



2019

NDWS ANTIQUEN' JUNK BOUTIQUE N' MORE

Dear Exhibitor,

The North Dakota Winter Show is looking forward to another successful year, at the 82nd Annual North Dakota Winter Show, in Valley City, ND! The Winter Show will go back to the 6-day format this year, with the dates being March 5-10. We have added some exciting events this year and the week will be packed with entertainment! We invite you to join us and if you have any questions, please feel free to contact our office at 701-845-1401 or email ndws@northdakotawintershow.com.

- DATES/HOURS:** Saturday March 9th, 2019 to Sunday March 10th 2019.
Show hours are 9 a.m. to 5 p.m.
- PLACE:** National Guard Armory, 747 7th St. SE, adjacent to the NDWS grounds
- SET-UP HOURS:** A six-hour move-in period from 3 p.m. to 9 p.m. on Friday, March 8th. If not present by 8 p.m., your booth space will be rented to another exhibitor.
- MOVE-OUT:** A three-and-a-half-hour move-out period has been scheduled from 5:30 p.m. to 9 p.m. Sunday March 10th. All merchandise **MUST** be out of the building between these times. Anyone that closes down earlier than the scheduled time will not be guaranteed a spot for 2020.
- SHOW** Articles are to be sold with the exhibit remaining interesting throughout the show and **must be left until check-out time**. We are not responsible for any lost, stolen or damaged articles.
- GUIDELINES:** **THIS IS A JURIED SHOW.** Pictures, (no more than 3) are required of your complete product with your name on back. **NO PETS ARE ALLOWED. FOOD SAMPLES FROM COMMERCIAL KITCHENS ONLY.**
- BOOTH ASSIGNMENT:** Booth assignments will be made by the NDWS Management. Two people per booth will be entitled to a door attendance stamp for both days of the show. Admittance for the public will be \$2.00/person.

BOOTH CHARGES: Make your check payable to the NDWS. The charge will be \$60.00 for an 8' x 10' space with 1 (8 ft.) table and 2 chairs; Please indicate below on the order form how many chairs and tables you need. Extra tables, (must be requested), and are available for \$5.00. You must provide your own table covering. A \$25 processing fee will be charged for cancellations before January 29th. After January 29th, you will be notified if you have been accepted. If you are not, your picture(s) and check will be returned. **ABSOLUTELY NO REFUNDS AFTER January 29th.**

**LIABILITY &
INSURANCE:**

Each exhibitor will be required to provide a Certificate of Insurance. Your Certificate of Insurance **DOES NOT** carry over year to year. **EVERYONE** must provide a new certificate each year. This Insurance Certificate must be on file in our office prior to February 11th, 2019. This can be done easily by contacting your business insurance company or you homeowners' insurance company. (There may be a very minimal fee). If you have questions regarding this, please contact our office at 701-845-1401. You also have the option of purchasing insurance through the NDWS, for an additional \$70.

**LOADING/
UNLOADING:**

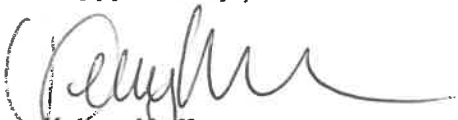
All vehicles must be removed from the unloading areas on the east and west sides of the Armory after unloading. There is parking available north of the building.

**ELECTRICAL
HOOK UPS:**

Electricity is available for an additional fee of \$25. You must provide your own extension cord.

ND Tax Department states that all exhibitors should be charging sales tax and Valley City sales tax (total 7.5 %) for items sold at the show. Noncompliance with ND Tax Laws may be grounds for cancellation of space and/or denial of renewal.

Happy Holidays,



Kelcey Hoffmann

Manager

North Dakota Winter Show

2019

NDWS

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Entry Form

Please fill out form and return with payment as well as pictures of your booth/product
NO LATER THAN JANUARY 7th 2019 to: NDWS PO Box 846 Valley City, ND 58072

NAME: _____ ND SALES TAX # _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ E-MAIL ADDRESS: _____

NUMBER OF PICTURES ENCLOSED: _____ TYPE OF EXHIBIT: _____

ELECTRICITY: YES _____ NO _____ NUMBER OF CHAIRS NEEDED IN BOOTH: _____

(Additional fee for electricity is \$25.00)

8 X 10 BOOTH AT \$60.00 (circle # of tables needed) NONE ONE \$ _____

NUMBER OF EXTRA TABLES @ \$5.00 PER TABLE _____ \$ _____

Electricity @ \$25.00 \$ _____

TOTAL ENCLOSED: \$ _____

Make check payable to: NDWS

Contact: North Dakota Winter Show office

(701) 845-1401 or email ndws@northdakotawintershow.com

