



2018 VENDOR CONTRACT

www.bhssportsshow.com
bhss.coordinator@gmail.com

NOTE TO LAST YEAR VENDORS

To retain your space from last year (2017), contract and deposit, must be received by:
October 27, 2017.

For Office Use Only

Date Received _____

Booth Assigned _____

Payment 1 _____ Payment 2 _____

Balance 1 _____ Balance 2 _____

- **February 9-11, 2018** – Show starts Friday, February 9th at **NOON**.
- Vendor Application deadline is December 1st.
- Returning vendor booth placement begins October 30th.
- New vendor booth placement begins November 13th.
- Thursday, February 8th is Move In Day starting at 9:00 am.
- All booths must be fully set up by 10 am on Friday for Fire Marshall review.
- Show hours are Friday 12-7, Saturday 9-7 and Sunday 10-4.

BUSINESS INFORMATION

Business Name: _____ Business Phone: _____

First Name: _____ Last Name: _____ Title: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Cell Phone: _____ Website: _____

Select One: New Vendor _____ Vendor Last Year (2017) _____ Vendor in Past Years _____ Past Booth # _____

Brief Description of your Product or Service: _____

BOOTH INFORMATION

Please refer to the Civic Center Vendor Map for booth layout. Please note that all booths have been renumbered this year. Yellow Booths are Standard 8x10 booths and are **\$450** on the lower level and **\$400** on the upper level. Blue Booths are unique sized booths and are priced individually. Please contact Ami Larson for pricing. All booths come with 8ft back drape, 3ft side drape, one 8ft table with covering and 2 folding chairs. If you are bringing your own table and chairs you may opt out by checking the box below and subtract \$35 from booth cost (**\$415** for standard booth). Electricity is \$35 per outlet for the duration of the show. Extra tables and chairs can be below for \$12 per table and \$3 per chair. Free wireless is available.

Please indicate booth preference: # of Booths Needed ____ 1st Choice ____ 2nd Choice ____ 3rd Choice ____ 4th Choice ____
First right of refusal will be given to pre-registered vendors & last year vendors. Remaining space will be allocated on a first come first serve basis. Although we will try and accommodate preferences, final booth placement is at the discretion of Show Management.

Electricity

____ Yes (\$35)
 ____ No

Extra Table/Chairs

____ Extra Tables (\$12)
 ____ Extra Chairs (\$3)

Table and Chair Opt Out

I understand no tables and chairs will be in my booth upon arrival, and I understand if I order them during set up, rental rates will be higher.

To Opt Out please initial here _____

PAYMENT & INSURANCE INFORMATION

All booth vendors are required to send full payment with contract. Any booth space not paid for in full by **Friday, January 5th** may forfeit booth space. To pay by credit card, please follow instructions on invoice, which you will receive once your contract has been submitted. Checks are to be made out to Black Hills Sports Show. Each vendor will be required to provide a Certificate of Insurance. The description Field must read "Black Hills Sports Show are additional insured", in the amount of 1,000,000 combined Single Limit. Coverage must be valid Feb 9-Feb 12.

- ____ I have read all Vendor Rules and Regulations
- ____ I agree to submit proof of insurance by January 5th
- ____ I agree to pay booth rental and fees in full by January 5th
- ____ I understand the BHSS Cancellations and Refund policy

Signature: _____ Date: _____

Please mail to: **BHSS c/o Ami Larson 3119 Flint Dr. Rapid City, SD 57702**
 Or email to: bhss.coordinator@gmail.com

Expense Recap

Booth Rent: \$ _____

Electricity: \$ _____

Extras: \$ _____

Opt Out (-\$35) \$ _____

Pre-Reg Deposit (-100) \$ _____

TOTAL DUE \$ _____