

2023 BLACK HILLS STOCK SHOW & RODEO®
VENDOR APPLICATION

FRIDAY, JANUARY 27 *thru* SATURDAY, FEBRUARY 4



CINCH®

TRADE SHOW



2023 APPLICATIONS DUE
OCTOBER 26, 2022

New AND returning vendors are REQUIRED to complete an application.

Late applications will incur a late fee & may be automatically rejected.



Schedule of events available at

BlackHillsStockShow.com | Rapid City, SD | **605.355.3861**



2023 BLACK HILLS STOCK SHOW & RODEO®

Thank you for your interest in the Black Hills Stock Show & Rodeo® (BHSS) Cinch Trade Show, January 27 – February 4, 2023. BHSS strives to create an enjoyable, diverse atmosphere with a commitment to complete guest satisfaction. We look forward to working with everyone in 2023 to carry on this tradition of excellence.

An idea that started as a discussion in a laundromat by the Rapid City Chamber Ag Committee has since evolved into a multi-event show attracting people from a 13-state region and boasting over 300,000 attendees. BHSS is committed to preserving the western heritage in the state of South Dakota while incorporating rural lifestyles into the urban community of Rapid City.

The following application, information, regulations and contract apply to the 2023 BHSS acting through Central States Fair, Inc., its Board, committees, and employees. Please complete the enclosed application and return by email or mail. **DO NOT include payment with your application.**

Each year BHSS receives more applications than can be accommodated in the space available making the process very competitive. Applications are reviewed and evaluated based on their **adherence to submittal deadline**, their own merit, previous participation, and products and services offered. Staff uses their experience to select the best exhibits, products and services from a variety of submissions received. **ALL applicants are REQUIRED** to include photos of booth, a complete list of products to be sold, and or a complete list of services offered. This information is utilized in the vendor selection process.

Please familiarize yourself with the program information and contract requirements prior to submitting your application. Vendors and their representatives are responsible for reading the information contained herein and adhering to regulations as required by this contract.

Both new AND returning vendors are required to submit an application. Do NOT send payment with application.

Vendor Application Deadline:

October 26, 2022

Submit completed applications via email or mail to:

jilld@blackhillsstockshow.com
Black Hills Stock Show & Rodeo® -Vendor
800 San Francisco St.
Rapid City, SD 57701

Thank you!

Jill Delay
Marketing & Vendor Manager
Black Hills Stock Show & Rodeo®

DEADLINES

- **October 26 applications due***
- **December 9 - Full payment due***
- **December 16 - Insurance certificate due***
- **January 1 - Cancellation refund not available**
- **January 3 - Early move-in requests due**
- **January 24-26 - Vendor move-in**

*New this year – Exhibitors will incur **late fees** if any of the following are received **after** the **deadlines** above:
application, full payment, insurance certificate.

Missing these deadlines interferes with vendor booth placement.

Schedule of events available at

BlackHillsStockShow.com | Rapid City, SD | **605.355.3861**



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2023 BLACK HILLS STOCK SHOW & RODEO®

HOTEL PARTNERS



Schedule of events available at

BlackHillsStockShow.com

| Rapid City, SD

| **605.355.3861**



2023 BLACK HILLS STOCK SHOW & RODEO®

Central States Fair, Inc. produces the Black Hills Stock Show & Rodeo® to promote youth, education, and agriculture. The following information and regulations apply to the 2023 Black Hills Stock Show & Rodeo® (BHSS) acting through Central States Fair, Inc., its Board, committees, and employees. Rules and information should be read and reviewed prior to signing the vendor contract.

AUTHORITY: BHSS or its delegates are charged with complete responsibility and full authority to enforce all of the provisions of these Rules and Regulations for the benefit of all concerned. BHSS Management reserves the right to deny any application deemed inappropriate or contrary to the shows objectives. BHSS Management reserves the right to ask any exhibitor to leave the grounds. BHSS Management reserves the final and absolute right to interpret rules and regulations; to settle and determine all matters, questions or differences in regard thereto, or otherwise arising out of, connected with, or incidental to the BHSS. Management also reserves the right to determine unforeseen matters not covered by these rules, and to amend or add to these rules as determined by its judgement, determined necessary. This policy is subject to change without notification.

Submittal of this application does not guarantee acceptance to the Cinch Trade Show.

Exhibitors will be notified of application status around mid-November.

1. APPLICATION & SPACE CHANGES:

1.1 Exhibitors requesting vendor space at BHSS are required to complete and deliver the application to BHSS office via email (jilld@blackhillsstockshow.com) or mail (800 San Francisco St., Rapid City, SD 57701) not later than the close of business on October 26, 2022.

1.2 BHSS staff reviews all applications and is the sole judge in determining what is in the best interest of BHSS and the public. Some other factors considered are the health and safety of the public and quality, uniqueness and professionalism of proposed products, services or exhibits.

1.3 If space is not available, vendors can be placed on a waiting list. In the event of a cancellation, selection from the waiting list for an available space is based on: the extent to which the proposed products or services duplicate existing products or services, health and safety of the public, as well as professionalism and quality of the exhibit.

1.4 It is expressly agreed by the Exhibitor that in the event he/she fails to pay the full cost by the time specified or fails to comply with any other provisions contained in these rules and regulations concerning the use of exhibit space, BHSS staff has the right to reassign the booth space. Exhibitors that default shall forfeit all payment, regardless if BHSS reassigns the space involved to a different exhibitor.

1.5 Location change requests are considered based on space availability, quality of booth presentation, adherence to policies and proximity to similar exhibitors.

1.6 BHSS makes every effort to avoid moving an exhibitor who has not requested a relocation. However, there are situations where exhibitor location changes may be unavoidable.

1.7 Subletting of space is not allowed. No exhibitor shall assign, sublet or apportion the whole or part of the space assigned or have representatives, equipment or materials from firms other than their own in the exhibit space without written consent of BHSS management.

2. BOOTH GUIDELINES AND REGULATIONS

2.1 Booth sizes vary. Most booths have an 8' high back drape and 3' high side rails with drape as appropriate.

Schedule of events available at

BlackHillsStockShow.com | Rapid City, SD | **605.355.3861**



2023 BLACK HILLS STOCK SHOW & RODEO®

2.2 Merchandise, displays, fixtures, signs or other property of the exhibitor may not extend into the aisles. All elements of the exhibit must be fully contained within the marked space.

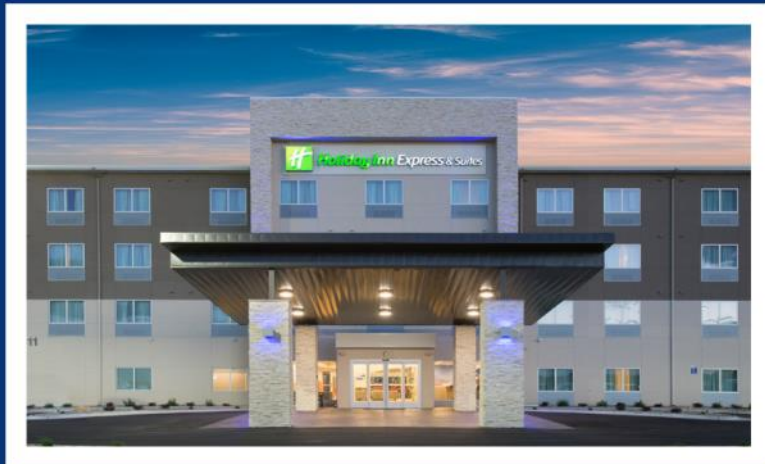
2.3 Signs or other features may not exceed the 8' back height. Displays must fit in the assigned booth space. The sidewall height is 36 inches when using drapes. If your displays utilize grids on any side you may be moved to accommodate other vendors.

2.4 Exhibitor may hang signs from the back wall of their booth as long as the method used does not damage booth-draping material. Exhibitors MAY NOT use nails, staples, hooks, tacks, screws, or such in the BHSS premises or erect decorations with adhesives, including tape, that would deface the walls, ceiling, floors, facilities and equipment contained within the premises.

2.5 All booths must keep a 10-foot aisle to meet fire and life safety regulation. This is strictly enforced by the Fire Marshals.

2.6 The Monument building policy does not allow balloons or peel-off stickers to be issued anywhere on the premises.

Welcome to the Black Hills Stock Show



AN IHG® HOTEL



Holiday Inn Express® Rushmore South

1611 Caregiver Circle Rapid City, SD 57702

605-718-0772

[HolidayInnExpress.com](https://www.holidayinnexpress.com)

Schedule of events available at

[BlackHillsStockShow.com](https://www.BlackHillsStockShow.com) | Rapid City, SD | **605.355.3861**



2023 BLACK HILLS STOCK SHOW & RODEO®

3. CONDUCT

3.1 No deviation from the items submitted with the vendor contract are permitted. Selling and/or displaying unauthorized items may result in booth closure. All items sold or displayed must first be approved and listed in the vendor contract. All requests for product additions and/or changes must be submitted to BHSS not later than **5pm on December 19th, 2022**.

3.2 Selling or dispensing of t-shirts, caps, posters or other items with vulgar or offensive wording or items referring to alcohol abuse, drug use, violence, or are sexually explicit or suggestive in nature are prohibited. BHSS is the sole judge in determining what is vulgar or offensive. Anyone selling or dispensing items of this nature will have their booth closed immediately and will be removed from the grounds, forfeiting their space and all monies previously paid. No reason or excuse will be accepted.

3.3 No Soliciting of any nature is permitted except in licensed commercial spaces.

3.4 No roving vendor or solicitor, acting for either a profit or non-profit organization or on his/her own behalf, is permitted.

3.5 Smoking is prohibited in all facilities including restrooms, lounges and all other indoor areas.

3.6 BHSS is a family oriented show and all Exhibitors are expected to dress and act accordingly.

3.7 Exhibitors shall not have celebrity appearances or autographing within booth space without prior written permission from BHSS.

3.8 Utilization of any sound amplification system either inside or outside must be approved by BHSS prior to use.

3.9 Exhibitor inventory "closeouts" or "fire sales" are not allowed until the final day of the trade show. Exhibitors violating this rule will have all agreements void and be asked to leave the grounds immediately.

4. CREDENTIALS

4.1 Exhibitor badges must be picked up at the BHSS office prior to move-in. Badges will not be mailed.

4.2 A pre-determined number of Exhibitor badges are included with each vendor contract.

4.3 Exhibitor badges do not include rodeo admission, parking privileges, or any arena admission.

4.4 Badges will not be replaced if lost or stolen.

4.5 Additional Exhibitor badges may be purchased for a fee.

5. DELIVERIES

5.1 BHSS and The Monument are not responsible for lost, stolen, or damaged articles that are received by and/or at the BHSS office.

5.2 All deliveries must be hand carted to your booth space by your staff.

5.3 COD's are not accepted.

Schedule of events available at

BlackHillsStockShow.com | Rapid City, SD | **605.355.3861**



2023 BLACK HILLS STOCK SHOW & RODEO®

5.4 Shipping Information:

Black Hills Stock Show Office, Room 101

(Your Booth Name)

444 Mt. Rushmore Rd. N.

Rapid City, SD 57701

6. ELECTRICAL SERVICES

6.1 All electrical requests must be included with this contract for acceptance. Exhibitors are not allowed to exceed the limits of the electrical system.

6.2 All equipment, regardless of source of power, must comply with all national, state and local safety codes.

6.3 All electrical cords used to connect to a power source shall be three wire grounded, UL approved-type cord of appropriate gauge. Electrical cords, cables, connectors, plugs, equipment, etc. must be supplied by the Exhibitor and meet UL standards. Only properly grounded three-prong extension cords are allowed.

6.4 Electrician service is not provided if Exhibitor equipment is found to be faulty, hazardous or in violation of the Rapid City Fire Department rules and regulations.

6.5 BHSS and The Monument are not responsible for any equipment damage or loss of business because of power outages or power surges.

6.6 Electric is included with your booth fee, unless more than 110V is needed. 208V is available for a fee. Please indicate your request on the application form.

7. FIRE REGULATIONS

The information below does not completely cover the ordinances and regulations contained in the City Rapid City and Pennington County of Fire Code. Please visit the Rapid City Fire and Emergency Services website for a comprehensive list of Fire Regulations.

7.1 Draperies, curtains, signs, banners, and other similar furnishings and decorations must be flame-resistant. These materials must be made from material, which is not flammable or shall be treated and maintained in a flame-retardant condition by means of flame-retardant solution or process approved by the Rapid City Department of Fire and Emergency Services.

7.2 The use of hay or straw as decoration is prohibited.

8. FORK LIFT SERVICES

8.1 Forklift services are available on a limited basis for set up and tear down. Forklift jobs cannot exceed 30 minutes. Forklifts may not be utilized without an operator from The Monument or BHSS. BHSS and The Monument cannot assume responsibility for damage or accidents involving the use of The Monument or BHSS forklifts or personnel.

9. GENERAL RULES

9.1 Agreements between Exhibitor and BHSS are only for the period of the vendor contract and do not carry over from year to year.

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9.2 BHSS reserves the right to refuse any vendor contract if any regulations of BHSS have been violated, or if it is in the best interest of BHSS, its Exhibitors, or the public.

9.3 BHSS reserves the right to cancel a vendor contract upon receipt of notice from any International Association of Fairs and Expositions (IAFE) member that an exhibitor has been suspended or expelled from the grounds or been found in violation of their contract or rules.

9.4 BHSS is a registered trademark. Use of the official BHSS logo or name on any item sold, given away, on display or on advertising is prohibited without the express written permission from Central States Fair, Inc.

9.5 BHSS reserves the right to move an Exhibitor to a space other than originally provided in the vendor contract should it prove necessary. BHSS is the sole judge in determining what is necessary in the best interest of BHSS and the public.

9.6 Exhibitor covenants and agrees to defend at its own expense, indemnify and hold harmless Central States Fair, Inc. and The Monument, their management, employees and representatives from any and all liability, penalties, damages, costs, expenses, causes of action and claims of 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 exhibit space or activities associated with this contract.



RAPID CITY, SOUTH DAKOTA

Experience spacious sleeping accommodations for one night or an extended period. Relax in our indoor pool, enjoy our complimentary breakfast and thoughtful amenities. Take our complimentary hotel shuttle to and from a number of shopping outlets, Central States Fairgrounds, and the Monument. MainStay is your home away from home.

605-719-5151

3321 Outfitter Road Rapid City, SD 57703

<https://www.choicehotels.com/south-dakota/rapid-city/mainstay-hotels/sd100>

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2023 BLACK HILLS STOCK SHOW & RODEO®

9.7 Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. "Comfort" animals are not classified as service dogs. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

9.8 Exhibitors shall surrender their exhibit space in the same condition as received.

9.9 Exhibitor's personal items, boxes, storage containers and all non-display items must be out of public view. No storage areas are provided by BHSS or The Monument.

10. INSURANCE

10.1 Each Exhibitor is required to provide a certificate of insurance in the amount of \$1,000,000 combined single limit. The certificate is required to name **"Central States Fair, Inc. and Black Hills Stock Show & Rodeo®" as "additional insureds."** The insurance coverage must be valid January 27, 2023 through February 4, 2023.

10.2 If Exhibitor cannot provide the required certificate, a rider under Central States Fair, Inc. policy may be available for \$170. This is limited insurance coverage only for the duration of the show. Exhibitor will absolve Central States Fair, Inc. and BHSS from any act or omission in facilitating such insurance through its insurance agent. Central States Fair, Inc. and BHSS does not undertake to act as risk manager insurance agent or broker in any way, but only offers this provision for a reasonable fee as a service to the Exhibitor. Please return the enclosed "Request for Insurance Coverage" form with your application by October 26, 2022.



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RAPID CITY, SOUTH DAKOTA

Experience great faces and great places while enjoying comfortable accommodations, attentive service, restaurant and bar along with an indoor pool and hot tub. Take our complimentary hotel shuttle to and from a number of shopping outlets, Central States Fairgrounds, and the Monument. Call us now for exclusive vendor pricing, and to inquire about our BLSS vendor package.

605-341-0101
3333 Outfitter Road Rapid City, SD 57703
<https://www.cambriahotelrapidcity.com/>

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2023 BLACK HILLS STOCK SHOW & RODEO®

10.3 Certificates of liability with correct additional insured is due to BHSS not later than December 16, 2022. Insurance certificates not received by this deadline will incur a "late fee."

10.4 Send certificates via email to jilld@blackhillsstockshow.com, or mail to:
BHSS – Vendor Manager
800 San Francisco St.
Rapid City, SD 57701

11. MOVE IN

11.1 All exhibitors must check-in at the BHSS office (room 101) prior to move-in.

11.2 Early move-in is not permitted without prior approval from BHSS. Requests for **early move-in** must be submitted to BHSS not later than **January 3, 2023**. BHSS rents The Monument Facilities during the time of the trade show. The amount of vendors and timeline for early move-in is adjusted each year pending other events The Monument is hosting.

11.3 Move in schedule:

- January 22-24 requires early move-in request (due January 3)
- Wednesday, January 25, 8am–8pm
- Thursday, January 26, 8am–8pm
- Friday, January 27, 7am–9am – show opens at 10am

12. MOVE OUT

12.1 **Move-out begins after 7:30pm on Saturday, February 4.** Exhibitor booths must remain open to the public until 7:30pm. The booth must be completely broken down before starting to load out. There will be Monument event staff in the upper east concourse to control the Cowboy Bar crowd.

12.2 Rushmore Hall is priority to load out first. Vendors that are not placed in Rushmore Hall cannot utilize this area until it is clear of equipment. Parking along the east side by the concrete barriers is all that is allowed for vendors not in the Rushmore Hall.

12.3 Saturday night move out closes at midnight. Monument staff will lock down the building at midnight. The crosswalks by both glass doors must be completely accessible for rodeo crowds to exit. When the rodeo concludes in the Summit Arena, all move out will cease until the rodeo crowd leaves and Monument staff makes an announcement to allow load out to continue.

12.4 Monument staff is not present for vendor security during move out. Exhibitors are responsible for securing merchandise.

12.5 West side load out – The area that can be utilized is the loading and unloading lane closest to the building by entering from the SOUTH ENTRANCE ONLY on the south side of Lot D. A limited number of vehicles will fit in this area at one time. **Traffic flow must always be maintained.**

12.6 Move out is also allowed on Sunday, February 5, 2023 from 8am to 3pm. Vehicles are not allowed to line up before 8am. All move out must be complete by 3pm Sunday. **Any Exhibitors (or any parts of their booth or products) remaining after 3pm on Sunday February 5, 2023 will incur a late fee of \$500 and may be banned from future shows.**

Schedule of events available at

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2023 BLACK HILLS STOCK SHOW & RODEO®

13. OPERATING HOURS

13.1 All exhibits must be in place by 9am on Friday, January 27, 2023.

13.2 All spaces unoccupied by 9:30am on January 27, 2023 will be reassigned by BHSS Management.

13.3 The Exhibitor is obligated, as terms of the vendor contract, to have personnel in the booth during all published exhibit hours unless previous arrangements have been made with BHSS.

CINCH TRADE SHOW HOURS OF OPERATION

- **Friday, January 27 ~ 10am - 7:30pm**
- **Saturday, January 28 ~ 10am - 7:30pm**
- **Sunday, January 29 ~ 10am - 6pm**
- **Monday, January 30 ~ 10am - 6pm**
-(vendor meeting @8:30am)
- **Tuesday, January 31 ~ 10am - 6pm**
- **Wednesday, February 1 ~ 10am - 7:30pm**
- **Thursday, February 2 ~ 10am - 7:30pm**
- **Friday, February 3 ~ 10am - 7:30pm**
- **Saturday, February 4 ~ 10am - 7:30pm**



Move out:

- ⇒ Saturday, February 4 ~ 7:30pm-midnight
- ⇒ Sunday, February 5 ~ 8am-3pm (Any Exhibitor booths or parts of booths remaining after 3pm will incur a **late fee of \$500** and may be **banned from future shows**.)
- ⇒ Move out access is determined by rodeo arena activity. During the performance and after the crowd has exited the building, exhibitors have access to load out.

14. PARKING

14.1 Exhibitors are allowed to restock booths one hour prior to show start each day.

14.2 After restocking and before the show opens, all vendor trailers must be parked at the Journey Museum parking lot (one block east of The Monument) or the Central States Fairgrounds. Make arrangements to secure vehicles and trailers as security is not provided.

14.3 Unattended trailers left in the general parking area will be ticketed and towed at the owner's expense.

14.4 During loading and unloading all exhibitors must leave adequate space for other exhibitors to cart materials to and from their respective booth locations.

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2023 BLACK HILLS STOCK SHOW & RODEO®

15. PAYMENT/REFUND INFORMATION:

15.1 Exhibitors accepted to the show must submit **FULL** payment by December 9, 2022.

15.2 If for any reason a check is returned by the designated bank, a money order, cashier's check, or cash in the amount of the payment plus fees will be due one week after the Exhibitor has been notified.

15.3 When you provide a check payable, you authorize Central States Fair, Inc. to use information from your check to make a one-time, electronic fund transfer from your account or to process the payment as a check transaction.

15.4 Full payments not received by due date incur a late fee equal to 10% of the total due.

15.5 Cancellations of booth space by December 19, 2022 receive a 50% refund. As of January 1, 2023 no cancellation refunds are available.

16. TAX INFORMATION

16.1 All required taxes, licenses and permits are the responsibility of the Exhibitor. A BHSS Exhibitor list will be furnished to the South Dakota Department of Revenue.

16.2 Exhibitors are responsible for knowing South Dakota tax reporting and submittal procedures. Questions should be directed to:

SD Department of Revenue
1520 Haines Ave., Ste. 3
Rapid City, SD 57701
605-394-2332

"OFFICIAL" BLACK HILLS STOCK SHOW & RODEO® APPAREL



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BLACK HILLS EMBROIDERY

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2023 BLACK HILLS STOCK SHOW & RODEO®

APPLICATION – LOCATION, & ACCESSORIES REQUEST

BHSS CINCH TRADE SHOW @THE MONUMENT (KJERSTAD EVENT CENTER APPLICATION ON P.19)

BOOTH LOCATION REQUEST

LOWER LEVEL	SIZE(S)	PRICE	QTY	TOTAL (Qty*price)	Booth Number(s)
Area A	8x10, 10x10	\$1100			
Area A Corner	8x10, 10x10	\$1225			
Barnett Fieldhouse Lobby	4x10, 8x8, 8x10	\$700			
LaCroix Hall	8x10, 10x10	\$1300			
LaCroix Hall Corner	8x10, 10x10	\$1500			
Lower East Concourse	7x10, 8x10	\$1100			
Lower East Concourse Corner	7x10, 8x10	\$1225			
Outdoor Exhibit	East parking lot	\$600			
Rushmore Hall	10x10	\$1500			
UPPER LEVEL	SIZE	PRICE	QTY	TOTAL (Qty*price)	Booth Number(s)
Spruce	8x10	\$700			
Cedar	8x10	\$700			
Canyon	8x10	\$700			
Aspen	8x10	\$700			
Spruce, Cedar, Canyon, & Aspen Corners	8x10	\$770			
Upper East concourse	6x8, 8x8, 8x9	\$750			
Upper East concourse corner	8x8	\$800			
Alpine/Ponderosa (Western Art Show & Sale Only)	10x10	\$880			
	10x15	\$990			
	10x20	\$1100			

TABLE & CHAIR REQUEST

DESCRIPTION	PRE-ORDER PRICE (onsite order price)	QTY	TOTAL (Qty * price)
6' Table	\$25 (\$44)		
8' Table	\$30 (\$53)		
Table skirting	\$15 (\$27)		
3' Cocktail Table	\$35 (\$39)		
Directors Chair	\$25 (\$44)		
Folding Chair	\$10 (\$18)		

ELECTRICITY: 110V included in fee, 208V is \$125. **208V electric requested, \$125 _____**

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2023 BLACK HILLS STOCK SHOW & RODEO®

APPLICATION—VENDOR DETAILS

BHSS CINCH TRADE SHOW

Business Name:

Business name as you want it listed in the **Vendor Directory**:

Name & title of applicant (contact person):

Mailing address (w/city, state, zip):

Business Phone:

Email:

Contact person onsite during event:

Mobile Phone:

Business Website:

Are there any other names your company uses or has used in the past? Please list:

The leased space(s) shall be used for display of products or services described below and for no other purpose.

BHSS deems the foregoing provisions to be an important consideration and this agreement may be declared null and void if the vendor uses space(s) for any different or additional purposes. BHSS reserves the right to reject any application that management deems inappropriate or contrary to the BHSS objective.

REQUIRED: List & describe **all items** or services to be sold, exhibited, or given away including brand names (include photos), include a **photo of your booth** (failure to include with application will be deemed incomplete): –

Production & Booth Information:

Gridwork/wall higher than 3' on sides

Selling over the counter

Sound amplification

Demonstration Booth

Information only

Give away samples/literature

BHSS Bid Callers Contest Item donation: I would like to donate an item(s) for the contest

The BHSS Bid Callers Contest is a contest put on by the South Dakota Auctioneers Association at BHSS. Would you like to donate an item(s) to be auctioned off in the finals round of the contest? Vendor and vendor booth location are mentioned in the contest during the auction and listed in the auction item listings and our website. Proceeds benefit the Central States Fair Foundation, a 501(c)(3).

***New this year** – Exhibitors will incur **late fees** if any of the following are received **after** the **deadlines** listed: application, full payment, insurance certificate. Missing these deadlines interferes with vendor booth placement.

BHSS Sponsorship: Please send me information about sponsorship opportunities with BHSS?

CSF, Inc. Membership: Please send me information about Central States Fair, Inc. membership?

By signing this application the Exhibitor agrees to all terms included in the vendor contract, including contractual duties and obligations. If Exhibitor fails to comply with rules and regulations contained in the vendor contract, BHSS has the right to ask them to leave the grounds and reassign the booth. Exhibitor shall forfeit all payment, regardless if BHSS enters into a different lease for the space involved with another exhibit.

Print Name: _____ **Date:** _____

Signature: _____

Schedule of events available at

BlackHillsStockShow.com | Rapid City, SD | **605.355.3861**



VENDOR MAP—LOWER LEVEL

BARNETT LOBBY

Ticket Office

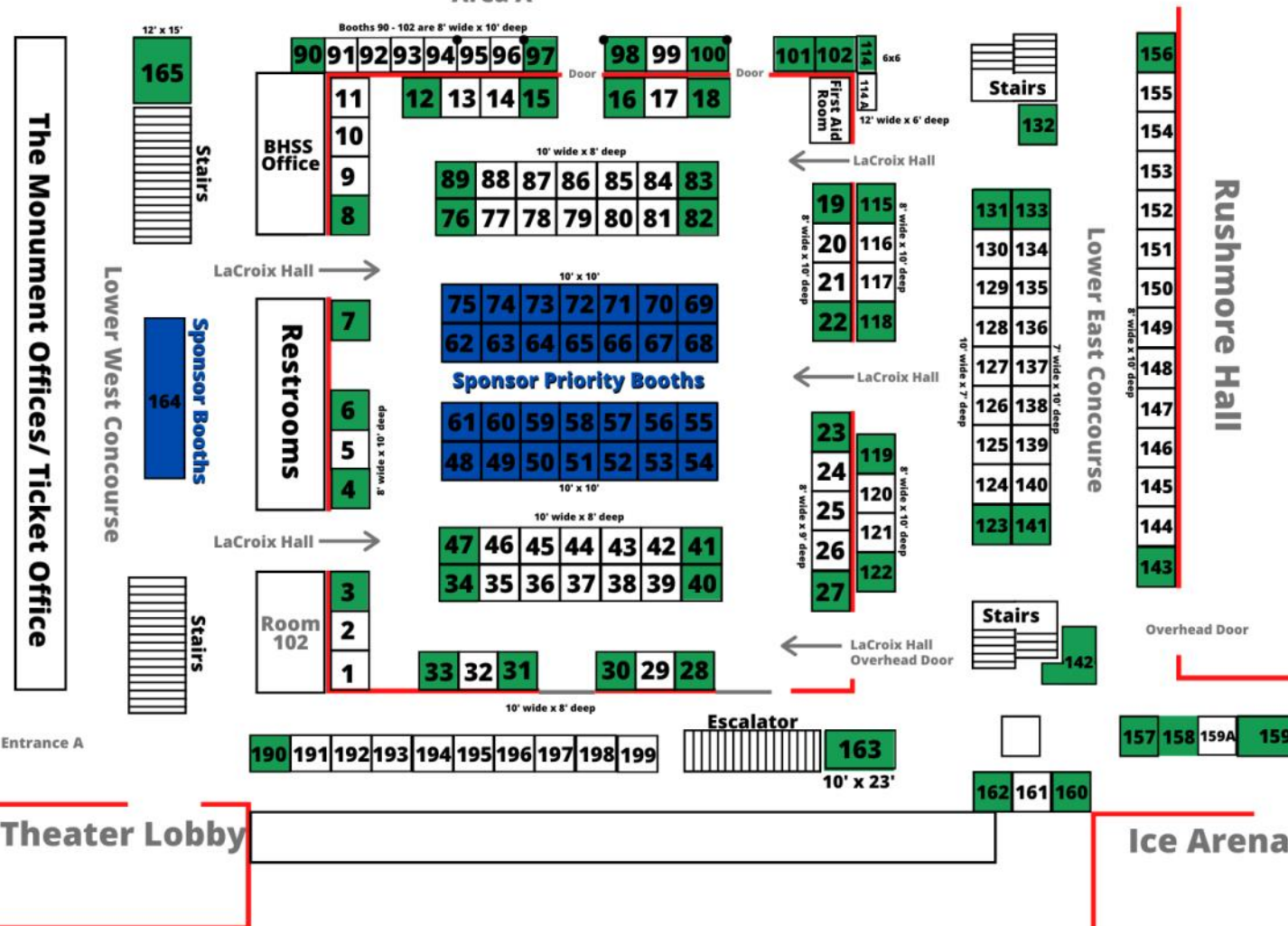
Food Court

Rooms:

- B4 (10x4)
- B5C (8x8)
- B5B (8x8)
- B5A (8x8)
- B7 (8x10)
- 103 (10' x 10')
- 104 (10' x 10')
- 105 (10' x 10')
- 106 (10' x 10')
- 107 (10' x 10')
- 108 (10' x 10')
- 109 (10' x 10')
- 110 (10' x 10')
- 111 (10' x 10')
- 112 (10' x 10')
- 113 (10' x 10')



Area A



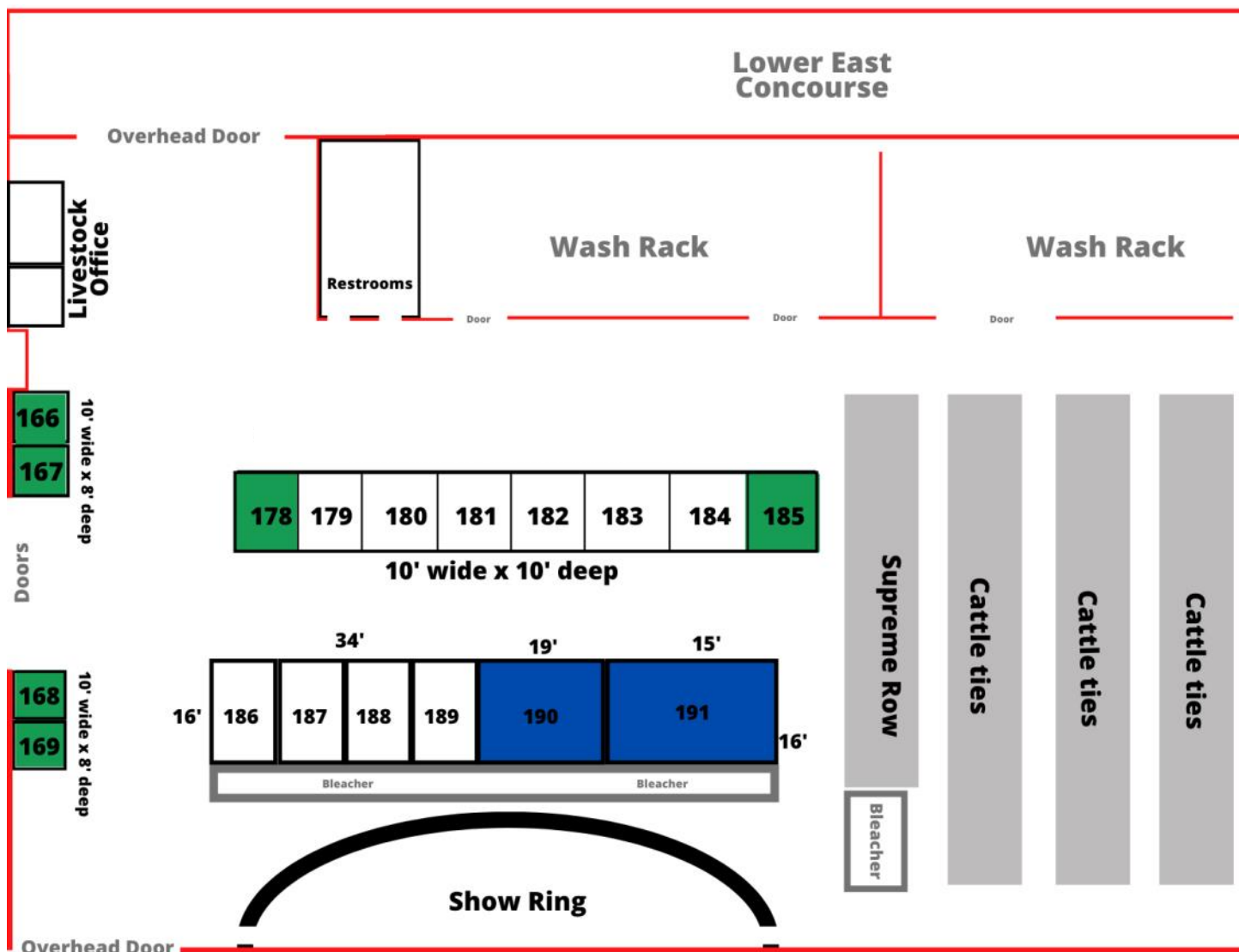
BlackHillsStockShow.com | Rapid City, SD | **605.355.3861**



2023 BLACK HILLS STOCK SHOW & RODEO®

VENDOR MAP—RUSHMORE HALL

BHSS CINCH TRADE SHOW @THE MONUMENT



Schedule of events available at

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2023 BLACK HILLS STOCK SHOW & RODEO®

VENDOR MAP-UPPER CONCOURSE

BHSS CINCH TRADE SHOW @THE MONUMENT



Schedule of events available at

BlackHillsStockShow.com

Rapid City, SD

605.355.3861



2023 BLACK HILLS STOCK SHOW & RODEO®

APPLICATION—INSURANCE REQUEST

BHSS CINCH TRADE SHOW

INSURANCE: Will use private/company insurance Will purchase through BHSS (fill out this form)

Each exhibitor is required to provide a certificate of insurance in the amount of \$1,000,000 combined single limit. The certificate is required to name **"Central States Fair, Inc. and Black Hills Stock Show & Rodeo®" as "additional insureds."** Certificates of liability with correct additional insured is due to BHSS not later than December 16, 2022.

An insurance rider is available through BHSS for \$170 for the first booth, and \$70 for each additional booth.

I have my own insurance

I would like to purchase "Premises Liability" coverage through Central States Fair, Inc.

Exhibitors:

Central States Fair, Inc.'s insurance provider can provide Premises Liability coverage for licenses under a blanket policy. Coverage for Exhibitors includes public liability and property damage liability with a \$1,000,000 combined single limit. Products Liability is provided for premises claims only. Liquor liability is specifically excluded. General liability coverage conforms with the requirement of the license agreement for Central States Fair, Inc.

Please complete this form signifying your consent to participate in the voluntary insurance programs and return it with payment to BHSS with your vendor application.

1. General liability coverage is provided for the period of January 27 through February 4, 2023. This coverage is provided only for the current year's BHSS.
2. The following are not acceptable for endorsements for this policy: body piercing & massages & wraps, child care, climbing walls, dart games, dunking booths, henna tattoos, medical/dental testing & screenings, permanent tattoos, playground equipment, sales of autos or auto parts, sales of herbal supplements, CBD products, sales of tobacco, vaping products, sales of weight loss/stop smoking aids, pills, patches, wheelchair rentals, and displays containing live animals. Please contact BHSS for a complete list.

3. Premium for this coverage is \$170 for one booth space and \$70 for each additional booth space.

Company Name:

Contact person/Owner:

Address:

City:

State:

Zip:

Phone:

Email:

REQUIRED: List of products, services or food items to be provided:

Please issue coverage in accordance with this program.

Print Name:

Date:

Signature:

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2023 BLACK HILLS STOCK SHOW & RODEO®

APPLICATION- KJERSTAD EVENT CENTER REQUEST

BHSS CINCH TRADE SHOW @CENTRAL STATES FAIRGROUNDS

Event Center booth space is very limited			
SIZE(S)	PRICE	QTY	TOTAL (Qty * price)
10x10	\$650		
10x45	\$2500		
Electric	\$100		
Event Center Schedule January 14-February 4, 2023 Event Center move-in is: January 11-12 Exhibitors must be in place January 14, 2023			

TABLE & CHAIR REQUEST			
DESC.	PRE ORDER PRICE (onsite order price)	QTY	TOTAL (Qty * price)
6' Table	\$25 (\$44)		
8' Table	\$30 (\$53)		
Table skirting	\$15 (\$27)		
3' Cocktail Table	\$35 (\$39)		
Directors Chair	\$25 (\$44)		
Folding Chair	\$10 (\$18)		

Business Name:

Business name as you want it listed in the

Vendor Directory:

Name & title of applicant (contact person):

Mailing address (w/city, state, zip):

Business Phone:

Email:

Contact person onsite during event:

Mobile Phone:

Business Website:

The leased space(s) shall be used for display of products or services described below and for no other purpose. BHSS deems the foregoing provisions to be an important consideration and this agreement may be declared null and void if the vendor uses space(s) for any different or additional purposes. BHSS reserves the right to reject any application that management deems inappropriate or contrary to the BHSS objective.

REQUIRED: Please name and describe **all items** or services to be sold, exhibited, or given away including brand names (include photos), include a **photo of your booth**.

***New this year** – Exhibitors will incur **late fees** if any of the following are received **after** the **deadlines** listed: application, full payment, insurance certificate. Missing these deadlines interferes with vendor booth placement.

By signing this application the Exhibitor agrees to all terms included in the vendor contract, including contractual duties and obligations. If Exhibitor fails to comply with rules and regulations contained in the vendor contract, BHSS has the right to ask them to leave the grounds and reassign the booth. Exhibitor shall forfeit all payment, regardless if BHSS enters into a different lease for the space involved with another exhibit.

Print Name: _____ **Date:** _____

Signature: _____

Schedule of events available at

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BHSS SHIPPING REMINDER

**DO NOT SHIP SUPPLIES TO THE CINCH TRADE SHOW
PRIOR TO JANUARY 27, 2023**

SHIPPING

SHIPPING ADDRESS DURING THE STOCK SHOW:

BLACK HILLS STOCK SHOW OFFICE, ROOM 101

(YOUR BOOTH NAME)

444 N. MT. RUSHMORE ROAD

RAPID CITY, SOUTH DAKOTA, 57701

reminder

Hang your hat at our place...



**Holiday Inn
Express
& Suites**



**HOLIDAY INN EXPRESS &
SUITES – 605-355-9090**

**I-90 Rapid City | 645 E. Disk Drive
Rapid City, SD 57701**



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