

BLACK HILLS STOCK SHOW®



2021

CINCH TRADE SHOW

Photo by Focus Marketing



JANUARY 29, – FEBRUARY 6, 2021

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 the 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

Black Hills Stock Show®
800 San Francisco St
Rapid City, SD 57701
(w) 605-355-3861 (f) 605-355-3800
www.blackhillsstockshow.com
info@blackhillsstockshow.com



DEADLINES & DATES

October 15

Returning Vendor Deadline

December 1

Insurance Certificate Due Date

December 1

New Vendor Confirmation Deadline

January 8

Early Move-In Request Deadline

January 27-29

Vendor Move-In

January 29 - February 6

Black Hills Stock Show

SPONSOR HOTELS



VENDOR APPLICATION

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.

BOOTH LOCATIONS

LOWER LEVEL

PRICE

OUTDOOR EXHIBIT Parking Lot Space
THEATER LOBBY

\$400
\$800

Area A	10x10	\$1,100
Lower East	7x10, 8x10	
LaCroix Hall	8	
Rushmore Hall	10x10	
LaCroix Hall	10x10	\$1,200
LaCroix Hall Corner	10x10	\$1,300
Corner Spaces	8x10	\$1,225

Electric is included in your booth fee,
unless more than 110 V is needed.

208 V is an additional \$120 ☐

UPSTAIRS

PRICE

Room E	8x10	\$700
Room F		
Room G		
Room H		

Room E Corner	8x10	\$770
Room F Corner		
Room G Corner		
Room H Corner		

Upper East Concourse	6x8, 8x8, 8x9	\$750
Upper East Corner	8x8	\$800

Alpine/ Ponderosa	8x10	\$630
Alpine/Ponderosa Corner	8x10	\$700

able to vendors. Phones are only available to those who order by ☐ will not need a telephone line.
Price \$200 QUANTITY _____
ends will be given to phone lines.

AREA REQUESTED _____

REQUESTED NUMBER OF BOOTH SPACES _____

BOOTH TOTAL COST _____

Total Cost:

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

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.



Area A

Booths 90 - 102 are 8' wide x 10' deep

12' x 15'

165

Stairs

BHSS Office

11 10 9 8

12 13 14 15

Door

98 99 100

16 17 18

Door

101 102

114 114 A

6x6

12' wide x 6' deep

Food Shack

First Aid Room

LaCroix Hall

19 20 21 22

115 116 117 118

8' wide x 10' deep

LaCroix Hall

131 133

130 134

129 135

128 136

127 137

126 138

125 139

124 140

123 141

Stairs

164

Sponsor Booths

Restrooms

7 6 5 4

10' x 10'

75 74 73 72 71 70 69

62 63 64 65 66 67 68

Sponsor Priority Booths

61 60 59 58 57 56 55

48 49 50 51 52 53 54

10' x 10'

48 46 45 44 43 42 41

34 35 36 37 38 39 40

10' wide x 8' deep

33 32 31

30 29 28

LaCroix Hall

Room 102

3 2 1

23 24 25 26 27

119 120 121 122

8' wide x 10' deep

LaCroix Hall

Overhead Door

Escalator

163

10' x 23'

162 161

Rushmore Hall

Lower East Concourse

Overhead Door

157 158 159

162	161	160
-----	-----	-----

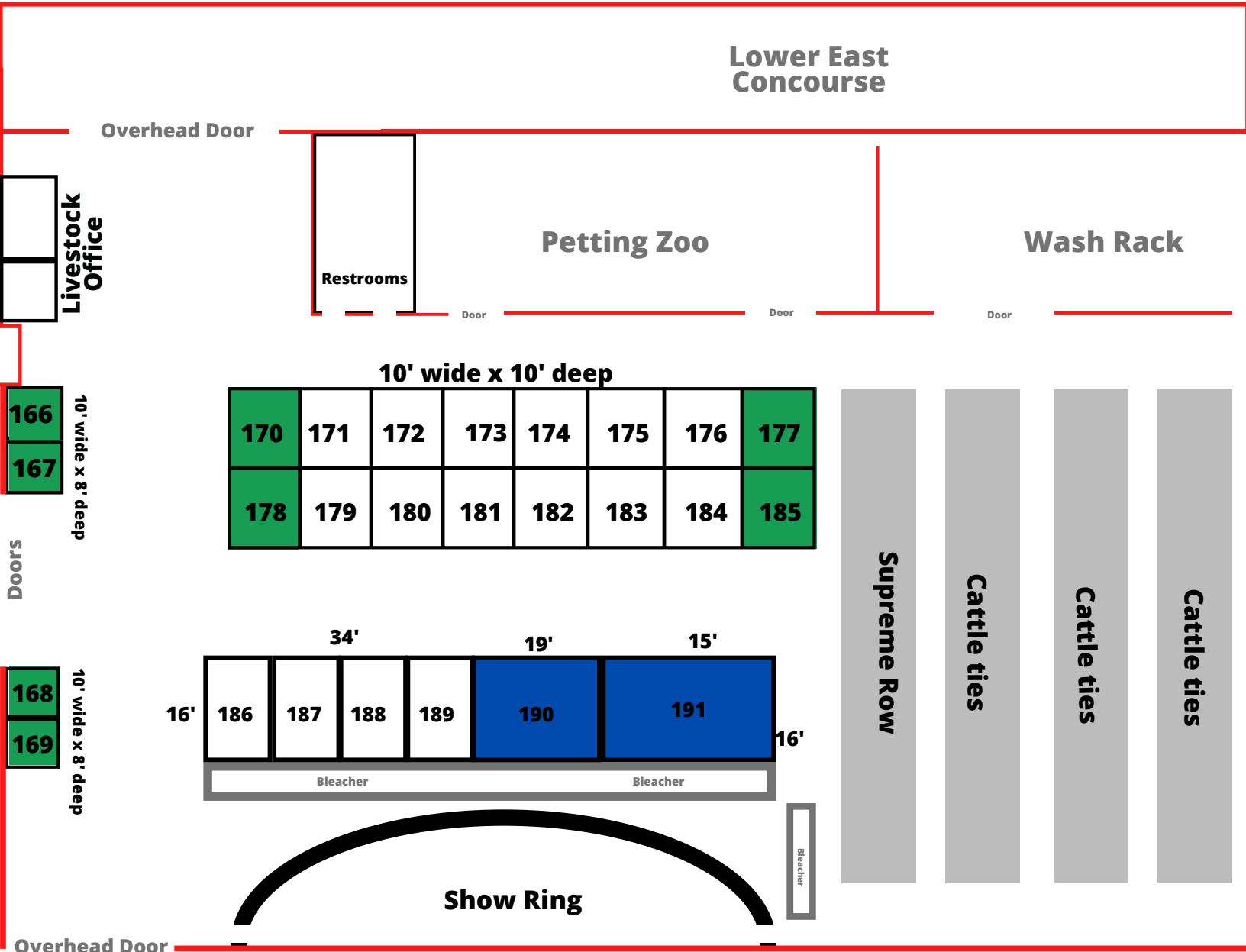
Theater Lobby

Ice Arena

Key



RUSHMORE HALL



Key

	Livestock Area		Wall
	Corner Spaces		Sponsor Booth

UP STAIRS CIVIC CENTER



INSURANCE

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 AND CHAIRS ORDER FORM

Product Description	Color	Quantity	Pre-Order Price	On site Price	Amount
4' Table w/ extendable legs	Black		\$20	\$30	
6' Table w/ extendable legs	Black		\$25	\$35	
8' Table	Black		\$30	\$40	
Table Skirting w/ Clips	Grey		\$15	\$25	
3' Cocktail Table	Wood Top		\$25	\$35	
Director's Chair	Wood/ blk		\$15	\$20	
Folding Chair	Wood/ blk		\$10	\$15	
Stools	Grey		\$10	\$15	

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

Total: _____

Office Use Only:

Booth Location _____

Initial for record _____

REGULATIONS

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.



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, its 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.

GENERAL EXHIBITOR RULES

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

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.

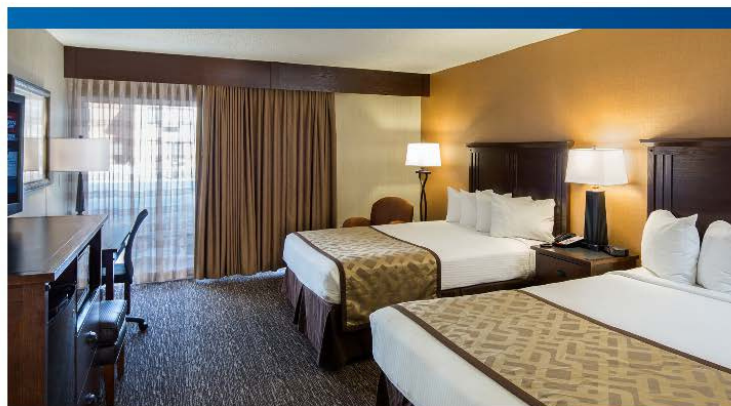
8.3 No COD's will be accepted.

8.4 Shipping Information:

Black Hills Stock Show Office
(Your Booth Name)

444 Mt. Rushmore Rd. N.

Rapid City, SD 57701



**For business or leisure, there's always
a little something extra.**

Amenities

- **Free suite upgrades to the first 10 vendors to book a room**
- Microwaves and Refrigerators in every room
- Free high-speed & wireless Internet access
- Complimentary shuttle to Civic Center and Events Center
- Business center services available
- Award-winning Minervas Restaurant & Bar
- Waterpark passes included with hotel rate
- Indoor heated pool & whirlpool
- Fitness room
- Safe deposit boxes available at the front desk
- Over 36,000 sq. ft. of meeting & banquet space
- Complimentary airport shuttle
- Free parking
- 2 great happy hours in Minervas

**2021
Stock Show
Exhibitor
Special**

\$54⁰⁰ + tax

For Standard Room
Rate valid
January 26 - February 8, 2021.
only with a 4-night
minimum stay.

Ramkota Hotel

2111 N LaCrosse St • Rapid City, SD 57701 • (605) 343-8550 • rapidcity.bwramkota.com

Wherever Life Takes You, Best Western Is There.®

Each Best Western® branded hotel is independently owned and operated.

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