



# Valentine's Classic

## VENDOR CONTRACT

### Vendor Booth

- 8-foot banquet tables (skirted tables) as requested & two chairs
- Booth location to be assigned by the following criteria:
  - Order in which **final contract and deposit is received. \$50 deposit to hold spot**
  - **Full payment and contract must be received no later than Monday, January 2, 2017** or vendor will not be allowed to attend and vendor space will be passed on to vendors on the waiting list.

**Dance Competition on Saturday** will take place in the Sioux Falls Arena and the Convention Center. Vendors can either choose to set-up in the Convention Center commons area or in the Arena by the concession area. 10% of total gross sales will be collected at the end of the 2 days and paid in full to the Sioux Falls Convention Center. If vendor chooses to set-up in the Arena, then an additional 10% of gross sales will be collected – this will be paid to the Sioux Falls Arena.

**Cheer Competition on Sunday** will take place in the Sioux Falls Arena. Vendors can either choose to set-up in the Convention Center commons area or in the Arena by the concession area. 10% of total gross sales will be collected at the end of the 2 days and paid in full to the Sioux Falls Convention Center. If vendor chooses to set-up in the Arena, then an additional 10% of gross sales will be collected – this will be paid to the Sioux Falls Arena.

### Details of Operation

- Vendor fee and contract must be received on or before Monday, January 2, 2017
- Vendor Booths are open during Competition hours approximately 8:00 am – 8:00 pm on Saturday and 8:00 am – 6:00 pm Sunday. Vendors are required to stay open all day with Set-up to be completed by 7:30 am both days.
- No food or beverage sales are allowed by vendors.
- A locked room will be available for vendors to leave items overnight. Vendors are responsible to move inventory in and out of the room. Dakota Spirit is not responsible for lost or stolen items in locked room or at vendor booths.
- At the end of the day, each Vendor must check out with the Dakota Spirit Vendor Coordinator and Arena Staff (if set up in Arena) on Saturday and Sunday. Vendor must provide proof of sales when making payment of 10% commissions of gross sales.
- Dakota Spirit does not guarantee the sales of any products. Vendors are at their own risk for sales.
- 10% of commissions collected by Sioux Falls Convention Center at the end of Day 2 plus an additional 10% commission collected by SF Arena at the end of Day 2.
- Pick the Vendor Fee option that works for you!
- **FEES**
  - Day 1 & Day 2 Commons Hall**
    - \$150 1 table in **Commons hall**
    - \$200 Up to 3 tables in **Commons hall**
    - \$250 Between 4 to 8 tables in **Commons hall**
  - Day 1 & Day 2 SF Arena**
    - \$200 1 table in **SF Arena**
    - \$250 Up to 3 tables in **SF Arena**
    - \$300 Between 4 to 8 tables in **SF Arena**

**South Dakota Sales Tax Requirement:** must be paid at the end of the event. Sales Tax documents will be provided.



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## VENDOR CONTRACT

Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Address: \_\_\_\_\_

### VENDOR OPTION:

- **FEES**      Day 1 and Day 2 Commons Hall
- \$150    1 table in **Commons hall**
- \$200    Up to 3 tables in **Commons hall**
- \$250    Between 4 to 8 tables in **Commons hall**
- Day 1 and Day 2 SF Arena
- \$200    1 table in **SF Arena**                                 S
- \$250    Up to 3 tables in **SF Arena**
- \$300    Between 4 to 8 tables in **SF Arena**

- 10% of commissions collected by Sioux Falls Convention Center at the end of Day 2.
- 10% additional commission collected by SF ARENA at the end of Day 2

In Commons Hall \_\_\_\_\_ In SF Arena \_\_\_\_\_ # of Tables \_\_\_\_\_

TOTAL FEES: \_\_\_\_\_

Individuals working the booth: \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Description of products: \_\_\_\_\_

Payment Enclosed:    Check Number \_\_\_\_\_ Product website: \_\_\_\_\_

Signature: \_\_\_\_\_

Return Contract with payment to:  
 Valentine's Classic  
 3910 West 59th Street  
 Sioux Falls, SD 57108

Questions: Contact VC Vendor Coordinator Julie Lorensen at [julie.lorensen@dakotaspirit.com](mailto:julie.lorensen@dakotaspirit.com)

FOR OFFICE ONLY: DATE REC'D \_\_\_\_\_ CONTRACT \_\_\_\_\_ DEPOSIT \_\_\_\_\_ FULL PMT \_\_\_\_\_