



SPACE RENTAL AGREEMENT 2025 NORTH DAKOTA WINTER SHOW

Preference will be given to previous exhibitors until January 16, 2025. Following this date, all booths will be made available to those on our waiting list, on a first come, first serve basis.

Business/Organization: _____

Contact Person: _____

Address: _____ City/State/Zip: _____

Business Phone: _____ Cell Phone: _____

Fax # _____ Email Address: _____

Name and describe all items and services to be sold or exhibited (along with brand name):
(Must be completed for application approval. *This also helps the NDWS staff direct customers to your product.*)

Please indicate below the desired exhibit space:

Main Building: 5 days-Mar. 5 – 9: \$450/ 10'x8 booth or \$500/corner booth or \$400/under bleacher booth
Booth Request: Same as last year or other (please specify booth #) _____

South Exhibit Building 5 days-Mar. 5 - 9: \$450/ 10'x10' booth or Bulk Space \$1.75/sq ft. (Min. \$700)
Booth Request: Please specify booth # _____
Bulk Space: _____Ft. wide x _____Ft. deep Please draw out on the map how you would like your space, or send a picture of what your setup will be.

Outside Space: 5 days – March 5 - 9: \$150
Number of 10' by 18' spaces: _____

Number of Tables Needed (\$10/table): _____
Number of Chairs Needed (\$2/chair): _____

(Refer to **Section E** of Rules & Regulations for fees)

EXHIBIT SPACE FEE \$ _____

Power: Will you need a 110 power? Yes or No

Please bring your own extension Cord

Special Electrical Requirements/220 power: (\$100.00)

ADD \$ _____

(Please see reverse) TOTAL AMOUNT DUE \$ _____

Payment:

- Check enclosed for total due
- Check enclosed for \$100 non-refundable deposit & invoice remaining
- Charge to my Credit Card (a 4% service charge will be added on all cc payments)

Card Type: (circle one) MasterCard Visa Discover

Card Holder Name _____

Card Number _____ CVS(security code) _____

Exp. Date: _____ Billing Zip Code: _____ Signature: _____

BALANCE DUE by February 10, 2025
INSURANCE CERTIFICATES MUST ALSO BE RECEIVED BY February 10, 2025.
(Please refer to Section O in the commercial exhibitor's regulations for more information)

If for any reason you are unable to exhibit at the show, payments are NON-REFUNDABLE, if your space was not re-rented. This includes any weather related issues that prevent 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.

Signature of Applicant Date

Permit Number ND Tax

**Please submit this form, along with
 FULL PAYMENT or DEPOSIT to:
 North Dakota Winter Show: PO Box 846 Valley City, ND 58072
 For additional information, contact the NDWS office, at 701-845-1401 or 800-437-0218.**

For Office Use Only:

Total Amount for All Booth Space \$ _____ *Remaining balance:\$* _____

Paid Deposit Date: _____ *Paid by: check #* _____ *CC* _____

Paid Remaining Balance Date: _____ *Paid by: check #* _____ *CC* _____

Final Selected Space: Main Building: Row _____ Booth _____

SEB: Row _____ Booth _____ or *Bulk Space:* _____

OutsideSpace _____

of Tables: _____ *# of Chairs:* _____



Dear Commercial Exhibitor:

Hello! I am Brandee Moore, the ND Winter Show Event Center Manager. I am excited to welcome you to the planning stage of the 2025 North Dakota Winter Show, which will be our 88th year of timeless traditions. Our Winter Show dates for 2025 are March 5th - 9th.

The show will start at 9 am Wednesday the 5th and close by 5 pm Sunday the 9th. Our Winter Show will have 5 days of ag speakers, rodeos, queen contests, truck & tractor pulls, livestock shows, horse pull day and all the food vendors you know and love!

In the packet, you will find a prior year's map, or layout, of the vendor booths. If you have any questions, please contact our offices. We will be happy to walk you through it or explain anything. As in years past, there will be vendors located in the Main Building and the South Exhibit Building.

Please review all the information in the enclosed packet. Again, if you have any questions or need help, do not hesitate to contact our offices. We invite you to join us for the longest running Ag show in North Dakota and continue our timeless traditions!

I look forward to meeting you!

Sincerely,

A handwritten signature in black ink that reads "Brandee D. Moore". The signature is written in a cursive style with a long, sweeping tail on the letter "e".

Brandee D. Moore
NDWS Manager



2025 North Dakota Winter Show - March 5th–9th *Commercial Exhibitor Rules & Regulations*

Preference will be given to 2023 Exhibitors until **January 16th, 2025**. This means that if you want to occupy the same booth you had at the 2024 show, you must submit a **\$100 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.

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

B. PAYMENTS & REFUNDS:

- A \$100 non-refundable deposit **per booth space** will reserve your booth if paid by **January 16th, 2025**

-Remaining balance is due by February 10, 2025

-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 the NDWS enters into a further lease for the space involved.

- **Cancellations:** Deposits are **NON-Refundable**. Refunds less the \$100 deposit will be issued only if cancelled by January 16th, 2025. After February 10th, if full payment is not received there will be NO guarantee on booth placement.

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 5-9)

Exhibit space

All booth space except those listed below (10'x 8'depth) **\$450.00**

Corner spaces **\$500.00**

3, 10, 11, 18, 19, 24

52, 59, 60, 67, 68, 75, 76, 83, 84
91, 92, 99, 100, 107, 108, 115

Under the Bleachers

\$400.00

Row D & Row E

SOUTH EXHIBIT BUILDING: (March 5-9)

10'x10'

Bulk Space

\$450.00

1.75 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: (March 5-9)

\$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 have the option to provide their own tables and chairs, or these items may be rented from North Dakota Winter Show. Please see Vendor Space Agreement to reserve tables and chairs. MUST RESERVE AT TIME OF REGISTERING.*

J. CHECKING IN: *Exhibitors must check in at the office, located inside the main entrance, 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.**

K. SET-UP, EXHIBIT HOURS AND TEAR-DOWN:

1. MAIN BUILDING & South Exhibit Building SET-UP: Installation and set-up of all exhibits will take place on Monday March 3rd 9am to 5pm and Tuesday March 4th 9am to 5pm. Large Booths or booths using trailers will move in on Sunday March 2nd. **Any space not claimed by 5pm on Tuesday, March 4th, may be sold or reassigned by NDWS Management. Please contact our office for any special requests.**

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

EXHIBIT HOURS

Main Building & South Exhibit Building

	<u>OPEN</u>	<u>CLOSE</u>
Wednesday March 5 th	9 am	7 pm
Thursday March 6 th	9 am	7 pm
Friday March 7 th	9 am	7 pm
Saturday March 8 th	9 am	7 pm
Sunday March 9 th	9 am	5 pm

* You may choose to remain stay open later for the night events if you wish

3. TEAR-DOWN/REMOVAL: All Exhibits: May not be removed prior to 5 p.m., on Sunday March 10th. This is after the last event on Sunday the close of the 2024 Show. If your exhibit is removed earlier, you will not be asked back to the 2024 Show.

All displays, equipment and machinery must be removed from the NDWS grounds by 5 pm, Tuesday, March 11th unless prior arrangements have been made with the NDWS Office. No overhead doors will be opened prior to 5pm on Sunday March 9th. 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.

L. 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, this must 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.

M. 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 February 10th 2025.***

N. COVENANTS: PLEASE READ

- 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.
- 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.
- Exhibitors are prohibited from selling or loitering in any areas of the Winter Show Event Center that is NOT their rented booth space. IE... exhibitors cannot set in the Gold Buckle Pub and sell their items nor solicit patrons to purchase items, to include raffle tickets for their businesses or events. All sales are limited to the rented space.
 - 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.

O. 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.

P. Service Dogs - All service animals must register in the office and show proper documentation regarding the service and needs of said animal. Any exhibitor/vendor who has a pet on premises without this registration with the front office, will be asked to leave.

Area Accommodations

Valley City, ND

AmericInn, I-94 exit 292	877-845-0007 or 701-845-5551
GrandStay Hotel & Suites	701-490-3500
Econo Lodge, I-94 exit 292	800-319-5333 or 701-845-5333

Three Oaks Guest Inn, 530 3 St SE 701-490-6000

Sheyenne Riverbend Farm, exit 292 & 3 miles south 701-845-1377

AirBnb

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

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 20th 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

Hampton Inn & Suites 701-952-6500

Fairfield Inn & Suites 701-952-6300

Main Building Booth Rates - (March 5-9) 10'x8' depth
 General Booth Spaces - \$450.00
 Underneath Bleachers (Row D & E) - \$400.00
 Corner Space - \$500.00

Main Exhibit Building

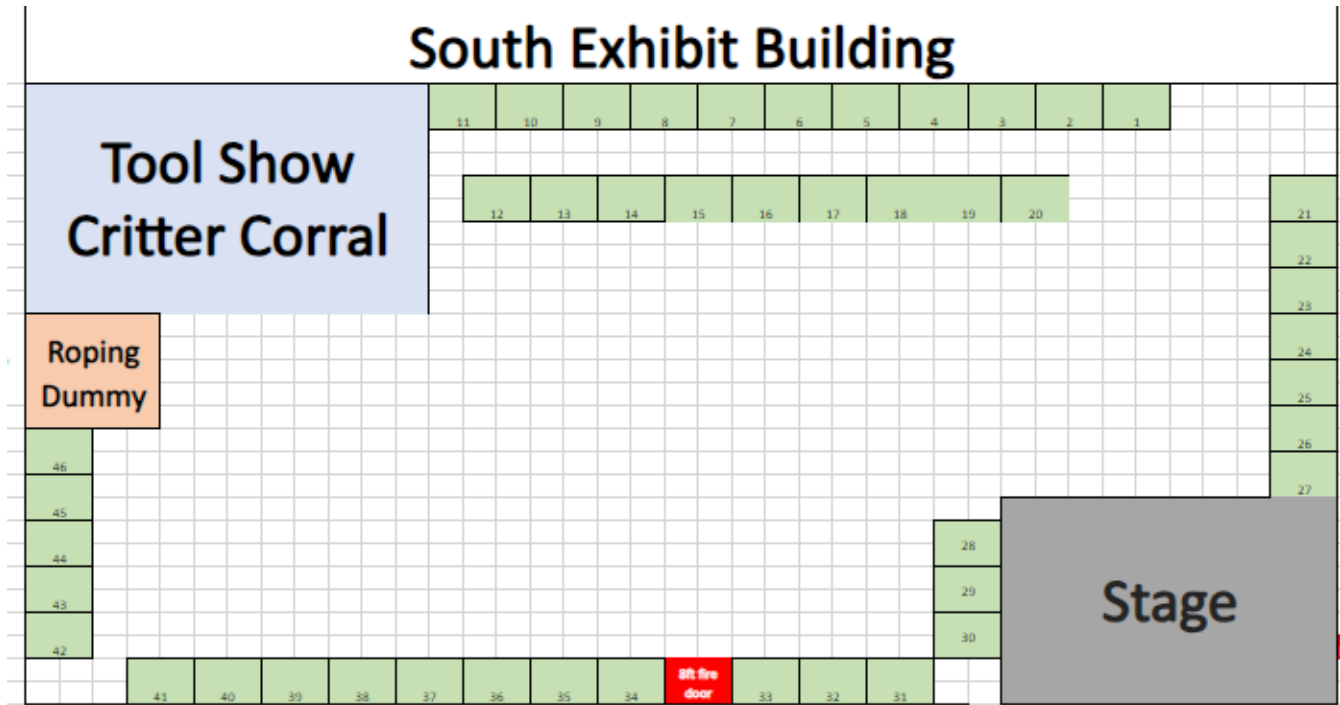


South Exhibit Building Booth Rates - (March 5-9) 10'x10'

10'x10' space - \$450.00

Bulk Space - \$1.75 per sq. ft. (min of \$700.00)

*_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.



*For more information, contact the
NDWS:
1-701-845-1401 or
ndws@northdakotawintershow.com*

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