Application & Manual

Application Deadline: October 15, 2020
The Black Hills Stock Show & Rodeo® has a tradition of providing a high quality stock show. We strive to make an enjoyable, diverse atmosphere with a commitment to complete guest satisfaction. We look forward to working with everyone to help carry on this tradition of excellence.

This application and manual is designed to familiarize vendors with Black Hills Stock Show® rules and regulations. The information provided is an important reference tool, and a part of each vendor's agreement. It is meant to better our Stock Show operations, each exhibitor has a responsibility to read and understand the information.

Please complete the enclosed application and return by e-mail or mail. If you are new to us (have not been to stock show or are bringing a different product or service) this year, please include any pictures/brochures of the product or service, it will be used in our selection process.

Each year we receive more applications than we are able to accommodate. As a staff we use our experience to select the best exhibits, products and services from a variety of submissions received. As a reminder make sure to identify yourselves as Vendors to our sponsor hotels to receive any Black Hills Stock Show discounts.

Deadline for returning vendors is October 15, 2020. We will begin placement of new vendors mid-November with correspondence as to acceptance by Dec. 1, 2020. If you have any questions, please feel free to call at (605) 721-9026 or email at rebecca@blackhillsstockshow.com. We would like to thank you for your interest in the Black Hills Stock Show & Rodeo.

Thank You,
Rebecca Bader
Black Hills Stock Show Event Coordinator
### Deadlines & Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 15</td>
<td>Returning Vendor Deadline</td>
</tr>
<tr>
<td>December 1</td>
<td>Insurance Certificate Due Date</td>
</tr>
<tr>
<td>December 1</td>
<td>New Vendor Confirmation Deadline</td>
</tr>
<tr>
<td>January 8</td>
<td>Early Move-In Request Deadline</td>
</tr>
<tr>
<td>January 27–29</td>
<td>Vendor Move-In</td>
</tr>
<tr>
<td>January 29 – February 6</td>
<td>Black Hills Stock Show</td>
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</tbody>
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### Sponsor Hotels

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>Best Western</td>
<td>605-343-8550</td>
</tr>
<tr>
<td>Holiday Inn Express</td>
<td>605-355-9090</td>
</tr>
<tr>
<td>Grand Gateway Hotel</td>
<td>605-342-8853</td>
</tr>
<tr>
<td>Hampton Inn &amp; Suites</td>
<td>605-341-1879</td>
</tr>
<tr>
<td>Hampton by Hilton</td>
<td>605-348-1911</td>
</tr>
<tr>
<td>MainStay Suites</td>
<td>605-719-5151</td>
</tr>
<tr>
<td>Cambria hotels &amp; suites</td>
<td>605-341-0101</td>
</tr>
<tr>
<td>Microtel Inn &amp; Suites</td>
<td>605-348-2523</td>
</tr>
</tbody>
</table>
Company/Business Name: ____________________________________________

Name & Title of Applicant: ____________________________________________
(Contact Person)

Mailing Address: ______________________________________________________
City, State Zip: _______________________________________________________

Business Number: _____________________________________________________

Cell Number: _________________________________________________________

Contact person and cell during event: ________________________________

E-Mail Address: _______________________________________________________

Website: _____________________________________________________________

Are there any other names your company uses or has used in the past? If so, please list: ____________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

If using grid work or other solid walls for display purposes please check this area.________
Over the Counter Samples_______
Provide Information Only_________

The leased space(s) shall be used for display of products or services. Described below and for no other purpose. The Black Hills Stock Show® deems the foregoing provisions to be an important consideration, and this lease may be declared null and void if the vendor uses space(s) for any different or additional purposes. The Black Hills Stock Show® reserves the right to reject any application that management deems inappropriate or contrary to the shows objective. Please name and describe all items or services to be sold, exhibited, or given away including brand names: (Include Photos)
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Attention food item vendors: Any food items available for consumption on site (i.e. candy, nuts, etc.) will be required to pay the Rushmore Plaza Civic Center a 20% Service Charge to be remitted to the Rushmore Plaza Civic Center Food and Beverage Office by 2:00 pm Sunday, February 6, 2021. If the Service Charge is not remitted at that time, a 20% penalty will be added to the Service Charge.
### AREA REQUESTED

- **OUTDOOR EXHIBIT**
  - Parking Lot Space: $400
- **THEATER LOBBY**
  - Room E: 8x10, $700
  - Room F: 8x10, $800
  - Room G: 8x10, $750
  - Room H: 8x10, $800
  - Room E Corner: 8x10, $770
  - Room F Corner: 8x10, $800
  - Room G Corner: 8x10, $630
  - Room H Corner: 8x10, $700
  - Alpine/Ponderosa: 8x10, $630
  - Alpine/Ponderosa Corner: 8x10, $700

### REQUESTED NUMBER OF BOOTH SPACES

- **LOWER LEVEL**
  - Area A: 10x10, $1,100
  - Lower East: 7x10, 8x10
  - LaCroix Hall: 8, $1,200
  - Rushmore Hall: 10x10, $1,200
  - LaCroix Hall Corner: 10x10, $1,300
  - Corner Spaces: 8x10, $1,225

- **UPSTAIRS**
  - Upper East Concourse: 6x8, 8x8, 8x9, $750
  - Upper East Corner: 8x8, $800

### BOOTH TOTAL COST

- Total Cost: ____________________________

(Includes booth space, electric if needing extra V, phone, insurance and misc.)

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- **Total Cost:** $200
- **I will not need a telephone line:** ☐

### Signature:

______________________________ Date: ________________

By signing this application the Exhibitor agrees to all terms in it, including their contractual duties and obligations. If the exhibitor fails to comply with any other provisions contained in these rules and regulations concerning the use of exhibit space. In the event of noncompliance by an Exhibitor, BHSS Staff will have the right to reassign the booth. Exhibitor shall forfeit all payment, regardless if BHSS Staff enters into a further lease for the space involved with another exhibit.

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Electric is included in your booth fee, unless more than 110 V is needed. 208 V is an additional $120 〇
Liability insurance in the amount of $1,000,000 listing Black Hills Stock Show and Central States Fair, Inc.

As additional insured is required. Insurance certificates must be on file in our office no later than DECEMBER 1, 2020.

An insurance rider is available through the BHSS Office by filling out the enclosed form for $165.00.

- [ ] I have my own insurance policy.
- [ ] I will be purchasing an insurance rider through Central States Fair, Inc.

Company Name:________________________________________
Contact Person/Owner:_____________________________________
Address: ______________________________________________________________________________________
City: __________________________ State:________  Zip:___________________

List of products, services or food items to be provided: (REQUIRED)

Dear Exhibitor,

Our Insurance provider will provide Premises Liability coverage for licenses at the Central States Fairgrounds under a blanket policy. Coverage for Exhibitors includes public liability and property damage liability with a $ 1,000,000 combined single limit. Products Liability is provided for premises claims only. Liquor Liability is specifically excluded. General Liability coverage conforms with the requirement of the License Agreement for Central States Fair, Inc.

Please sign this form signifying your consent to participate in the voluntary insurance program and return it to our office at the address shown below.

1. General Liability coverage will be provided for the period of January 31-February 9, 2020. This coverage will be provided only for the current year’s Black Hills Stock Show.®

2. The following are not acceptable for endorsements for this policy: Ear piercing, tattoo parlors, stroller and wheelchair rentals, and displays containing live animals.

3. Premium for this coverage is $165 for one booth space and $65 for each additional booth spaces.

Please issue coverage in accordance with this program.

Signature:_______________________________ Date:___________________
<table>
<thead>
<tr>
<th>Product Description</th>
<th>Color</th>
<th>Quantity</th>
<th>Pre-Order Price</th>
<th>On site Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' Table w/ extendable legs</td>
<td>Black</td>
<td></td>
<td>$20</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>6' Table w/ extendable legs</td>
<td>Black</td>
<td></td>
<td>$25</td>
<td>$35</td>
<td></td>
</tr>
<tr>
<td>8' Table</td>
<td>Black</td>
<td></td>
<td>$30</td>
<td>$40</td>
<td></td>
</tr>
<tr>
<td>Table Skirting w/ Clips</td>
<td>Grey</td>
<td></td>
<td>$15</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>3' Cocktail Table</td>
<td>Wood Top</td>
<td></td>
<td>$25</td>
<td>$35</td>
<td></td>
</tr>
<tr>
<td>Director's Chair</td>
<td>Wood/ blk</td>
<td></td>
<td>$15</td>
<td>$20</td>
<td></td>
</tr>
<tr>
<td>Folding Chair</td>
<td>Wood/ blk</td>
<td></td>
<td>$10</td>
<td>$15</td>
<td></td>
</tr>
<tr>
<td>Stools</td>
<td>Grey</td>
<td></td>
<td>$10</td>
<td>$15</td>
<td></td>
</tr>
</tbody>
</table>

Forklift Requirements Needed: $50 per job, not to exceed 1/2 hour

Total: _______________________

Office Use Only:

Booth Location _________________ Initial for record _________________
Central States Fair is a non-profit organization, which annually produces the Black Hills Stock Show & Rodeo to promote youth, education, and agriculture. The Black Hills Stock Show Commercial Exhibit Rules and Regulations are an attachment to, and an integral part of the Commercial Exhibit Agreement. These rules and regulations should be read and reviewed prior to the signing of the Commercial Exhibit Agreement.

The Black Hills Stock 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, connected with, or incidental to the Black Hills Stock Show & Rodeo. 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.

CENTRAL STATES FAIR, INC. AND BLACK HILLS STOCK SHOW ® RESERVE THE RIGHT TO REJECT ANY APPLICATION THAT MANAGEMENT DEEMS INAPPROPRIATE OR CONTRARY TO THE SHOWS OBJECTIVES.

APPLICATION & SPACE CHANGES

1.1 Exhibitors who receive an application are required to complete and return the form to the Commercial Exhibit Department prior to the October 15, 2020 deadline.

1.2 BHSS offers returning vendors first right of consideration. New Commercial Exhibitors fill select openings with safe, healthy, and quality exhibits at the discretion of BHSS Staff.

1.3 If space is not available, the Trade show Coordinator shall develop a waiting list in the event of a cancellation. Selection from the waiting list for an available space shall be based upon the extent to which the proposed products or services duplicate existing products or services, health and safety of the public, as well as professionalism and quality of the exhibit.

1.4 Once application is signed the Exhibitor agrees to all provisions expressed. In the event of failed payment and as of December 1, $200 will incur. If the exhibitor fails to comply with any other provisions contained in these rules and regulations concerning the use of exhibit space. In the event of a default by the Exhibitor, BHSS Staff will have the right to reassign the booth. Exhibitor shall forfeit all payment, regardless if BHSS Staff enters into a further lease for the space involved with another exhibit.

1.5 Requesting a space change, requests will be considered based on space availability, quality of booth presentation, adherence to policies and proximity to like exhibitors.

1.6 The Show will also make every effort to avoid moving an exhibitor who hasn't requested a relocation. However, there are instances where exhibitor moves may be unavoidable.

1.7 Subleasing of booth spaces by an exhibitor is not allowed. Booth space is only to be used by the exhibitors and for the products stipulated in the contract. Anyone found subletting space will have all Agreements void and be asked to leave the grounds immediately.
Booth Design Guidelines

2.1 Merchandise, displays, fixtures, signs or other property of the exhibitor may not extend into the aisles. All elements of the exhibit must be wholly contained within the marked space.

2.2 Signs or other features may not exceed the 8’ back height. Displays must fit in the assigned booth space. The sidewall height is 4.5’ when using drapes. If your displays utilize grids on all sides you may be moved to accommodate other vendors.

2.3 Exhibitor may hang signs from the back wall of their booth as long as the method used does not damage booth-draping material. Exhibitors MAY NOT use nails, staples, hooks, tacks, screws, or such in the BHSS premises or erect decorations with adhesives, including tape, that would deface the walls, ceiling, floors, facilities and equipment contained within the premises.

2.4 All booths must keep a 10-foot aisle to meet Fire and Life Safety Regulation. This will be strictly enforced by the Fire Marshals.

2.5 Rushmore Plaza Civic Center building policy does not allow balloons or peel-off stickers to be issued anywhere on the premises.

2.6 Exhibitor is required to keep their premises and adjoining area clean and free of all garbage, rubbish and litter. Stock Show Staff will not enter an Exhibitor’s booth to clean. All bagged trash must be placed in the aisle at the close of each evening for removal. Anything that is placed in the aisles after cleaning has been completed will be responsibility of the Exhibitor. When the Show is over, it is expected that vacated booth spaces will be left clean and free of debris.

2.7 Exhibitor’s 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 Rushmore Plaza Civic Center. Storage between drapes may occur as long as double drapes are in place. Your entire display must remain in the confines of your booth dimensions.

Hang your hat at our place...
**Credentials**

3.1 Exhibitors must pick up their Exhibitor Badges prior to move-in. Badges cannot be mailed.

3.2 A pre-determined number of Exhibitor Badges will be included with each Agreement.

3.3 Exhibitor badges do not include rodeo admission, parking privileges, or any arena admission.

3.4 Badges will not be replaced if lost or stolen.

3.5 Additional Exhibitor Badges may be purchased for a fee.

**Payment Information**

4.1 First year vendor’s booth rental will be due immediately upon acceptance. Returning Vendors booth rental will be due upon receiving your 2020 BHSS Welcome Letter.

4.2 If for any reason a check is returned by the designated bank, a certified check or money order, cashier’s check, or cash, in the amount of the payment will be due 1 week after the Exhibitor has been notified with bank fees.

4.3 Agreements between Exhibitor and BHSS are only for the period of the Agreement and do not carry over from year to year.

4.4 BHSS reserves the right to refuse to renew any Agreement if any regulations of the BHSS have been violated, or if it is in the best interest of BHSS, it’s Exhibitors, or the public.

4.5 BHSS reserves the right to cancel an Agreement up on receipt of notice from any member in the International Association of Fairs and Expositions that the Exhibitor has been suspended or expelled from a member’s grounds or for violation of Agreement or rules.

4.6 When you provide a check payable, you authorize Central States Fair, Inc. to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

**Move-In**

5.1 All commercial exhibitors must check-in at the Black Hills Stock Show office prior to beginning move-in.

5.2 Unauthorized early move-in is not permitted, requests for early move-in must be in by January 8, 2021. The Black Hills Stock Show rents the Rushmore Civic Center Facilities during the time of the trade show. The amount of vendors and time line for early move-in, is adjusted each year pending on what other events the Civic Center is hosting.
OPERATING HOURS

6.1 All exhibits must be in place by 9:00 AM on Friday, January 29, 2021.
6.2 All spaces open by 9:30 AM will be reassigned by BHSS Management.
6.3 BHSS requires booths be staffed during all operating hours of Stock Show.

CONDUCT

6.4 No deviation from the items, which appear on the Agreement, will be permitted. Selling and/or displaying unauthorized items may result in the closing of the booth. All items, which are sold or displayed, must first be approved and listed on the Agreement. BHSS Staff must receive all requests for product additions and/or changes by December 15th.

6.5 Selling or dispensing of t-shirts, caps, posters or other 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 determining what is vulgar or offensive. Anyone selling or dispensing items of this nature will have their booth closed immediately and will be removed from the grounds, forfeiting their space and all monies previously paid. No reason or excuse will be accepted.

6.9 No Soliciting of any nature will be permitted except in licensed commercial spaces.

6.10 No roving vendor or solicitor, acting for either a profit or non-profit organization or on his/her own behalf, shall be permitted.

6.11 Only Service Animals as recognized by the ADA will be allowed provided proof of current health papers.

6.12 Smoking is prohibited in all facilities including restrooms, lounges and all other indoor area.

6.13 BHSS is a family oriented show and all Exhibitors are expected to dress accordingly.

6.14 Exhibitors shall not have celebrity appearances or autographing within booth space without prior written permission from BHSS Staff.

6.15 Permission from BHSS Staff must be acquired for the use of any sound amplification system either inside or outside.

6.18 No exhibitor inventory ‘closeouts’ or ‘fire sales’ will be allowed until the final day of the trade show. Any one found violating this will have all agreements void and be asked to leave the grounds immediately.
6.19 Black Hills Stock Show & Rodeo is a registered trademark. Use of the official Black Hills Stock Show & Rodeo logo or name on any item sold, given away, on display or on advertising is prohibited without the express written permission from the Central States Fair, Inc.

6.20 BHSS reserves the right to move an Exhibitor to a space other than originally provided in the Agreement should it prove necessary. BHSS shall be the sole judge in determining what is necessary in the best interest of the BHSS and the public.

6.21 Exhibitor covenants and agrees to defend at its own expense, indemnify and hold harmless the Central State Fair, inc. and Rushmore Plaza Civic Center, its management, employees and representatives from any and all liability, penalties, damages, costs, expenses, causes of action and claims of every kind and nature arising from illness, death, bodily injury or property damage to any person whomsoever, occasioned by or growing out of or in any way connected with the occupation or use of the exhibit space or activities associated with this agreement.

**Fire Regulations**

The information below does not completely cover the ordinances and regulations contained in the City and County of Rapid City Fire Code.

12.1 Draperies, curtains, signs, banners, and other similar furnishings and decorations shall be flame-resistant. These materials shall be made from material, which is not flammable or shall be treated and maintained in a flame-retardant condition by means of flame-retardant solution or process approved by the Rapid City Department of Fire and Emergency Services.

12.2 The use of hay or straw as decoration is prohibited.

**Please look at the Rapid City Fire and Emergency Services Website for more Fire Regulations.**

**Forklift Services**

Forklift Services are available on a limited basis for set up and tear down. Forklift charge is $50 per job, not to exceed 1/2 hour. Forklifts may not be rented without Civic Center operator. BHSS and Rushmore Plaza Civic Center cannot assume responsibility for damage or accidents involving the use of Civic Center forklifts or personnel.
**Parking Requirements**

7.1 During actual trade show days, vendors are allowed to restock booths one hour prior to show hours.

7.2 Once necessary items have been unloaded and before show hours begin, all vendor vehicles and trailers must be parked at the Journey Museum parking lot. (one block east of the Rushmore Plaza Civic Center.)

7.3 Any unattended trailers left in the general parking area will be ticketed and towed at the owner’s expense.

7.4 When unloading or loading materials all exhibitors must leave adequate space for other exhibitors to be able to cart materials to their respective booth locations.

**Deliveries**

8.1 The Black Hills Stock Show and Rushmore Plaza Civic Center are not responsible for lost, stolen, or damaged articles that are received by and/or at the BHSS.

8.2 All deliveries will need to be hand carted by your staff to your booth.

8.3 No COD’s will be accepted.

8.4 Shipping Information:
Black Hills Stock Show Office
(Your Booth Name)
444 Mt. Rushmore Rd. N.
Rapid City, SD 57701
**Electrical Service**

9.5 All electrical cords, cables, connectors, plugs, equipment, etc. must be supplied by the Exhibitor and meet UL standards. Only 3 prong extension cords will be allowed.

9.6 Exhibitors will not be given service by electricians if equipment is found to be faulty or hazardous or in violation of the Rapid City Fire Department Rules and Regulations.

**Phone/ Internet Service**

10.1 Limited telephones are available to vendors. Phones are only available to those who order before December 1.

**No Refunds will be given on phone lines.**

10.2 Charge per Phone Line is $200.00

10.3 Rushmore Plaza Civic Center provides free WiFi that is open to the public and no password is needed. (It’s the Rushmore Guest option)

10.4 If a secure internet line is needed it must come from Midcontinent (MIDCO) not the Civic Center. It also must be ordered and paid for prior to arrival, no on site orders will be accepted.

MIDCO Phone number - 1-800-888-1300

**Tax Information**

11.1 A list of all exhibitors participating in the BHSS shall be furnished to the South Dakota Revenue Department. They will be contacting everyone throughout the week.

11.2 All exhibitors should know the South Dakota tax procedures for reporting and submitting all taxes. If you have any questions,

*Contact the: SD Department of Revenue,*

*4447 S Canyon Rd, Suite 6,*

*Rapid City SD 57702*

*phone: 605-394-2332*