



January 2019

Dear Trade Show Vendors,

It is that time of year again to gear up for the 2019 Custer Trade Show. This year our Trade Show will be **Saturday, March 2, from 9 a.m. to 3 p.m.**, located at Custer Elementary School on Wildcat Lane.

This year, the booth options are: without electricity for \$50 or with electricity for \$65. Electrical spaces are very limited and only available along the walls of the gym; therefore, if you need electricity, please send your registration in right away! Electric cords are not provided with the electrical spaces so you will need to bring your own. **Each booth will have one table (2 ½ x 8') and one chair provided; any additional chairs or tables must be provided by you.**

We ask that after you unload the items for your booth on Saturday morning, that you park on the **east side of the parking lot**. This leaves the front area open for visitor parking. Attached is a registration form for you to complete and return with your payment to the Chamber office no later than **February 25**, to insure a booth and/or space. All vendors will be set up in the gymnasium and all non-profits will be placed in the Commons area. Concessions will be available throughout the day in the Commons area.

Please remember, we try our best to put each and every vendor where they will be visible. Due to the change in venue this year, no booth location requests will be granted. Booths must be staffed all day.

No duct tape will be allowed, and all vendors are responsible for any and all damages. No helium balloons. If you have any type of food product, you may do samples only. No alcohol, pets or firearms allowed on school premises; you will be asked to leave if you have them in your possession. There will be no refunds offered after **February 25**.

If you have any questions, please feel free to call or email me. We look forward to seeing you March 2!

Sincerely,

Dolsee Davenport
Custer Area Chamber of Commerce
PO Box 5018, Custer, SD 57730
605-673-2244
ddavenport@custersd.com

2019 Custer Trade Show Registration Form

Sponsored by the Custer Area Chamber of Commerce

Saturday, March 2, 2019

9 a.m. – 3 p.m.

Located at Custer Elementary School on Wildcat Lane

Following are the two choices for booths and prices:

Trade Show Booth Spaces

Booth – **No Electricity** – Cost \$50

Booth – **With Electricity** – Cost \$65

Booths with electricity are limited! First-come, first-served.

Each booth includes **one table** (2 ½ x 8') and **one chair**

Non-profits are free of charge – includes **one table** (2 ½ x 8') and **one chair**

Exhibitor Setup Times

Friday, March 1, 4 p.m. – 6 p.m. and Saturday, March 2, 7:30 a.m. – 9 a.m.

Booths may not be set up before 4 p.m. on Friday, March 1 and need to be completed by 9 a.m. on Saturday, March 2. All clean-up on Saturday, March 2 needs to be finished by 4 p.m. **Booths must be staffed the entire day and remain set up until 3 p.m.**

Please have this form completed and returned with fee to the Chamber Office no later than February 25. No vendors will be allowed without prior payment. A booth cannot be reserved over the phone and you are not guaranteed a booth until we have your registration form and payment in hand.

By signing this form, you acknowledge that your fees are due to the Custer Area Chamber of Commerce prior to being assigned a space for the 2019 Custer Trade Show. Spaces will not be assigned until the fees are received by the Chamber. **Cancellations after February 25 will not be refunded.**

Mail this portion of the registration form

Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Booth with Electricity (\$65): _____ Booth without Electricity (\$50): _____

Non-Profit (Free): _____ Number of spaces: _____ Total Payment: _____

Signature REQUIRED: _____

Print your name: _____

Type of wares you will be bringing _____

Comments:

Send form and fee to: Custer Area Chamber of Commerce, PO Box 5018, Custer, SD 57730