



VENDOR APPLICATION PACKET

Thank you for your interest in being a vendor at the Black Hills Sports Show and Outdoor Expo! We are excited to have you be part of what will be our 37th year. Whether you have been a part of our show for decades or are new this year, we hope that you enjoy being a part of this not for profit event. We are often asked what makes our show unique and it is just that – we are completely a not for profit show. All our proceeds go to several non-profits in our community that focus on helping local youth. Our four largest recipients are South Dakota Youth Hunting Adventures, The Naja Shriners Transportation Fund, Big Brothers Big Sister of the Black Hills and the Rapid City Cosmopolitan Club. You can certainly feel good about being a part of something both great and giving.

Please read this application packet in full so you are aware of all the rules and regulations associated with being a vendor at our event. The BHSS is a popular event and growing each year, please know that the receipt of a vendor application does not always guarantee booth placement. The Black Hills Sports Show and Outdoor Expo has a reputation of providing a family friendly event which is enjoyable, clean, and wholesome. We look forward to working with you to help carry on this tradition of excellence.

This packet is designed to familiarize you with the BHSS rules and regulations. This information is an important reference tool and is meant to better the BHSS operations and it is each vendor's responsibility to read and be familiar with this information.

Thank you!
Ami Scull-Larson
BHSS Show Coordinator

IMPORTANT DEADLINES & DATES

September 14:	Returning Vendor Application Deadline
October 1:	New Vendor Placement Begins
December 7:	Last Day to Submit Vendor Applications
December 28:	New Vendor confirmation deadline
January 4:	Payment Due in Full for all Vendors
January 4:	Insurance Certificate Due
Feb 7:	Show move in day

SHOW CONTACT INFORMATION

Mailing Address:
BHSS c/o Ami Larson
3119 Flint Dr.
Rapid City, SD 57701

Email Address: bhss.coordinator@gmail.com
Cell Number: 605-939-1812
Website: www.bhssportsshow.com



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Rules and Regulations

The Black Hills Sports Show Staff reserves the final and absolute right to interpret rules and regulations and to settle and determine all matters, questions, or differences in regard thereto, or otherwise arising out of, connect with, or incidental to the Black Hills Sports Show. It further reserves the right to determine unforeseen matters not covered by these rules, and to amend or add to these rules as, in its judgment, determined necessary.

Application and Booth Assignment

- 1.1 Only current vendors in good standing with BHSS are sent an invitation to reapplication.
- 1.2 Vendors who receive an invitation for reapplication are required to complete the application by published deadlines. Vendors requesting to change locations will not be reassigned until after the renewal deadline has passed.
- 1.3 Booth assignment will happen in the following order: 1) Last years vendors that submitted a pre-registration form and payment, 2) Last years vendors that submit vendor application by published deadlines 3) New vendors that submit vendor applications by published deadlines.
- 1.4 Whenever possible, space assignments will be made by Show Management in keeping with location preferences requested by the vendor. Show Management, however, reserves the right to make the final determination of all space assignments in the best interests of the Event, including relocation of the vendor from the location stated on the contract.
- 1.5 Show Management reserves the right to refuse rental or display space to any company whose display of goods and services is not, in the opinion of Show Management, compatible with the general character and objectives of the BHSS.

Booth Layout

- 2.1 Booth sizes vary in size and in locations. Map provided is a best estimate of booth location and size.
- 2.2 Standard booths are 10 feet wide and 8 feet deep. Most booths will have an 8' high back drape and a 3' high side rails with drape as appropriate.
- 2.3 Signs and other features may not exceed the 8' height. Displays must fit in the assigned booth space.
- 2.4 Vendors may hang signs from the back wall of their booth as long as the method used does not damage booth-draping materials. Vendors may NOT use nails, staples, hooks, tacks, screws or such or use any adhesives that would deface the walls, ceiling, floors and equipment contained within the premise.
- 2.5 All booths must keep a 10-foot aisle to meet Fire and Life Safety Regulations. This will be strictly enforced by the Fire Marshals.



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- 2.6 All booths include one dressed table and two chairs unless vendor opts out, which will result in a \$35 credit on booth rental.
- 2.7 Tables and chairs can be requested during set up day at an increased price.

Vendor Credentials

- 3.1 Vendors must check in at the Show Office and pick up their Vendor bands.
- 3.2 Each vendor will receive 2 vendor bands. If more are required vendor must notify BHSS Staff.
- 3.3 Each vendor must name a representative who is responsible for the installation, operation, and removal of the vendors exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the vendor shall be responsible. The vendor shall assume responsibility for such representative being in attendance throughout all show periods and this representative shall be responsible for keeping the booth neat, manned and orderly at all times.

Payment Information

- 4.1 Invoices will be sent via email to Vendors once a vendor space has been assigned. No paper invoices will be mailed unless requested.
- 4.2 Standard Booths are considered secure when payment in full is received.
- 4.3 Bulk or Unique Vendor Booths require a 50% down payment with application and payment in full due by published deadline.
- 4.4 Vendor may pay via credit card through PayPal or send a check to the BHSS address.
- 4.5 If for any reason a check is returned by the designated bank, a certified check or money order, cashiers check or cash, in the amount of the payment will be due 1 week after the vendor has been notified.
- 4.6 It is expressly agreed by the vendor that, in the event he fails to pay the space rental at the times specified or fails to comply with any other provisions contained in these rules and regulations concerning his use of booth space, Show Management shall have the right to reassign the booth location shown on the face of this contract or to take possession of said space and lease same or any part

Booth Cancellations and Refunds

- 5.1 Cancellations made 45 days in advance of Show will be refunded with no penalty.
- 5.2 Cancellations made 30-44 days in advance of Show will be refunded 50% of booth rental fee.
- 5.3 Cancellations made less than 30 days in advance of Show will NOT be refunded.
- 5.4 If the show is not held for any reason whatsoever, the rental and lease of space shall be terminated and payments refunded. Weather conditions will not justify any type of refunds.



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Insurance

- 6.1 Each vendor is required to provide a Certificate of Insurance. The description field must have the following verbiage: "Black Hills Sports Show and Outdoor Expo are additional insured", in the amount of \$1,000,000 combined Single Limit. The insurance coverage must be for the duration of the show.
- 6.2 An insurance certificate evidencing Black Hills Sports Show and Outdoor Expo as additional insureds should be sent to:

Black Hills Sports Show
c/o Ami Larson
3119 Flint Dr.
Rapid City, SD 57702

Insurance certificates may also be emailed to bhss.coordinator@gmail.com
If you have any questions, please call Ami at 605-939-1812

General Vendor Rules

- 7.1 Vendor shall surrender his booth space in the same usable condition as received.
- 7.2 Subletting a space is strictly prohibited. Anyone found subletting space will have all Agreements void and be asked to leave the ground immediately.
- 7.3 BHSS requires booths to be staffed during all operating hours of the show.
- 7.4 All vendors must confine their booth activities within their assigned site.
- 7.5 Selling or dispensing of items with vulgar or offensive wording or items referring to alcohol abuse, drug use, violence or are sexually explicit or suggestive in nature are prohibited. BHSS shall be the sole judge in determination. Anyone selling or dispensing items of this nature will have their booth closed immediately and will be removed from their space, forfeiting their space and all monies previously paid.
- 7.6 Vendor is required to keep their premise and adjoining area clean and free of garage and litter. All bagged trash must be placed in the aisle at the close of each evening for removal.
- 7.7 Vendors personal items, cardboard boxes, storage containers and all other non-display related items must be out of public view. No storage areas are provided by BHSS or the Civic Center.
- 7.8 Smoking is prohibited in all facilities and restrooms.
- 7.9 Consumption of alcoholic beverages by a vendor is prohibited within their commercial space.
- 7.10 BHSS is a family friendly show and all vendors are expected to dress accordingly.
- 7.11 Booths which include the operation of musical instruments, sound projection equipment, public address systems or any noisemaking machines must be operated so that noise resulting from the demonstration will not annoy or disturb adjacent vendors and their patrons, nor cause the aisles



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to be blocked. Operation of noise-making exhibits must secure approval of operating methods before show opens.

- 7.12 Rushmore Plaza Civic Center does not allow helium balloons anywhere on the premise
- 7.13 Show Management reserves the right to restrict the operation of or evict completely any vendor that, in its opinion, detracts from the character and objectives of the BHSS as a whole. This includes, but is not limited to, exhibits which because of noise, flashing lights, methods of operation, or display of unsuitable material, are determined by Show Management to be objectionable to the successful conduct of the Event as a whole.
- 7.14 Vendors must cease the distribution of samples of any kind whenever such activity blocks the aisles or in any way handicaps nearby vendors.
- 7.15 Each vendor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in this show. Should a vendor have any questions as to the application of such laws, ordinances, and regulations, Show Management will endeavor to answer them or direct the vendor to the best source of information.
- 7.16 This agreement between the Vendor and Show Management is subject to the terms of the lease between Show Management and the Rushmore Plaza Civic Center. Vendors shall not undertake any act, or fail to fulfill any obligation, which shall be in violation of said lease.

Electrical Services & Wireless Access

- 8.1 Electrical hookups are not included with the price of the Agreement.
- 8.2 All electrical hookups are at the Vendors expense. Request electrical needs on the Vendor Application form. Access to electricity is \$35 for the duration of the show. Power strips and extension cords are the responsibility of the Vendor.
- 8.3 If electrician services are needed, Vendor is personally responsible for contacting, scheduling and paying for services.
- 8.4 Free wireless access is provided by the Rushmore Plaza Civic Center.

Tax Information

- 9.1 A list of vendors participating in the BHSS shall be furnished to the South Dakota Revenue Department.
- 9.2 All vendors should know the South Dakota tax procedures for reporting and submitting all taxes. If you have any questions contact the following:

SD Department of Revenue
4447 S. Canyon Rd, Suite 6
Rapid City, SD 57702
605-394-2332



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Security and Liability

- 10.1 Show Managers will provide a security guard during the time of the Show and during move-in and move-out on the days immediately preceding and following the Show.
- 10.2 Civic Center security personnel will provide security nightly from Show closing to Show opening, and at times outside scheduled move-in and move-out on days preceding and following the Show. However, this security provision, in no way, lessens the responsibility of the vendor to secure all business and personal belongings.
- 10.3 All property of the vendor remains under his control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither the Show Managers, their service contractors, the management of the Rapid City Civic Center, nor any officers, staff members, or directors of any of the same are responsible for the safety of the property of vendor from theft, damage by fire, accident, vandalism or other causes. The vendor expressly waives and releases any claim or demand he may have against these persons by reason of damage to or loss of any property of the vendor. Show Management shall not be held responsible for liability claims in the individual vendor areas.

Accommodations

- 11.1 The BHSS Staff will provide two hotel options at a discounted price for vendors. Please check the BHSS website for up to date information.

The vendor application can be submitted online at [BHSS Vendor Application](#).

Vendors may also email the application to bhss.coordinator@gmail.com or mail the applications to

BHSS
c/o Ami Larson
3119 Flint Dr.
Rapid City, SD 57702



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2019 VENDOR CONTRACT

www.bhsportsshow.com bhss.coordinator@gmail.com

- **February 8-10, 2018** – Show starts Friday, February 8th at **NOON**.
- Vendor Application deadline is December 1st.
- Returning vendor booth placement begins September 17th.
- New vendor booth placement begins October 1st.
- Thursday, February 7th 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.

NOTE TO LAST YEAR VENDORS
 To retain your space from last year (2018), contract and payment, must be received by:
September 14, 2018.

BUSINESS INFORMATION

Business Name: _____

First Name: _____ Last Name: _____

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

Email: _____ Cell Phone: _____ Website: _____

Brief Description of your Product or Service: _____

Select One: Returning Vendor (2018) _____ Past Vendor _____ New Vendor _____

BOOTH INFORMATION

Please refer to the Civic Center Vendor Map for booth layout. 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 ____
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.

<p>Electricity</p> <p>____ Yes (\$35)</p> <p>____ No</p>	<p>Extra Table/Chairs</p> <p>____ Extra Tables (\$12)</p> <p>____ Extra Chairs (\$3)</p>	<p style="text-align: center;">Table and Chair Opt Out</p> <p>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.</p> <p>To Opt Out please initial here _____</p>
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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 4th** 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 7-Feb 10.

- ____ I have read all Vendor Rules and Regulations
- ____ I agree to submit proof of insurance by January 4th
- ____ I agree to pay booth rental and fees in full by January 4th
- ____ 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	\$ _____