

## *Dear Commercial Exhibitor:*

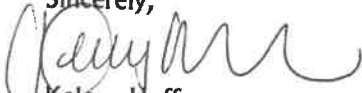
**WE ARE CELEBRATING 82 YEARS!** Come join us in the celebration! The North Dakota Winter Show will be held March 5–10, 2019. As in the past, the NDWS offers **FREE ADMISSION, FREE PARKING** and is **HANDICAPPED ACCESSIBLE**. Tickets must be purchased however, for featured events in the main arena, such as the concert, rodeos, horse events, pickup pull, tractor pull and various events.

The North Dakota Winter Show provides an excellent opportunity to exhibit and market your products. Over the years the NDWS has proven to be one of the “best buys” for your marketing dollar. Our show is built around a variety of events and activities for participants of all ages, which brings people from a large geographic area to view and purchase your products. There are three options available for you to exhibit your products:

1. **NDWS Ag Challenge** will begin on Tuesday March 5<sup>th</sup>, and runs through Thursday, March 7<sup>th</sup>, in the South Exhibit Building. A variety of seminars on different aspects of the agriculture industry will be presented throughout these three days. Some of the topics we are working on is our Dicamba, pest management, leadership opportunities, farm bill, trade export and many more. Please watch our website for the final schedule!
2. **NDWS Home, Play and Get-Away** begins on Friday, March 8<sup>th</sup>, and runs through Sunday, March 10<sup>th</sup>, in the South Exhibit Building. An assortment of home and outdoor products are displayed during this portion of the show, including clothing vendors, home décor, recreational equipment and more.
3. **NDWS Main Building Exhibits** open Tuesday, March 5<sup>th</sup> and run through Sunday, March 10<sup>th</sup>, in the Main Exhibit Building. The emphasis is on the agricultural industry, but a variety of other products and informational booths are featured as well. **PLEASE NOTE: DUE TO SOME PUBLIC SAFETY CHANGES BEING MADE TO THE BUILDING YOUR PREVIOUS BOOTH SPACE MAY NOT BE AVAILABLE. WE WILL MAKE EVERY EFFORT TO NOT MOVE YOU.**

If you exhibited at the NDWS last year, we will guarantee the same location, if you return your Commercial Exhibitors Application, with a \$200 deposit (per booth), or full payment, by the due date of November 30<sup>th</sup>, 2018. Please review the Commercial Exhibitor Guidelines and Regulations and the additional information that is attached. If you have any questions, please contact our office at 800-437-0218, 701-845-1401, or email [ndws@northdakotawintershow.com](mailto:ndws@northdakotawintershow.com). We invite you to join us and participate in the longest running Ag show in North Dakota, as we make the 2019 North Dakota Winter Show one to remember!

Sincerely,



Kelcey Hoffmann  
NDWS Manager



# 2019 North Dakota Winter Show - March 5– 10

## Commercial Exhibitor Rules & Regulations

Preference will be given to 2018 Exhibitors until November 30<sup>th</sup>, 2018. This means that if you want to occupy the same booth you had at the 2018 show, you must submit a \$200 non-refundable deposit, for each booth you plan to occupy. Following this date, all remaining booths will be available to everyone on a first come, first serve basis.

A. **Commercial Exhibitor Applications:** No food or beverage may be sold or dispensed from any exhibit space without prior approval.

### B. **PAYMENTS & REFUNDS:**

- A \$200 non-refundable deposit per booth space will reserve your booth if paid by November 30<sup>th</sup>, 2018.

***-Remaining balance is due by January 2<sup>nd</sup>, 2019.***

-A 5% discount will be deducted on booth space, if paid in full by November 30<sup>th</sup>, 2018.

-All booths not sold (**Paid in Full**) or reserved (**\$200 deposit**) by November 30<sup>th</sup>, 2018 will be available to every one on a first come, first serve basis.

**-Commercial exhibit space applications must be signed and accompanied by appropriate fee.** Applications will not be processed, nor space assigned, unless the agreement is accompanied by payment as scheduled above. ***NO EXHIBITOR WILL BE ALLOWED TO SET-UP UNLESS THEIR SPACE IS PAID IN FULL.*** **ALL** rental fees must be paid in U.S. funds. It is expressly agreed by the Exhibitor that in the event he/she fails to pay the space rental fee at the time specified, or fails to comply with any other provisions contained in these Rules and Regulations, concerning the use of exhibit space, NDWS Management shall have the right to reassign the booth locations indicated on the Space Rental Agreement. In the event of default by the Exhibitor as outlined in the above sentence, the Exhibitor shall forfeit the amount for the space reservation, regardless of whether or not the NDWS enters into a further lease for the space involved.

**Cancellations:** Deposits are **NON-Refundable**. Refunds, less your \$200 Non-Refundable deposit, will be issued if you cancel 60 days prior to show (January 2, 2019) . If less than 60 days you will be refunded, less your deposit, **only if the space is re-rented.** Any refunds given will be issued and mailed to the address you provide after April 1<sup>st</sup>, 2019.

C. **AUTHORIZED REPRESENTATIVES:** Each exhibitor must name one individual who is responsible for installation, operation and removal of the company's exhibit booth.

D. **SPACE RENTAL AND ASSIGNMENT OF LOCATION:** Whenever possible, space assignments will be made in consideration of the request submitted on the space rental agreement. However, the NDWS Management reserves the right to make the final determination of all space assignments.

**E. BOOTH RENTAL RATES:**

**MAIN EXHIBIT BUILDING: (March 5-10)**

	<u>Exhibit space</u>
All booth space except those listed below (10'x 8'depth)	<b>\$535.00</b>
<u>Corner spaces</u>	<b>\$600.00</b>
C201, C208, C209, C216, D101, D108, D109, D116, E201, E208, E209, E216, F101, F108, F109, F116, F201, F209, F211, F218, G101, G109, G111 and G118	
<u>Under the Bleachers</u>	<b>\$435.00</b>
D202 thru D217, E102 thru E115	

<b><u>SOUTH EXHIBIT BUILDING:</u></b>	<u>10'x10'</u>	<u>Bulk Space</u>
<b>Ag Challenge (March 5-7)</b>		
(10 am Tuesday - 5 pm Thursday)	<b>\$410.00</b>	<b>\$1.75 per sq. ft (min of \$700)</b>
<b>Home, Play and Get-Away (March 8-10)</b>		
(10 am Friday - 5 pm Sunday)	<b>\$410 .00</b>	<b>\$1.75 per sq ft.(min of \$700)</b>

**BULK BOOTH SPACE:** This space is primarily used for booths with large displays or machinery. The front length may not be more than twice the booth's depth.

<b><u>OUTSIDE EXHIBIT SPACE: (March 5-10)</u></b>	<u>10'x8'</u>	<b>\$150</b>
All outside exhibit space has a 10' frontage and 18' depth		

**F. BOOTH CONSTRUCTION AND SPECIAL REQUIREMENTS:** All booths will have an 8 foot back drop, except under the bleachers which have a 7-foot ceiling at the backdrop and are 8 feet deep. Portable displays or backdrops in these booths shall not exceed 5 ½ feet in height, if they are to be positioned at the back of the booth. All booths will have a 3-foot tall side rail. Displays or other items in the front of the exhibit space must not interfere with a clear view of neighboring booths. The front of your display may not, in any way, extend further than your allotted space. For no reason should your booth be left unattended. If we find that it is unattended it may affect your booth placement for the following year.

**G. BOOTH SIGNAGE:** All booths **MUST** have the business name or organization clearly identified in a professional manner. **NO HAND WRITTEN SIGNS.**

**H. ELECTRIC:** 110 volt electrical hookups are provided. If other electrical arrangements are needed, they must be specified on the Space Rental Agreement. If during the show you require extra electrical needs that were not paid for in advance, you will be billed for the electrical fee, as well as a \$50 administrative fee. **Exhibitors must provide their own extension cords.**

**I. TABLES & CHAIRS:** Exhibitors must provide their own tables and chairs, or these items may be rented from United Rentals, by completing the enclosed order form. **Please send a separate check and the order form for these items, to United Rentals at the Fargo address listed on the form.**

**J. INTERNET CONNECTION:** NDWS is equipped with wireless internet; due to large amounts of people connecting however, we **DO NOT** guarantee connectivity at all times. **There are limited hardline internet connections in Aisle E, spaces 101-216, for an additional rental fee of \$50.**

**K. CHECKING IN:** Exhibitors **must check in at the Guest Services Booth, located inside the main entrance doors, prior to booth set-up.** This includes exhibitors who have booths in the South Exhibit Building. If someone is not at the booth, there will be contact information for the Commercial Exhibit Coordinator. Please do not start setting your booth up until you have checked in.

**L. SET-UP, EXHIBIT HOURS AND TEAR-DOWN:**

**1. MAIN BUILDING SET-UP:** Installation and set-up of Main Building exhibits will take place on Friday, March 1st through Monday, March 4th, during regular business hours, 9 am-5 pm, with the exception of Monday, which will be until 8 pm. Forklift service however, **will not** be available after 5 pm on Monday. Our first event begins at 4p.m. on Monday in the Main Exhibit Building and setup is still allowed, but no overhead doors will be able to be opened in the Main Exhibit Building. **Any space not claimed by noon on Monday, March 4th, may be sold or reassigned by NDWS Management. Please contact our office for any special requests.**

**2. AG CHALLENGE SET-UP:** Installation and set-up of the South Exhibit Building exhibits will take place on Monday, March 4th, starting at 9 am. **All exhibits must be in place by 9:30 am, on Tuesday March 6<sup>th</sup>.** Any space not claimed by 8 am, Tuesday, March 6<sup>th</sup>, may be sold or reassigned by NDWS Management.

**3. HOME, PLAY AND GET AWAY SET-UP:** Installation and set-up of South Exhibit Building exhibits will take place on Friday, March 8th, starting at 6 am. **All exhibits must be in place by 11:30 am on Friday, March 8th.** Any space not claimed by 11:30 am on Friday, March 8th, may be sold or re-assigned by NDWS Management.

**4. BULK SPACE EXHIBITORS** will be contacted with move-in time.

	<u>Main Building</u>		<u>South Exhibit Building</u>	
	<u>OPEN</u>	<u>CLOSE</u>	<u>OPEN</u>	<u>CLOSE</u>
Tuesday, March 5	10 a.m.	7 p.m.	10 a.m.	7 p.m.
Wednesday, March 6	10 a.m.	7 p.m.	10 a.m.	7 p.m.
Thursday, March 7	10 a.m.	7 p.m.	10 a.m.	4 p.m.
Friday, March 8	10 a.m.	7 p.m.	12 p.m.	7 p.m.
Saturday, March 9	10 a.m.	7 p.m.*	10 a.m.	7 p.m.*
Sunday, March 10	10 a.m.	5:30 p.m.	10 a.m.	5:30 p.m.

\* you may choose to remain open until 9:30 pm, after the PRCA rodeo, if you wish

**6. TEAR-DOWN/REMOVAL: South Exhibit Building:** Exhibits from March 5-7 must be removed between 4 pm-6 pm on Thursday, March 7<sup>th</sup>, exhibits from March 8-10 must be removed after 5:30pm, on Sunday, March 10.

**Main Building Exhibits: May not be removed prior to 5:30 p.m. on Sunday, March 10<sup>th</sup>.**

**This is after the PRCA afternoon rodeo performance and when the 2019 NDWS closes.**

**If your exhibit is removed earlier than 5:30 pm, on Sunday, March 10<sup>th</sup>,**

**you will not be guaranteed a spot for the 2020 show.**

All displays, equipment, and machinery must be removed from the NDWS grounds by 5 pm, Monday, March 11<sup>th</sup>. Items remaining after that date will be charged a \$50 per day storage fee, removed, and disposed of by the NDWS Management, unless other arrangements have been made.

**M. PARKING:** A vendor parking area will be located on the north side of the building. Handicap parking is available in the gated area on the east side, with a state issued permit. There is **NO** parking allowed in the gated area on the west side of the building. If restocking of your exhibit is necessary, it should be done prior to 9 am each day; you will need to obtain a load/unload pass each time, which will be available, at no charge, in the Main Office from 8 am to 9 am.

**N. CONCERT/SOUND CHECK:** The NDWS, along with the concert entertainer, will be performing sound checks on Friday afternoon, March 8th, 2019. This is a necessary procedure and it is not acceptable to close your booth during this time. If you do choose to close your booth, you will not be guaranteed a spot for the 2020 Winter Show. There will be earplugs available for your use, if needed. We apologize in advance for the noise.

**O. LIABILITY AND INSURANCE:** Each exhibitor will be required to provide a Certificate of Insurance, naming the North Dakota Winter Show as additional insured, in the amount of \$1,000,000 (one million dollars) Combined Single Limit. ***This certificate must be received in our office by January 15, 2019.***

**P. COVENANTS:**

- Subletting of exhibit space is prohibited.
- Exhibitors involved in taxable retail sales must comply with ND State Tax Laws.
- The posting of printed or written materials, except from a contracted location is prohibited.
- Walking concessions are prohibited and all operating equipment must be attended.
- No alcoholic beverages are allowed in the arena or commercial exhibit area.
- Exhibitors shall conduct business in a quiet and orderly manner, keeping the exhibit space neat and clean. Deposit all rubbish in the garbage receptacles provided and, if desired, sweep booth floor into the aisle prior to departure each day. Cleanup service is provided each evening in the aisles only.
- Use of a sound amplification system, either inside or outside, must be approved by the NDWS.
- Business discussions cannot be initiated with persons standing in line for an exhibit or performance.
- NDWS visitors may not be intentionally touched without their prior consent.
- Exhibitor agrees to defend at its own expense, indemnify and save harmless the North Dakota Winter Show from any and all liability penalties, damages, costs, expenses, causes of action and claims in every kind and nature arising from illness, death, bodily injury or property damage to any person whomever, occasioned by or growing out of or in any way connected with the occupation or use of the leased premises or activities associated with this Agreement.
- Exhibitor agrees to sell and will be limited to those products listed on the Agreement.
- Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in the North Dakota Winter Show.

**Q. REVOCATION AND FORFEITURE:** The violation of any of the terms and agreements hereof, shall, at the election of the NDWS Management, work a revocation and forfeiture of all rights and privileges herein granted. NDWS Management reserves the right to remove an exhibitor, at any time, with or without cause.

## Area Accommodations

### Valley City, ND

AmericInn, I-94 exit 292	877-845-0007 or 701-845-5551	<b>*Gold Level Sponsor*</b>
GrandStay Hotel & Suites	701-490-3500	<b>*Gold Level Sponsor*</b>
Super 8 Motel, I-94 exit 292	800-800-8000 or 701-845-1140	
Econo Lodge, I-94 exit 292	800-319-5333 or 701-845-5333	
President's House Guest Inn, VCSU Campus	701-845-7122	
Three Oaks Guest Inn, 530 3 St SE	701-490-6000	
Sheyenne Riverbend Farm, exit 292 & 3 miles south	701-845-1377	

### Tower City, ND: 15 miles east

Tower City Inn Bed & Breakfast, exit 307	701-749-2660
Tower Motel	701-749-2660

### Casselton, ND: 39 miles east

Days Inn, Hwy 18 & I-94, exit 331	888-847-4524 or 701-347-4524
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### Jamestown, ND: 34 miles west

Quality Inn, Hwy 281 S & I-94, exit 258	800-424-6423 or 701-252-3611
Gladstone Select Hotel, 111 2 St NE	866-748-4466 or 701-252-0700
Budget Lodge, 1009 12 Ave SE, exit 260	888-252-2363 or 701-252-2363
Comfort Inn, 811 20 St SW, exit 258	800-228-5150 or 701-252-7125
Days Inn, 825 20 <sup>th</sup> St SW, exit 258	800-329-7466 or 701-251-9085
Holiday Inn Express, Hwy 281 & I-94, exit 258	800-465-4239 or 701-252-2131
Jamestown Motel, 1018 4 Ave SW, exit 258	800-682-6227 or 701-252-0471
Two Rivers Inn , 408 West Business, exit 258	701-252-0222
Star Lite Motel, 1610 East Business, exit 260	888-252-5112 or 701-252-5111
Super 8 Motel, Hwy 281 S. & I-94, exit 258	800-800-8000 or 701-252-4715
Snuggle Inn Bed & Breakfast, 525 2 Ave NE	701-952-9171
Lakeview Meadow Resort, 8280 31 St SE	701-252-5100
Hampton Inn & Suites	701-952-6500
Fairfield Inn & Suites	701-952-6300



# Main Exhibit Building

## EXHIBITOR MAP

**Main Building Booth Rates**  
(March 5-10) 10'x8' depth

**General Booth Spaces** — \$535.00

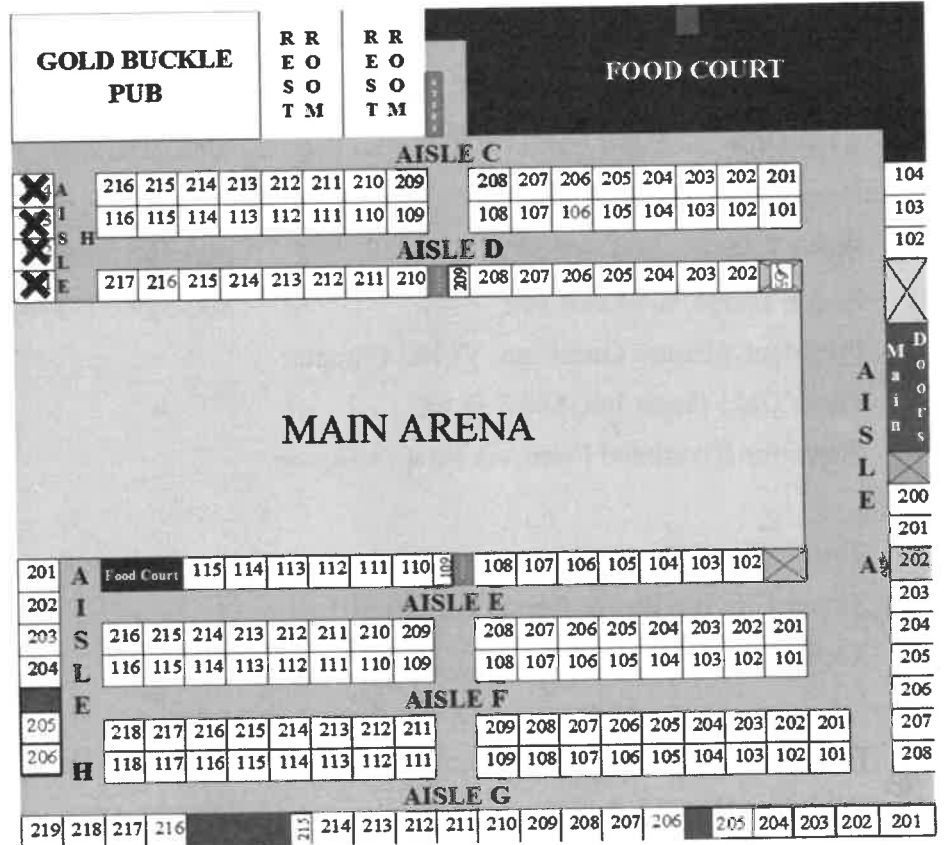
**Underneath Bleachers** — \$435.00  
D202-D217, E102-E115

**Corner Spaces** — \$600.00

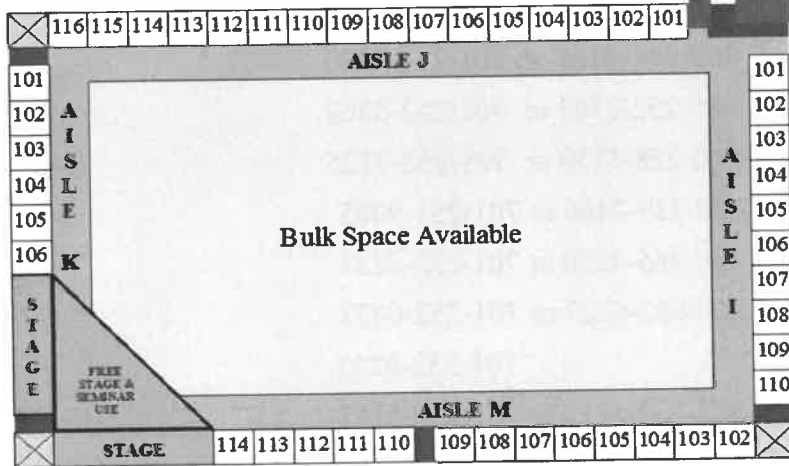
C201, C208, C209, C216, D101, D108,  
D109, D116, E201, E208, E209, E216,  
F101, F108, F109, F116, F201, 209, F211,  
F218, G101, G109, G111, G118

**X** ----- Not Available

Hardline Internet available in Aisle E  
101-216 only. Additional \$50 per  
space



# South Exhibit Building



## South Exhibit Building Booth Rates 10'x10'

**Ag Challenge (March 5-7)**  
10x10 space — \$410.00  
Bulk Space\* — \$1.75 per sq. ft. (min of \$700)  
(Tuesday - Thursday)

**Home, Play, and Get-Away (March 8-10)**  
10x10 space — \$410.00  
Bulk Space\* — \$1.75 per sq. ft. (min of \$700)  
(Friday - Sunday)

\*-- Bulk Space is primarily used for booths with large displays or machinery. The front length may not exceed more than twice the booth's depth.

**OUTSIDE SPACE (10'x18')** — \$150  
(display machinery or equipment by the main doors)

For more information, contact the NDWS:  
1-800-437-0218 or [ndws@northdakotawintershow.com](mailto:ndws@northdakotawintershow.com)

View our website,  
[www.northdakotawintershow.com](http://www.northdakotawintershow.com), for updates, or find us on  
Facebook, [www.facebook.com/NDWinterShow](http://www.facebook.com/NDWinterShow)