

Date Received: \_\_\_\_\_



Contract Number: \_\_\_\_\_



AC: \_\_\_\_\_ CP: \_\_\_\_\_ CMPT: \_\_\_\_\_ PKT: \_\_\_\_\_



# 40th Annual Tour Fall 2023 EXHIBITOR CONTRACT

Please Leave Blank - For Office Use Only	
SIZE	ASSIGNED SPACE #
OM _____	OM _____
MN _____	MN _____
SF _____	SF _____

Exhibitor Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #'s: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Cell) \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

What is your art or craft? \_\_\_\_\_ Price Range: \$ \_\_\_\_\_

Location	Each space includes	Space Fee	Options	Cost
<b>OMAHA, NE</b> Liberty First Credit Union Arena November 2, 3, 4, 5, 2023	500 watts of electricity, 8' curtain backdrop and 3' side curtains.	Single (8'x11') = \$650 1 1/2 Spaces (8'x16 1/2') = \$975	Double (8'x22') = \$1,300 Triple (8'x33') = \$1,950 <i>2 1/2's also available</i>	OMAHA COST \$
<b>MINNEAPOLIS, MN</b> Canterbury Park 1st & 2nd Floor, Commons & Expo Center November 9, 10, 11, 12, 2023		Single (8'x11') = \$650 1 1/2 Spaces (8'x16 1/2') = \$975	Double (8'x22') = \$1,300 Triple (8'x33') = \$1,950 <i>2 1/2's also available</i>	MINNEAPOLIS COST \$
<b>MINNEAPOLIS, MN</b> Canterbury Park <b>Long White Tent</b> Enclosed tent structure near customer parking		Single (8'x11') = \$700 1 1/2 Spaces (8'x16 1/2') = \$1,050	Double (8'x22') = \$1,400 Triple (8'x33') = \$2,100 <i>2 1/2's also available</i>	MN WHITE TENT COST \$
<b>SIoux FALLS, SD</b> Denny Sanford Premier Center (Convention Center) November 17, 18, 19, 2023		Single (10'x10') = \$500 1 1/2 Spaces (10'x15') = \$750	Double (10'x20') = \$1,000 Triple (10'x30') = \$1,500 <i>2 1/2's also available</i>	SIoux FALLS COST \$
<b>CHICAGO, IL</b> TBD		Chicagoland Area Show TBD – we will send out a separate application if we are able to have a 2023 Autumn Festival.		CHICAGO COST \$ <b>N/A</b>

**Balance Due September 1st.**  
Space numbers are not given until  
**FINAL payment, appropriate TAX numbers, &  
VEHICLE INFORMATION (see back), are received.**

Please Leave Blank

**TOTAL COST: \$**

**Minimum 50% Deposit Due Now. DEPOSIT SENT: \$**

### EXHIBITOR CHECKLIST

- FILL OUT** the vehicle information section (see back) and **SIGN** the application. (A signed yellow copy will be returned to you for your file.)
- Send a deposit of 50% of the total space fees. Deposit will be returned if your application is not accepted. **THE BALANCE IS DUE SEPTEMBER 1ST.** Return check charge is \$25.00 each occurrence. Make checks payable to: **HUFFMAN PRODUCTIONS, INC.**
- Enclose or email **THREE** photos of your work (at least two of your product and one of your display), **even if you have done many shows with us in the past.** Actual pictures (not color copies) are needed for jurying & our massive advertising campaign.
- Enclose a self-addressed stamped envelope (with **TWO** 1st class stamps) for confirmation of acceptance or rejection. (Minimum size envelope should be large enough to return your photos or CD).
- Send to **HUFFMAN PRODUCTIONS, INC.,** P.O. Box 655, Antioch, IL 60002. Questions? Call (402) 331-2889

Check/Cr. Cert. \_\_\_\_\_ Pd. \_\_\_\_\_  
 Deposited: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ PO \_\_\_\_\_  
 \*Please note: A 1.5% processing fee will be assessed to all credit card transactions.  
 VISA *or*  MC Fee \_\_\_\_\_  
 No. \_\_\_\_\_  
 Exp. \_\_\_\_\_ CVV# \_\_\_\_\_  
 Please check here to give us permission to charge your **FINAL** balance September 1st.  
 Billing address same as above?  YES  NO  
 If not, please fill out form below:  
 Address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### EXHIBITOR QUESTIONS

- Did you answer the tax question above for Minneapolis?  Yes  No - please send me tax info \_\_\_\_\_
- How many years of art/craft show experience do you have? \_\_\_\_\_
- How many shows do you do in a year? \_\_\_\_\_
- Who designs your products? \_\_\_\_\_
- Who makes your inventory? \_\_\_\_\_
- What other notable shows (besides HPI shows) do you participate in? \_\_\_\_\_
- How many \$1.00 off admission coupons should we send you to give to your customers? \_\_\_\_\_
- Do you wholesale?  Yes  No Demonstrate in your booth?  Yes  No Facebook?  Yes  No Instagram?  Yes  No

**BALANCE DUE: \$**  
**September 1st**  
 Check No. \_\_\_\_\_ Pd. \_\_\_\_\_  
 Deposited: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ PO \_\_\_\_\_  
 VISA *or*  MC Fee \_\_\_\_\_  
 No. \_\_\_\_\_  
 Exp. \_\_\_\_\_ CVV# \_\_\_\_\_  
 Billing address same as above?  YES  NO  
 If not, please fill out info in box above.

**By signing below, I acknowledge that I have read & I accept the SHOW TERMS AND CONDITIONS on the front and back of this contract, INCLUDING THE CANCELLATION POLICIES.**

Artist's/Crafter's Signature

Producer's Signature: Huffman Productions, Inc.

## MINNESOTA SALES TAX EXEMPTION INFORMATION

Complete this section if you are **NOT** required to have a Minnesota tax ID number.

1. I am selling only nontaxable items, i.e. clothing or food. (Circle One)

*OR*

2. I am not making any sales at the event. Explain: \_\_\_\_\_

By signing the front of this contract, you declare that the information is true and correct to the best of your knowledge and belief and that you are authorized to sign this contract.

## SHOW TERMS & CONDITIONS

- **MOVE IN TIMES** for Sioux Falls, SD will be from 10 AM – 9 PM on Thursday, plus 8 AM – 10 AM on Friday. **MOVE IN** for Omaha, NE, & Minneapolis, MN, will be from 10 AM – 9 PM on Wednesday, plus 8 AM – 10 AM on Thursday.
- The Producer will furnish the exhibit space in each city with an 8' high curtain backdrop (usually white, but black in Sioux Falls) and 3' side curtains, plus 500 watts of electricity per space for lighting the display, security, aisle cleaning, and extensive advertising (TV, newspaper ads, internet ads, radio spots, banners, email blasts, Facebook & Instagram, postcards, and coupons). Exhibitor may order & pay for extra power from the electrician at each venue.
- Insurance, which is recommended, must be obtained by each Exhibitor at his or her own expense. The Producer and Denny Sanford Premier Center Arena & Convention Center, Canterbury Park, and Liberty First Credit Union Arena assume no risk; and by the acceptance of this agreement, the Exhibitor expressly releases the Producer and Denny Sanford Premier Center Arena & Convention Center, Canterbury Park, and Liberty First Credit Union Arena of and from any and all liability for any damage, injury, or loss to any person or goods which may arise from the rental and occupation of said space by the Exhibitor, and agrees to hold and save the Producer harmless of any loss or damage by reason thereof.
- By signing this Agreement, Exhibitor agrees that the Producer shall not be liable for any claim or monetary loss of any type sustained by Exhibitor relating to the **SPRING FESTIVAL** and **AUTUMN FESTIVAL** shows arising by virtue of *Force Majeure*, including but not limited to strike, riot, war, civil insurrection, accidents, acts of God, pandemic, or other illness (including but not limited to COVID-19), government preemption in connection with a national emergency, or by virtue of any festival cancellation caused by the building owner or any third party due to circumstances beyond the control of the Producer.
- By signing this Agreement, exhibitors state that they understand the risk of COVID-19 pandemic which is currently going on, understands the risk of the ongoing COVID-19 pandemic, and further understands that it may not be possible to adequately socially distance, or to control the behavior of other exhibitors and/or patrons. By signing this Agreement, exhibitor agrees to hold the Producer, Denny Sanford Premier Center Arena & Convention Center, Canterbury Park, and Liberty First Credit Union Arena from any liability or injury which result from the contraction of COVID-19.
- Producer, Denny Sanford Premier Center Arena & Convention Center, Canterbury Park, and Liberty First Credit Union Arena are all committed to following all ordinances, statutes, directed health measures, and other laws to ensure the health and safety of exhibitors and patrons. As such, Producer, Denny Sanford Premier Center Arena & Convention Center, Canterbury Park, and Liberty First Credit Union Arena have all taken appropriate measures to attempt to prevent the spread of illnesses, including those related to the COVID-19 pandemic. While those measures have been, and will continue to be taken, it is impossible for Producer, Denny Sanford Premier Center Arena & Convention Center, Canterbury Park, and Liberty First Credit Union Arena to ensure that infected patrons will not attend the event. By signing this Agreement, exhibitors acknowledge and agree that there is no duty owed by Producer, Denny Sanford Premier Center Arena & Convention Center, Canterbury Park, and Liberty First Credit Union Arena to take any measure beyond that required by all local ordinances, statutes, directed health measures, and other laws to prevent any possible spread of COVID-19, including any variants thereof, through the patrons or customers to the event nor from the possible spread from other exhibitors.
- By signing this agreement, Exhibitor is agreeing not to sell import items/commercial items, kits, articles not made by the Exhibitor, and bare wood (except for pre-approved toys due to paint toxins). Exhibitor agrees to no sale or reduced price signs & no reps.
- Exhibitor will be required to follow all applicable laws, ordinances, exhibition rules and regulations, and terms of the lease between Huffman Productions, Inc. and the facility owner. Sales tax is the responsibility of the Exhibitor. Exhibitor's name and address will be given to the Department of Revenue responsible for each of the show sites.
- **EXHIBITOR INITIATED CANCELLATION POLICY: A service charge of 10% of the total space fee will be charged to the Exhibitor for cancellations prior to August 1st. For cancellations occurring between August 1st and August 31st, there will be a ½ space cancellation fee. For cancellations occurring September 1st and after, there will be NO refund.**
- **COVID-19 REFUND POLICY: If Huffman Productions, Inc. is forced to cancel the AUTUMN FESTIVAL due to COVID-19 30 days or more from the first day of each show 10% of total space fee will be kept by Producer. If cancellation occurs 15-29 days from the first day of each show 30% of total space fee will be kept by Producer. If cancellation occurs 14 days or less from the first day of each show 50% of total space fee will be kept by Producer. If Producer incurred expenses total less than total space fees collected, the percentages above would be adjusted in favor of exhibitors as to just cover costs incurred.**



**Please fill this out for the vehicle you will be taking to the show(s) this season.**

**VEHICLE:** (Car, Van, SUV, RV/Camper)

Year: \_\_\_\_\_ Color: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

License Plate #: \_\_\_\_\_

License Plate State: \_\_\_\_\_

Length of RV/Camper: \_\_\_\_\_

Do you work out of or restock from your vehicle/trailer/RV **during show hours**?  Yes  No

Where applicable, will you be paying for and hooking up to on-site power?  Yes  No

**TRAILER:**

Year: \_\_\_\_\_ Color: \_\_\_\_\_

Length of Trailer: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

License Plate #: \_\_\_\_\_

License Plate State: \_\_\_\_\_

Do you unhook your trailer from your vehicle once you are at the show?  Yes  No



**HUFFMAN PRODUCTIONS, INC.** • P.O. Box 655 • Antioch, IL 60002

(402) 331-2889 • Email: [hpifestivals@cox.net](mailto:hpifestivals@cox.net) • [www.hpifestivals.com](http://www.hpifestivals.com)

