



Dear Commercial Exhibitor:

It's our 83rd Annual North Dakota Winter Show! We have many changes to announce, the biggest is myself, Tesa Klein. I took the manager position this past summer. I am a small business owner, rodeo contractor & wife. I grew up showing registered Holsteins and working my Mom and two Grandma's craft booth at the NDWS. Last year our rodeo business, Bailey Pro Rodeo, contracted the rodeo. Like many of you we were devastated with the attendance the 'epic' snowstorm dealt us. With that being said, we know this year can only be better!

The theme of the 2020 Show is '*Back to Country*' and I hope to do just that with our speakers and entertainment. The show dates have changed. We will be kicking off the 2020 NDWS with a 'Leap into Winter Show' Concert on February 29th. **The Main Event show dates are March 1-7th**. Sunday is the Junior & Open Cattle Shows, Hog Shows, Classic Steer Sale and new this year 'King of the Sale Ring' Bid Call Contest. Monday is speakers, demos, chili cookoff and the Community Olympics. Tuesday is OLD Time Tractor pull, Truck pull, free entertainment & speakers. Wednesday we are working on the main arena event, possibilities are a barrel racing, Medora Gospel Singers or a jack pot roping. Thursday is Horse Day with with the horse and pony pulls, the day will close with a Ranch Rodeo. Friday we have contracted SD beef advocate speaker-Amanda Radke, rodeo slack, New Frontier Kids Rodeo and the first PRCA Rodeo performance. Saturday starts early with a MN-ND High School Rodeo Challenge, crowning of Miss Rodeo ND and the 2pm & 7pm PRCA Rodeo performances. We are still working in the Queen Contest-Fashion Show, Hippology, Free Entertainment & Educational Speakers. We are working hard to build foot traffic!

As in the past the NDWS offers Free Admission, Free Parking and is Handicapped Accessible. Tickets must be purchased for the featured events in the main arena. We provide an excellent opportunity to exhibit and market your products. We have four options available for you.

NDWS Main Building exhibits open Sunday March 1st and run through Saturday March 7th. The emphasis is on the agricultural industry, but a variety of other products and informational booths are featured as well.

South Exhibit Building exhibits open Monday March 2nd and run through Saturday March 7th. This building hosts the free stage, Miss Rodeo ND Queen Fashion Show, Kritter Korral & educational speakers. We plan on adding a couple of food vendors to this area also. There will be a change to the layout of this building. We are moving the stage toward the east end & the bulk space exhibitors to the south west end. We also plan on adding a few food vendors to this area.

South Exhibit Building 1st Half exhibits open Monday March 2nd and run through Wednesday March 4th

South Exhibit Building 2nd Half exhibits open Thursday March 5th and run through Saturday March 7th

If you have 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 December 16th, 2019. Please review the Commercial Exhibitor Guidelines & Regulations and also the additional information attached. If you have any questions, please contact our office at 800-437-0218, 701-845-1401 or email ndws@northdakotawintershow.com.

We invite you to join us and participate in the longest running Ag show in North Dakota! I am excited to meet you all!

Sincerely,

Tesa Klein
NDWS Manager

2020 NORTH DAKOTA WINTER SHOW – MARCH 1–7

COMMERCIAL EXHIBITOR RULES & REGULATIONS

Preference will be given to 2019 Exhibitors until **December 16th, 2019**. This means that if you want to occupy the same booth you had at the 2019 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 **December 16th, 2019**.

-Remaining balance is due by January 2nd, 2020.

-A 5% discount will be deducted on booth space, if paid in full by December 16th, 2019.

-All booths not sold (**Paid in Full**) or reserved (**\$200 deposit**) by **December 16th, 2019** will be available to everyone 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, 2020). 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 1st, 2020.

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 1-7)

	<u>Exhibit space</u>
All booth space except those listed below (10'x 8'depth)	\$495.00
<u>Corner spaces</u>	\$560.00
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>	\$400.00
D202 thru D217, E102 thru E115	

SOUTH EXHIBIT BUILDING:

	<u>10'x10'</u>	<u>Bulk Space</u>
6 Day Show (March 2-7) (10am Monday - 7pm Saturday)	\$475.00	\$ 1.50 per sq. ft (min of \$700)
1st Half (March 2-4) (10am Monday - 5 pm Wednesday)	\$350.00	\$ 1.50 per sq ft.(min of \$700)
2nd Half (March 5-7) (10 am Thursday - 7 pm Saturday)	\$375.00	\$ 1.50 per sq ft.(min of \$700)

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.

OUTSIDE EXHIBIT SPACE: (February 29-March 7) \$150

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 Fargo Rentall, by completing the enclosed order form. **Please send a separate check and the order form for these items, to Fargo Rentall 701-532-1448, 3201 32nd St S Fargo, ND 58104.**

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, February 28th 8-7pm and Saturday February 29th 8 until 4pm. Forklift service however, **will not** be available after 5 pm on Friday. No overhead doors or will be opened after 4pm on Saturday Feb. 29th. The building will be shut down and reopened at 5 for concert goers. **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. SOUTH EXHIBIT BUILDING 6 DAYS SET UP: Set up is Saturday February 29th 8am until 4pm and 8am to 4pm on Sunday March 1st. Doors open Monday 10am to the public.

3. SOUTH EXHIBIT BUILDING 1ST HALF SET UP March 1-4: Set up is Saturday February 29th 8am until 4pm and 8am to 4pm on Sunday March 1st. Doors open Monday 10am to the public. Tear down is Wednesday March 4th at 4pm. All must be removed by 5:30pm.

4. SOUTH EXHIBIT BUILDING 2ND HALF SET UP March 5-7: Set up is Wednesday March 4th at 6pm and Thursday 8am until 9:45pm. Doors open to the public on Thursday March 5th at 10am. Tear down is Saturday March 7th at 7pm, but are allowed to stay set up later as we have our rodeo performance at 7pm.

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

<u>6. EXHIBIT HOURS</u>	<u>Main Building</u>		<u>South Exhibit Building</u>	
	<u>OPEN</u>	<u>CLOSE</u>	<u>OPEN</u>	<u>CLOSE</u>
Sunday March 1	10 a.m.	7 p.m.		
Monday March 2	10 a.m.	7 p.m.	10 a.m.	7 p.m.
Tuesday March 3	10 a.m.	7 p.m.	10 a.m.	7 p.m.
Wednesday March 4	10 a.m.	7 p.m.	10 p.m.	4 p.m.
Thursday March 5	10 a.m.	7 pm.	10 a.m.	7 p.m.
Friday March 6	10 a.m.	7 p.m.*	10 a.m.	7 p.m.*
Saturday March 7	10 a.m.	7 pm.*	10 a.m.	7 pm.*

* 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 2-4 must be removed between 4 pm-6 pm on Wednesday March 4th , exhibits from March 5-7 can start removing after 7 pm on Saturday March 7th.

Main Building Exhibits: May not be removed prior to 7 p.m, on Saturday, March 7th.

This is after the PRCA rodeo performance and when the 2020 NDWS closes.

If your exhibit is removed earlier than 7 pm, on Saturday, March 7th

you will not be guaranteed a spot for the 2021 show.

All displays, equipment , and machinery must be removed from the NDWS grounds by 5 pm, Monday, March 11th. 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 Saturday afternoon, February 29th 2020.

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, 2020.***

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	*Gold Level Sponsor*
GrandStay Hotel & Suites	701-490-3500	*Gold Level Sponsor*
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 th 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



North

Main Exhibit Building

EXHIBITOR MAP

Main Building Booth Rates
(March 1-7) 10'x8' depth

General Booth Spaces — \$495.00

Underneath Bleachers — \$400.00
D202-D217, E102-E115

Corner Spaces — \$540.00

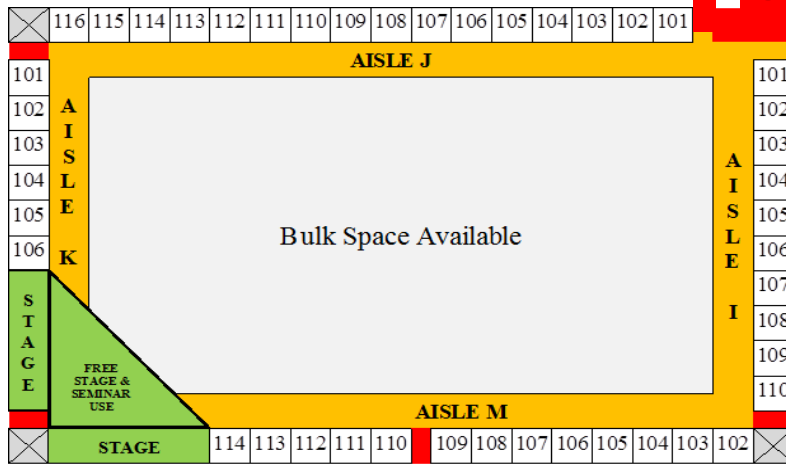
C201, C208, C209, C216, D101, D108,
D109, D116, E201, E208, E209, E216,
F101, F108, F109, F116, F201, 209, F211,
F218, G101, G109, G111, G118

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'

6 Day Show (March 2-7)

10x10 space — \$475.00
Bulk Space* ----- \$1.50 per sq. ft. (min of \$700)
(Monday-Saturday)

1st Half (March 2-4)

10x10 space — \$350.00
Bulk Space* ----- \$1.50 per sq. ft. (min of \$700)
(Monday-Wednesday)

2nd Half (March 5-7)

10x10 space — \$375.00
Bulk Space* ----- \$1.50 per sq. ft. (min of \$700)
(Thursday-Saturday)

*-- **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*

*View our website,
www.northdakotawintershow.com, for updates, or find us on
Facebook www.facebook.com/NDWinterShow*