



VENDOR APPLICATION/CONTRACT

2022 VENDOR CONTRACT

- **February 11-13, 2022** – Show starts Friday, February 11th at **NOON**.
- Vendor Application deadline is December 10th.
- Returning vendor booth placement begins September 10th.
- New vendor booth placement begins October 11th.
- Thursday, February 10th 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 (2021), contract and deposit, must be received by:
September 10, 2021.

BUSINESS INFORMATION

Business Name: _____

First Name: _____ Last Name: _____

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

Email: _____ Cell Phone: _____ Website: _____

Select One: Returning Vendor (2021) _____ Do you want your same booth as 2021? _____
 Past Vendor _____ Unable to attend in 2021 due to COVID? _____
 New Vendor _____

Unique Booth Needs: _____

BOOTH INFORMATION

Please refer to the Civic Center Vendor Map for booth layout. Yellow Booths are Standard 8x10 booths and are **\$465** on the lower level and **\$415** 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 (**\$430** 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.

Electricity <input type="checkbox"/> Yes (\$35) <input type="checkbox"/> No	Extra Table/Chairs <input type="checkbox"/> Extra Tables (\$12) <input type="checkbox"/> Extra Chairs (\$3)	Table and Chair Opt Out I understand no tables and chairs will be in my booth upon arrival. To Opt Out please initial here _____
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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 14th** 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 11-Feb 13.

I have read all Vendor Rules and Regulations
 I agree to submit proof of insurance by January 14th
 I agree to pay booth rental and fees in full by January 14th
 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)	\$ _____
TOTAL DUE	\$ _____