2 ½ booth area (10' x 25')
- _____ \$565.00 triple booth area (10' x 30')

Booth Add ons:

- _____ \$25.00 for electricity (Bring **HEAVY DUTY** extension cord)
- _____ \$38.00 end booth/table
- _____ \$9.00 8' table rental (or you can bring your own)

No tables are provided for booth space rental, however you may rent them or bring your own.

Space/Table Total _____

Add ons Total + _____

Space/Table + Ad Ons Sub Total \$ _____

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: Ck # _____ (or)
 Use Credit Card on File ending in # _____ If you are paying via Credit Card, it will be used for your early exit retainer & charged \$75 IF you exit early.

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

Liability Waiver & Release Form

(Must be returned with application form)

- 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.
- 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:** There is designated exhibitor parking and it is quite a distance from the building, that is set up so that we have more room for customer 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. There is special parking for those with trailers that will be unloading during the show and information will be provided at check-in.
- 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 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 in order 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, 2017 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 Events & Advertising Inc. and the W.H. Lyon Fairgrounds noted as additional insured.
- 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.
- 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 100' cord to be sure you can reach a hookup.
- Disclosure of Items:** We reserve the right to limit the number of items. This is why 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.
- Photos:** The show is juried and photos are a requirement for application. We like to stress that the photos we get from our exhibitors are used on our social media, website, print ads, billboards and other marketing efforts, so the best pictures you can get of your **individual items** (not your entire booth) will help you get promoted! Use the largest format possible, preferably the original.

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: _____