

## 2015 North Dakota Winter Show March 3<sup>rd</sup> – 8<sup>th</sup> Commercial Exhibitor Rules & Regulations

Preference will be given to 2014 Exhibitors until **December 1<sup>st</sup>, 2014**. This means that if you want to occupy the same booth you had at the 2014 show, you must submit a **\$200 nonrefundable 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. SPACE RENTAL AGREEMENTS:** Two types of agreements will be issued - Exhibit and Retail Exhibit.

**Exhibit Agreements:** Include all who show goods, machinery and/or services, take orders and accept deposits or payments for future delivery.

**Retail Exhibit Agreements:** Include all who sell and make deliveries from their rented space. No food or beverage may be sold or dispensed from any exhibit space without prior approval.

**B. PAYMENTS & REFUNDS:**

1. A \$200 nonrefundable deposit **per booth space** will reserve your booth if paid by **December 1<sup>st</sup>, 2014**. Balance will be due by January 2<sup>nd</sup>, 2015.

2. **A 5% discount will be allowed on all booth space if paid in full by November 7, 2014.**

3. All booths not sold (**Paid in Full**) or reserved (**\$200 deposit**) by December 1<sup>st</sup>, 2014 will be available to everyone on a first come, first serve basis.

**Commercial exhibit space agreements 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 shown 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 only be issued if you cancel 60 days prior to show. Any refunds given will be issued and mailed to the address you provide by April 1<sup>st</sup>, 2015.

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

**D. SPACE RENTAL AND ASSIGNMENT OF LOCATION:** Whenever possible, space assignments will be made in consideration of the location preferences listed on the Space Rental Agreement form. **However, NDWS Management reserves the right to make the final determination of all space assignments in the best interests of the NDWS.**

**E. BOOTH RENTAL RATES:**

**MAIN EXHIBIT BUILDING – 6 day (March 3-8)**

	Informational Exhibit	Retail Exhibit
All booth space except those listed below (10'x 8'depth)	\$485	\$585
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	\$535	\$660
D202 thru D217, E102 thru E115	\$385	\$485

SOUTH EXHIBIT BUILDING	10'x10' Informational	10'x10' Retail	Booth Bulk Space
<b>Ag Challenge (March 4-6)</b>	\$410	\$510	\$1.75 per sq ft. ( min of \$510)
<b>Home, Play and Get-A-Way (March 7-9)</b>	\$410	\$510	\$1.75 per sq. ft (min of \$510)

**OUTSIDE EXHIBIT SPACE**

All outside exhibit space has a 10' frontage and 18' depth \$150

**F. Bulk Booth Space:** This space is primarily used for booths with large displays or machinery. Your front space may not be more than twice your booth's depth.

- G. BOOTH CONSTRUCTION AND SPECIAL REQUIREMENTS:** All booths will have an 8 foot backdrop, 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.
- H. Signage:** All booths will have business name or organization clearly identified in a professional manner. **NO HAND WRITTEN SIGNS.**
- I. 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 weren't 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.**
- J. TABLES & CHAIRS:** Exhibitors must provide their own tables and chairs **or** these items may be ordered from United Rentals on 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.**
- K. PHONE LINES:** If a phone line is desired at your booth location, your business is responsible for contacting Century Link for placing an order. Call 1-800-603-6000 and they will explain the costs and take your order. The street address for the ND Winter Show building is: 700 7<sup>th</sup> Street SE, Valley City, ND 58072. You will need to obtain your booth number prior to contacting Century Link. They will need to know this in order to make the connection to the correct booth space.
- L. WIFI:** NDWS is equipped with wireless internet but due to large amounts of people connecting, we DO NOT guarantee connectivity at all times.
- M. CHECKING IN:** All booths will be required to check in at the information desk located in the Main Exhibit Building by the front entrance before they start to set up. If someone is not at the desk, there will be contact information for the Commercial Exhibit Coordinator.
- N. INSTALLATION, REMOVAL AND EXHIBIT HOURS:** *Exhibitors must check in at the Guest Services Booth located inside the Main Entrance doors prior to booth set-up.* This also includes exhibitors who have booths in the South Exhibit Building. This will help you avoid last minute hassles or changes you are unaware of and would be greatly appreciated. Installation and set-up of exhibits will take place on Thursday, February 26<sup>th</sup>, through Monday, March 2<sup>nd</sup>, from 8am-5pm for the **Main Exhibit Building** and Sunday, March 1<sup>st</sup>, through Monday, March 2<sup>nd</sup>, from 8am-8pm for the **South Exhibit Building**. On Saturday there will be and no access to the Main Exhibit Building after noon until Sunday at 8 am. Forklift service **will not** be available after 6 p.m. on Monday. Our first event begins at 6p.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. For set-up in the South Exhibit Building, you will not be able to set up until **If you are in Bulk Space in the South Exhibit Building, you will be assigned a move in time. All exhibits must be in place by 8 p.m. on Monday, March 2<sup>nd</sup>!** If you are participating in the Home, Play, Get-A-Way you will be required to be checked in by 10 a.m. on Friday, March 6<sup>th</sup>. **Any space not claimed by this time may be sold or reassigned by NDWS Management.**

O. EXHIBIT HOURS	<u>Main Building</u>		<u>South Exhibit Building</u>	
	<u>OPEN</u>	<u>CLOSE</u>	<u>OPEN</u>	<u>CLOSE</u>
Tuesday, March 3	9 a.m.	6 p.m.	9 a.m.	6 p.m.
Wednesday, March 4	9 a.m.	6 p.m.	9 a.m.	6 p.m.
Thursday, March 5	9 a.m.	6 p.m.	9 a.m.	4 p.m.
Friday, March 6	9 a.m.	7 p.m.	12 noon	7 p.m.
Saturday, March 7	9 a.m.	7 p.m.	9 a.m.	7 p.m.
Sunday, March 8	10 a.m.	5 p.m.	10 a.m.	5 p.m.

**South Exhibit Building (SEB) changeover:** Exhibits from March 3-5 must be removed between 4 and 7 p.m. on Thursday, March 5. Exhibits from March 6-8 must be removed **after 5 p.m.** March 8<sup>th</sup>.

**All other exhibits MAY NOT be removed prior to 5 p.m. Sunday, March 8!** All displays, equipment and machinery must be removed from the NDWS grounds by 4 p.m. Tuesday, March 10. Items remaining after that date may be removed and disposed of by the NDWS Management, unless other arrangements have been made. If your exhibit is removed, or partially torn down, earlier than 5pm on Sunday March 8<sup>th</sup> you will not be guaranteed a spot for 2016 show.

- P. PARKING:** Parking preference is given to our Fair attendees, not the vendors. 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 off the building. If restocking of your exhibit is necessary it should be done prior to 9 AM. You will need to obtain a load/unload pass each time which are available in the Main Office from 8 AM to 9 AM at no charge. Parking Passes for the entire week will be available for the gated area on the East side of building for \$200. If you do not have a Parking Pass your vehicle will be towed at your expense.

**Q. 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 Insurance Certificate must be on file in our office prior to January 2, 2015.***

**R. COVENANTS:**

1. Subletting of exhibit space is prohibited.
2. Exhibitors and concessionaires involved in taxable retail sales shall comply with ND State Tax Laws.
3. The posting of printed or written materials, except from a contracted location is prohibited.
4. Walking concessions are prohibited and all operating equipment must be attended.
5. No alcoholic beverages are allowed in the arena or commercial exhibit area.
6. 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 sweep booth floor into the aisle prior to departure each day if desired. **Cleanup service is provided each evening in the aisles only.**
7. Food Vendors are responsible for removing their own trash. Dumpsters are located outside the east overhead door and outside the red emergency exit located in the food court.
8. Use of a sound amplification system, either inside or outside, must be approved by the NDWS.
9. Business discussions cannot be initiated with persons standing in line for an exhibit or performance.
10. NDWS visitors may not be intentionally touched without their prior consent.
11. 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 whomsoever, 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.
12. Exhibitor agrees to sell and will be limited to those products listed on the Agreement.
13. 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.

**S. 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.

# Main Exhibit Building

## North Dakota Winter Show EXHIBITOR MAP

GOLD BUCKLE PUB										RR EO SO TM	RR EO SO TM	FOOD COURT										
										AISLE C												
104	A	216	215	214	213	212	211	210	209	208	207	206	205	204	203	202	201	104				
103	I	116	115	114	113	112	111	110	109	108	107	106	105	104	103	102	101	103				
102	S											AISLE D										102
101	E	217	216	215	214	213	212	211	210	209	208	207	206	205	204	203	202	101				
MAIN ARENA																						
201	A	Food Court	115	114	113	112	111	110	109	108	107	106	105	104	103	102	101	201				
202	I											AISLE E										202
203	S	216	215	214	213	212	211	210	209	208	207	206	205	204	203	202	201	203				
204	L	116	115	114	113	112	111	110	109	108	107	106	105	104	103	102	101	204				
205	E											AISLE F										205
206	H	218	217	216	215	214	213	212	211	209	208	207	206	205	204	203	202	201				
		118	117	116	115	114	113	112	111	109	108	107	106	105	104	103	102	101	206			
205												AISLE G										205
206		219	218	217	216	215	214	213	212	211	210	209	208	207	206	205	204	203	202	201		

										Restroom & Food Court												
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101		116	115	114	113	112	111	110	109	108	107	106	105	104	103	102	101					
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## *Area Accommodations*

### *Valley City, ND*

AmericInn, I-94 exit 292	(877-845-0007)	701-845-5551
Super 8 Motel, I-94 exit 292	(800-800-8000)	701-845-1140
Wagon Wheel Inn, I-94 exit 292	(800-319-5333)	701-845-5333
Valley Bed & Breakfast, 3611 117 Ave SE		701-845-5893
Victorian Charm Guest Inn, 535 N Central Ave		701-845-0887
President's House Guest Inn, VCSU Campus		701-845-7122
Three Oaks Guest Inn, 530 3 St SE	701-845-4571	701-490-6000
Sheyenne Riverbend Farm, exit 292 & 3 miles south		701-845-1377

### *Sanborn, ND: 11 miles west*

Ditos Lodge (lounge connected), exit 281		701-646-6260
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### *Tower City, ND: 15 miles east*

Tower City Inn Bed & Breakfast, exit 307		701-749-2660
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### *Kathryn, ND: 17 miles south*

Beste Mor Inn, exit 292 & south	701-845-1995	701-490-0801
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### *Casselton, ND: 39 miles east*

Governor's Inn, Hwy 18 & I-94, exit 331	888-847-4524	701-347-4524
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### *Jamestown, ND: 34 miles west*

Quality Inn, Hwy 281 S & I-94, exit 258	(800-424-6423)	701-252-3611
Gladstone Select Hotel, 111 2 St NE	(866-748-4466)	701-252-0700
Budget Lodge, 1009 12 Ave SE, exit 260	(888-252-2363)	701-252-2363
Comfort Inn, 811 20 St SW, exit 258	(100-228-5150)	701-252-7125
Days Inn, 825 20 <sup>th</sup> St SW, exit 258	(800-329-7466)	701-251-9085
Holiday Inn Express, Hwy 281 & I-94, exit 258	(800-465-4239)	701-252-2131
Jamestown Motel, 1018 4 Ave SW, exit 258	(800-682-6227)	701-252-0471
Ranch House, 408 West Business, exit 258		701-252-0222
Star Lite Motel, 1610 East Business, exit 260	(888-252-5112)	701-252-5111
Super 8 Motel, Hwy 281 S. & I-94, exit 258	(800-800-8000)	701-252-4715
Snuggle Inn, 525 2 Ave NE		701-952-9171
Lakeview Meadow, 8280 31 St SE		701-252-5100



# 2015 NORTH DAKOTA WINTER SHOW SPACE RENTAL AGREEMENT

Please contact us at (701) 845-1401 or (800) 437-0218 with any questions

Preference will be given to previous exhibitors until December 1<sup>st</sup>, 2014. Following this date, all booths will be made available to our waiting list on a first come, first serve basis.

Business/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_

Name and describe all items and services to be sold or exhibited (along with Brand Name): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am a returning vendor and would like to remain in my previous spot: Cost \_\_\_\_\_

I am a new vendor and would prefer the following booth space: (Refer to Section E of Rules & Regulations for cost)

Main Building – 6 days Exhibit, Mar. 3-8 Aisle \_\_\_\_\_ Booth(s) No. \_\_\_\_\_ Cost \_\_\_\_\_

Ag Challenge – 3 days, Mar. 3-5 Aisle \_\_\_\_\_ Booth(s) No. \_\_\_\_\_ Cost \_\_\_\_\_

Bulk Space \_\_\_\_\_ Ft. wide x \_\_\_\_\_ Ft. deep Cost \_\_\_\_\_

Home, Play and Get-A-Way – 3 days, Mar. 6-8 Aisle \_\_\_\_\_ Booth(s) No. \_\_\_\_\_ Cost \_\_\_\_\_

Bulk Space \_\_\_\_\_ Ft. wide x \_\_\_\_\_ Ft. deep Cost \_\_\_\_\_

Outside Space Lot(s) No. \_\_\_\_\_ Cost \_\_\_\_\_

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**For Office Use Only:**

Final Selected Space: \_\_\_\_\_ x \_\_\_\_\_ in \_\_\_\_\_

Paid with: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Remaining balance: \$ \_\_\_\_\_

Paid Balance Date: \_\_\_\_\_

Total Amount for All Booth Space \$ \_\_\_\_\_

Discount Amount – (5% of Total if paid by NOVEMBER 7, 2014) MINUS \$ \_\_\_\_\_

Will you need a 110 power? Yes \_\_\_\_\_ No \_\_\_\_\_

Special Electrical Requirements - 220 power: (if needed, additional fee \$100) \$ \_\_\_\_\_

# of booth spaces: \_\_\_\_\_ \$200 Non-refundable deposit for each space \$ \_\_\_\_\_

Total Enclosed amount enclosed \$ \_\_\_\_\_

Credit Card Payment (please check one): 3% service charge will be added for credit card payments:

MasterCard \_\_\_ Visa \_\_\_ Discover \_\_\_

Card Holder Name: \_\_\_\_\_

Card Number \_\_\_\_\_ CVV Code \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_ Signature: \_\_\_\_\_

Please charge this card for: The Deposit: \_\_\_\_\_ The Full Amount: \_\_\_\_\_

**BALANCE DUE BY January 2, 2015**

If for any reason you are unable to make it to the show, we will be unable to refund you any of your payment after January 2<sup>nd</sup>, 2014. We are not responsible for any weather related issues that withhold you from attending.

I certify that the information stated on this Agreement is complete and true to the best of my knowledge and that I have read and will abide by the conditions set forth in the Commercial Exhibitor Rules and Regulations. **Please note that insurance certificates must be on file in our office no later than January 2nd. Please refer to section R in the commercial exhibitor's regulations for more information.**

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Amount Enclosed ND Tax Permit Number

Please return the ORIGINAL COPY of this Agreement along with FULL PAYMENT or NONREFUNDABLE DEPOSIT to:

**NORTH DAKOTA WINTER SHOW**  
PO Box 846, Valley City, ND 58072-0846 701-845-1401





**TRADE SHOW ORDER FORM**

**UNITED RENTALS, INC.**

4242 Main Ave  
 Fargo, ND 58103  
 OFFICE: (701) 293-9225  
 FAX: (701) 293-5416  
 ATTN: JOHN OBERG  
[joberg@ur.com](mailto:joberg@ur.com)

EVENT \_\_\_\_\_ DATE(S) \_\_\_\_\_ **BOOTH NUMBER**

EXHIBITOR \_\_\_\_\_ ORDERED BY \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE NUMBER ( ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ FAX NUMBER ( ) \_\_\_\_\_

**[\*\*NOTICE\*\* - ADVANCE PRICING IS GIVEN TO ANY ORDERS RECEIVED MORE THAN 2 DAYS PRIOR TO SHOW DATE]**

	QTY.	ADV. \$	FLOOR \$	AMOUNT
<b>DRAPED TABLES - THREE SIDES</b> (ALL TABLES 30" HIGH)				
8FT LONG X 30"WIDE		55.00	65.00	
6FT LONG X 30"WIDE		50.00	57.00	
4FT LONG X 30"WIDE		45.00	50.00	
<b>TALL DRAPED TABLE - THREE SIDES</b> (ALL TABLES 42" HIGH)				
8FT LONG X 30"WIDE		65.00	80.00	
6FT LONG X 30"WIDE		60.00	70.00	
4FT LONG X 30"WIDE		50.00	60.00	
<b>4TH SIDE OF TABLE DRAPED</b> (EXTRA SKIRTING FOR ANY SIZE OF TABLE)		15.00	25.00	
<b>UN-DRAPED TABLE</b> (ALL TABLES 30" HIGH)				
8FT LONG X 30"WIDE		30.00	40.00	
6FT LONG X 30"WIDE		25.00	35.00	
4FT LONG X 30"WIDE		20.00	30.00	
<b>ROUND TABLES</b> (42" TALL)				
COCKTAIL TABLE 30"		30.00	40.00	
5' ROUND TABLE		55.00	65.00	
<b>DRAPED ROUND TABLES ADD \$20/TABLE</b>				
<b>CHAIRS</b>				
BLACK		10.00	15.00	
WHITE PADDED		15.00	25.00	
TALL CHAIR W/BACK		25.00	35.00	
<b>DRAPING / SKIRTING COLORS</b> [PLEASE CIRCLE ONE]				
ROYAL BLUE				
BLACK				
RED				
SILVER				
BURGUNDY				
HUNT. GREEN				
GOLD				

Renter of items on this page guarantees full payment by the company or is personally responsible for payment. Prices are a delivered price from the show site only.  
 (ADVANCED ORDERS MUST INCLUDE PAYMENT - ALL FLOOR PRICE ITEMS ARE C.O.D.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

(PAYMENT METHOD)

CASH \$ \_\_\_\_\_

CHECK \$ \_\_\_\_\_

CREDIT CARD\* \$ \_\_\_\_\_

\*IF CREDIT CARD - SEE ADDITIONAL AUTHORIZATION FORM

GARBAGE CAN	SMALL	LARGE	QTY.	ADV. \$	FLOOR \$	AMOUNT
				10.00	15.00	
				15.00	25.00	
<b>CARPET</b>						
COLORS:	10FT X 9FT			70.00	80.00	
CHARCOAL	20FT X 9FT			100.00	120.00	
RED	30FT X 9FT			150.00	175.00	
BLACK	40FT X 9FT			200.00	225.00	
	OTHER SIZES			CALL	n/a	
<b>MISC. BOOTH ITEMS</b>						
EASEL (FLOOR STYLE)				15.00	25.00	
POWER STRIP				6.00	12.00	
40" TELEVISION				150.00	200.00	
SVGA W/SCREEN				150.00	200.00	
RAFFLE DRUM				40.00	50.00	





Credit Card Authorization

I, \_\_\_\_\_ (authorized cardholder-name as it appears on the credit card) from \_\_\_\_\_ (Company Name) authorize United Rentals to use my credit card to pay invoices on my account in the amount of \$ \_\_\_\_\_.

(Check one)

Corporate card

Personal card signed \_\_\_\_\_

Credit Card Type: \_\_\_\_\_ (Visa, MasterCard, Discover, etc...)

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

CVV2 Code\*: \_\_\_\_\_

\*(CVV2 code is the 3-digit number following the credit card number on the back of the card in the signature strip)

Billing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please fax *OR* email completed form back to:

United Rentals: JOHN OBERG  
CONVENTION COORDINATOR  
Fax: (701) 293-5416  
Email: [joberg@ur.com](mailto:joberg@ur.com)

ORDER SUMMARY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_