



## *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 2024 North Dakota Winter Show, which will be our 87<sup>th</sup> year of timeless traditions. Our Winter Show dates for 2024 are March 6<sup>th</sup> – 10<sup>th</sup>.

The show will start at 9 am Wednesday the 6<sup>th</sup> and close by 5 pm Sunday the 10<sup>th</sup>. 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



## 2024 North Dakota Winter Show - March 6th –10th *Commercial Exhibitor Rules & Regulations*

Preference will be given to 2023 Exhibitors until **January 15th, 2024**. **This means that if you want to occupy the same booth you had at the 2023 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 15<sup>th</sup>, 2023**.

***-Remaining balance is due by February 11, 2024***

***-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 15th, 2024. After February 11th, 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 6-10)**

**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 8-12)**

**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 6-10)**

**\$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 4th 9am to 5pm and Tuesday March 5th 9am to 5pm. Large Booths or booths using trailers will move in on Sunday March 3rd. **Any space not claimed by 5pm on Tuesday, March 5th, 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**

	<b><u>OPEN</u></b>		<b><u>CLOSE</u></b>
Wednesday March 6th	9 am		7 pm
Thursday March 7th	9 am	9 am	7 pm
Friday March 8th	9 am		7 pm
Saturday March 9th	9 am		7 pm
Sunday March 10th	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 12<sup>th</sup>, unless prior arrangements have been made with the NDWS Office. No overhead doors will be opened prior to 5pm on Sunday March 10th. 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 11th 2024.***

**N. COVENANTS:**

- Subletting of exhibit space is prohibited.
- Exhibitors involved in taxable retail sales must comply with ND State Tax Laws.
  - The posting of printed or written materials, except from a contracted location is prohibited.
  - Walking concessions are prohibited and all operating equipment must be attended.
  - Exhibitors shall conduct business in a quiet and orderly manner, keeping the exhibit space neat and clean.

Deposit all rubbish in the garbage receptacles provided and, if desired, sweep booth floor into the aisle prior to departure each day. **Cleanup service is provided each evening in the aisles only.**

- Use of a sound amplification system, either inside or outside, must be approved by the NDWS.
  - Business discussions cannot be initiated with persons standing in line for an exhibit or performance.
- NDWS visitors may not be intentionally touched without their prior consent.
- Exhibitor agrees to defend at its own expense, indemnify and save harmless the North Dakota Winter Show from any and all liability penalties, damages, costs, expenses, causes of action and claims in every kind and nature arising from illness, death, bodily injury or property damage to any person whomever, occasioned by or growing out of or in any way connected with the occupation or use of the leased premises or activities associated with this Agreement.
  - Exhibitor agrees to sell and will be limited to those products listed on the Agreement.
  - Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in the North Dakota Winter Show.

**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 upon entry and show proper documentation regarding the service and needs of said animal.

**Q. No Pet Policy -** No dogs, cats, or other pets are allowed in the Winter Show buildings. You may not keep a pet at your booth or have in the buildings at any time. The Winter Show Board and Staff retain the right to ask you to leave the premises should you have a pet with you. See Service Dog requirements above.

**R. No solicitation Policy -** A vendor may not solicit patrons or customers outside of their booth. Vendors cannot sell their products, raffle tickets, wares or goods at any area within the Winter Show, EXCEPT for their assigned booth.



**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
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***Jamestown, ND: 34 miles west***

Quality Inn, Hwy 281 S & I-94, exit 258	800-424-6423 or 701-252-3611
Gladstone Select Hotel, 111 2 St NE	866-748-4466 or 701-252-0700
Budget Lodge, 1009 12 Ave SE, exit 260	888-252-2363 or 701-252-2363
Comfort Inn, 811 20 St SW, exit 258	800-228-5150 or 701-252-7125
Days Inn, 825 20 <sup>th</sup> 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

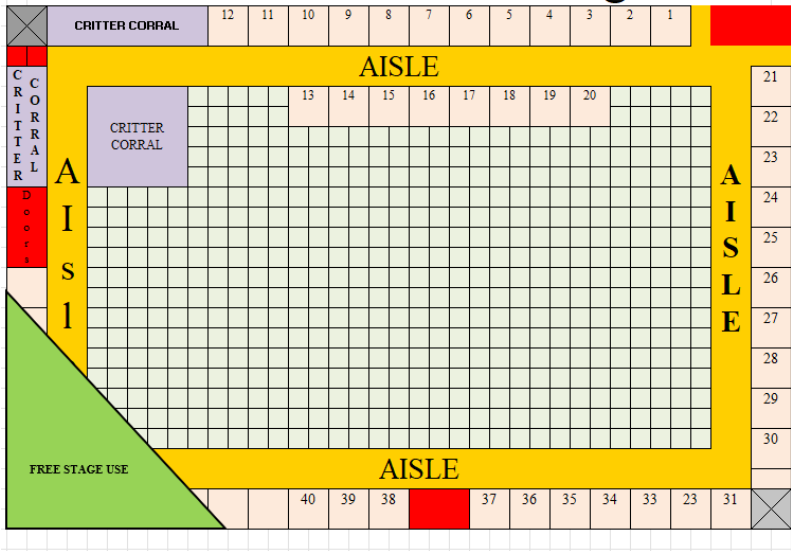
**Main Exhibit Building**

**Main Building Booth Rates**  
**(March 6-10) 10'x8' depth**

**General Booth Spaces —\$450.00**



## South Exhibit Building



*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*