

2025 BLACK HILLS STOCK SHOW & RODEO®
VENDOR HANDBOOK

FRIDAY, JANUARY 31 *thru* SATURDAY, FEBRUARY 8



CINCH®
TRADE SHOW

**VENDOR INFORMATION,
RULES, REGULATIONS**

"WE SHOWCASE AGRICULTURE, TOURISM, AND OUR COMMUNITY."



Schedule of events available at
BlackHillsStockShow.com | Rapid City, SD | 605.355.3861

Produced by
CENTRAL STATES FAIR, INC.  

2025 BLACK HILLS STOCK SHOW & RODEO® ~ CINCH TRADE SHOW

Thank you for your interest and welcome to the 2025 Black Hills Stock Show & Rodeo® (BHSS) Cinch Trade Show. BHSS strives to create an enjoyable, diverse atmosphere with a commitment to complete guest satisfaction. We look forward to working with everyone in 2025 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 330,000 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 information, rules, and regulations apply to the 2025 BHSS acting through Central States Fair, Inc., its Board, committees, and employees. Central States Fair, Inc. is a non-profit, member-driven organization that manages the Pennington County Fairgrounds and produces the Central States Fair and Black Hills Stock Show & Rodeo®.

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

Thank you!

CENTRAL STATES FAIR, INC.



Jill Delay, CTA

Marketing & Vendor Manager

800 San Francisco St
Rapid City, SD 57701
605-355-3861

DEADLINES

- **October 22 applications due (applications accepted beyond this date as needed and until full)**
 - **November 22 (or within 14 days of acceptance) payment with contract (full payments not received by due date incur a late fee)**
 - **December 2 - Properly endorsed Certificate of Insurance (COI) due**
 - **December 16 - Cancellation refund not available**
 - **January 3 - Early move-in requests due**
 - **January 29-30 - Vendor move-in**

**Exhibitors will incur late fees if any of the following are received after the deadlines above:
contract, full payment, insurance certificate**

Missing these deadlines interferes with vendor booth placement.

TABLE OF CONTENTS

1.0 APPLICATION & SPACE CHANGES.....	P.4
2.0 BOOTH GUIDELINES AND REGULATIONS	P.4
3.0 CODE OF CONDUCT	P.5
4.0 CREDENTIALS	P.6
5.0 DELIVERIES.....	P.6
6.0 ELECTRICAL SERVICES.....	P.6
7.0 FIRE REGULATIONS	P.7
8.0 FORK LIFT SERVICES.....	P.7
9.0 GENERAL RULES	P.7
10.0 INSURANCE.....	P.8
11.0 MOVE IN	P.8
12.0 MOVE OUT	P.9
13.0 OPERATING HOURS.....	P.9
14.0 PARKING	P.10
15.0 PAYMENT/REFUND INFORMATION	P.10
16.0 TAX INFORMATION	P.10
17.0 WI-FI INFORMATION	P.10

2025 BLACK HILLS STOCK SHOW & RODEO® ~ CINCH TRADE SHOW

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.

1. APPLICATION & SPACE CHANGES:

1.1 Exhibitors requesting vendor space at BHSS are required to complete and deliver the application to BHSS office via online submittal not later than the close of business on October 22, 2024. Applications will be accepted after this date for waiting list and/or until full.

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.

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 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.

2025 BLACK HILLS STOCK SHOW & RODEO® ~ CINCH TRADE SHOW

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.

3. CONDUCT AND COVENANTS

3.1 No deviation from the items submitted with the vendor application 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 16th, 2024.**

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.

3.10 Exhibitor shall conduct the operation of their exhibit, display or concession in a respectful, quiet and orderly manner at all times.

3.11 Discussions promoting an entity, organization, dissemination of ideas or beliefs cannot be initiated with persons standing in line for an exhibit or performance.

3.12 Use of the space shall be in accordance with the use specified in this handbook. BHSS management shall have the right to immediately terminate the right to use the space if, in its discretion, use of the space is not consistent with the use specified on the submitted application or if use is not in the best interest of the BHSS and its attendees.

3.13 Exhibitor covenants and agrees to defend at its own expense, indemnify and hold harmless Central States Fair, Inc., its 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

2025 BLACK HILLS STOCK SHOW & RODEO® ~ CINCH TRADE SHOW

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 agreement.

3.14 Removal or Cause for Eviction: At any time an exhibitor may be subject to eviction from their booth and/or the BHSS without refund or booth fees for misconduct, harassment or disrespect of the BHSS officials, security, attendees or fellow exhibitors. This includes electronic and social media communications.

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 to be hand carted to your booth space by your staff.

5.3 COD's are not accepted.

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 submitted online with the 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.

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.

7.3 All vehicles and/or equipment that is part of a booth MUST HAVE A FULL TANK OF GAS. This is a requirement from the fire department.

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 Central States Fair, Inc. are only for the period of the vendor contract and do not carry over from year to year.

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

2025 BLACK HILLS STOCK SHOW & RODEO® ~ CINCH TRADE SHOW

of the exhibit space or activities associated with this contract.

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 31, 2025 through February 8, 2025.

10.2 If Exhibitor cannot provide the required certificate, a rider under Central States Fair, Inc. policy may be available for \$190 per booth space. 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.

10.3 Certificates of liability with correct additional insured is due to BHSS not later than December 2, 2024. Insurance certificates not received by this deadline may incur a "late fee."

10.4 Upload certificates in Event Hub. DO NOT MAIL OR EMAIL.

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, 2025**. 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 25-28 requires early move-in request (due January 3)
- Wednesday, January 29, 8am-8pm
- Thursday, January 30, 8am-8pm
- Friday, January 31, 7am-9am - show opens at 10am

12. MOVE OUT

2025 BLACK HILLS STOCK SHOW & RODEO® ~ CINCH TRADE SHOW

12.1 **Move-out begins after 7:30pm on Saturday, February 8.** 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 9, 2025 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 9, 2025 will incur a late fee of \$500 and may be banned from future shows.**

13. OPERATING HOURS

13.1 All exhibits must be in place by 9am on Friday, January 31, 2025.

13.2 All spaces unoccupied by 9:30am on January 31, 2025 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.

HOURS OF OPERATION

⇒ Friday, January 31 ~ 10am - 7:30pm

⇒ Saturday, February 1 ~ 10am - 7:30pm

⇒ Sunday, February 2 ~ 10am - 6pm

⇒ Monday, February 3 ~ 10am - 6pm
(vendor meeting @8:30am)

⇒ Tuesday, February 4 ~ 10am - 6pm

⇒ Wednesday, February 5 ~ 10am—6pm

⇒ Thursday, February 6 ~ 10am - 7:30pm

⇒ Friday, February 7 ~ 10am - 7:30pm

⇒ Saturday, February 8 ~ 10am - 7:30pm

Move out:

◇ *Saturday, February 8 ~ 7:30pm - midnight*

◇ *Sunday, February 9 ~ 8am - 3pm (any exhibitor booth 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.

15. PAYMENT/REFUND INFORMATION:

15.1 Exhibitors accepted to the show must submit a FULL payment by November 22, 2024 or within 14 days of acceptance.

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 up to 10% of the total due and loss of booth space.

15.5 Cancellations of booth space after December 15, 2024 do not receive a refund.

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

17. WI-FI

17.1 Free Internet/Wi-Fi access is available the TheMonument_Guest network.

17.2 All vendors needing their own wi-fi line need to call BLUEPEAK at 605.721.2000.

17.3 AFTER setting up installation with BLUEPEAK, vendors must call The Monument at 605.394.4115.