

SHOW INFORMATION

AT A GLANCE

SHOW: Sioux Empire Sportsmen's Boat, Camping & Vacation Show

LOCATION: Sioux Falls Arena & Convention Center | Sioux Falls, SD 57104

DATES: March 8 – 11, 2018

SHOW HOURS:

March 8 th	5:00 PM – 9:00 PM
March 09 th	12 NOON – 9:00 PM
March 10 th	10:00 AM – 9:00 PM
March 11 th	10:00 AM – 5:00 PM

PROMOTER: Cenaiko Productions, Inc. | www.cenaiko.com | (763) 755-8111

DECORATOR: Cenaiko Expo, Inc. | www.cenaikoexpo.com | (763) 755-8111

MOVE-IN: Starting Wednesday, March 7th (See page 3 for specific times)

BULK DEALERS WILL BE CONTACTED WITH EXACT MOVE-IN TIMES.

MOVE-OUT: No later than Midnight, Sunday, March 11th

HOTEL: Information on page 6 of the packet

PARKING: Parking is available in the main parking lot in front of the arena.

FREIGHT: Advance freight warehousing arrangements can be made through Cenaiko Expo, Inc. (See page 5 for more details.)

More specific and detailed information is included in the exhibitor packet. If there is any other way that we may assist you in show preparation, please call our office at (763) 755-8111.

Welcome
to the
51st Annual
SIOUX EMPIRE
SPORTSMEN'S
Boat, Camping & Vacation
SHOW
MARCH 8 – 11, 2018

We are excited to have you participating in the 51th Annual SPORTSMEN'S SHOW at the **Sioux Falls Arena & Convention Center** and wish you much success during the Show.

This Exhibitor Information Kit has been prepared for your benefit. We have attempted to answer any questions you, as an exhibitor, may have regarding the show. We ask that you or the individual in charge of your booth review all of the enclosed information. If you should have any questions, please feel free to contact one of our staff at 763-755-8111.

presented by - CENAIKO PRODUCTIONS, INC.
763-755-8111

www.cenaiko.com

SIOUX EMPIRE SPORTSMEN'S BOAT, CAMPING & VACATION

SHOW MARCH 8 – 11, 2018

SHOW LOCATION:

Sioux Falls Arena & Convention Center
1201 West Avenue North
Sioux Falls, SD 57104
<http://www.sfarena.com/>

SHOW OFFICE:

The Show Office is located on the NW corner of the Arena.

PLEASE NOTE: Exhibitor check-in is required and booth space must be paid in full prior to booth set-up.

SHOW DATES:

Thursday	March 8 th	5:00 PM - 9:00 PM
Friday	March 9 th	12 Noon - 9:00 PM
Saturday	March 10 th	10:00 AM - 9:00 PM
Sunday	March 11 th	10:00 AM - 5:00 PM

REMINDER TO EXHIBITORS: ALL BOOTHS MUST BE STAFFED DURING THE ABOVE HOURS THE ENTIRE DURATION OF THE SHOW.

PARKING:

Parking is available in the main parking lot in front of the arena.

EXHIBITOR MOVE-IN:

Following is a schedule of exhibitor move-in times for the show. Please adhere to this schedule.

****ALL BULK DEALERS WILL BE NOTIFIED WITH EXACT MOVE-IN TIMES****

Wednesday	March 7 th	12 Noon - 8:00 PM
Thursday	March 8 th	8:00 AM – 1:00 PM

BULK DEALERS: Move-in will be Wednesday, March 7th between 8:00AM - 8:00PM.

ALL EXHIBITS MUST BE COMPLETED BY 1:00 PM ON THURSDAY, MARCH 8TH SO THAT THE AISLES CAN BE CARPETED. DOORS OPEN TO THE GENERAL PUBLIC AT 5:00 PM ON THURSDAY, MARCH 8TH.

EXHIBITOR MOVE-OUT:

REMOVAL OF EXHIBITS MAY NOT BEGIN BEFORE 5:00 PM, ON CLOSING SUNDAY.

As a courtesy to our customers who have paid to see the Show late Sunday afternoon, we feel they are entitled to see the entire show. Therefore, we must insist that no literature or exhibit material be removed from your booth or that you start dismantling your booth prior to the closing of the Show, Sunday at 5:00 PM. Failure to comply with this policy will result in cancellation of any future contracts.

ALL EXHIBITS MUST BE COMPLETELY REMOVED BY MIDNIGHT, SUNDAY, MARCH 11th.

BOOTH CONSTRUCTION:

Cenaiko Productions will provide 8-foot high backwall curtains (except Bulk Dealers), 3-foot high sidewall curtains and an exhibitor identification sign, at no extra cost to the exhibitor. The exhibit may extend 4 feet from the rear wall at the 8-foot height but further extension must be limited to a 3-foot height. Exhibitors must drape the back of any unsightly structures at their own expense.

Booth specification rules **must** be followed. If your booth does not comply with these specifications, please re-design your booth before coming to the show to avoid problems. No obstructions will be allowed past the 3-foot height. Please be courteous to your neighbor.

DECORATIONS:

All decorations including draping, skirting, etc. must be flameproof to comply with the fire department regulations. The Fire Marshal will be checking all booths. All tables must be professionally skirted. Equipment ordered through *Cenaiko Expo, Inc.* complies with all regulations.

Signs, banners, etc. may not be fastened in any way to our pipe and drape or any Arena/Convention Center property including doors, walls, glass, columns, painted surfaces, or fabric walls.

PLEASE NOTE: THE SIOUX FALLS ARENA IS BY LAW A NON-SMOKING FACILITY. THIS POLICY WILL BE STRICTLY ENFORCED.

BOOTH EQUIPMENT & DISPLAY MATERIALS:

Tables, chairs, skirting, carpeting, etc. may be obtained through *Cenaiko Expo, Inc.* An order form has been included. Please note the considerable savings to you by ordering in advance rather than at the show site. Mail order forms and payment directly to *Cenaiko Expo, Inc.* Be sure to add 6.5% SD City and State Sales Tax to your order.

DEADLINE FOR ADVANCED PRICING IS FEBRUARY 22, 2018.

Please visit the show office (located in the Northwest corner of the Arena) with any questions or last minute details you may have.

GASOLINE AND PROPANE TANKS:

Remove propane tanks from all units to be exhibited. Permanently installed propane tanks on vehicles must be completely empty. Locked gas caps must be on all gas tanks and battery cables must be disconnected. The Fire Marshal will be checking on these.

NOTICE TO ALL MARINE AND RECREATIONAL VEHICLE DEALERS:

The 2018 Sioux Empire Sportsmen's Boat, Camping & Vacation Show is one of the Midwest's finest showcases for sporting and recreational products. Therefore, we request that all dealers show **2018 YEAR** models only. Non-Franchise products are prohibited from sales or display. Advertising or promotion of such products is also prohibited.

FREIGHT-DRAYAGE/HANDLING:

There is limited storage at the Arena. Shipments to the facility should arrive no sooner than two days prior to show opening. Advance freight warehousing arrangements can be made through *Cenaiko Expo, Inc.* They may be reached at 763-755-8111. Also, should you need help moving your freight to and from the show floor, please see the enclosed Material Handling form to arrange for those service(s).

THE SHIPPING ADDRESS FOR THE ARENA/CONVENTION CENTER IS:
1201 WEST AVENUE NORTH, SIOUX FALLS, SD 57104.

***Please label "Attn: Cenaiko Productions, Inc." And Your Company Name and Booth Number(S).**

Exhibitors are required to set up and tear down their own booth. However, *Cenaiko Expo, Inc.* does offer set up & tear down service. If labor service is needed, please call (763) 755-8111 to make arrangements.

INSURANCE:

It is the sole responsibility of the exhibitor to have your own insurance (SEE CONTRACT). We have special watchmen on duty at all times, but due to increased theft at shows around the country, we cannot guarantee against loss. We suggest you provide a trunk or box equipped with a lock where small or valuable items may be kept safely when you leave the building. Do not leave TV's, DVD's, laptops, and phones unattended.

DRAWING & SHOW RESTRICTIONS:

Any exhibitor having drawings in their booth must register with the show office as to the nature of the drawing and the prizes offered. They must provide the show office with the list of winners by Sunday at 4:00 PM.

Exhibitors may not give away or sell helium-filled balloons, bumper stickers or any self-sticking advertising or promotional material.

No microphones will be permitted without the permission of Cenaiko Productions. Audio-visual equipment may not be operated in a manner that will disturb other exhibitors. Any disagreements regarding this matter will be dealt with at the sole discretion of Cenaiko Productions.

Literature and other promotional items may only be distributed from the confines of the exhibition booth. Cenaiko Productions specially prohibits the distribution of any publication or periodical in the Arena/Convention Center or registration areas without written consent.

ELECTRICAL SERVICE:

Enclosed is an order form for your electrical needs. If your booth is located in the Arena (booth numbers 1-150), complete the form from **Muth Electric and return it to Muth**. If your booth is located in the Convention Center (booth numbers 200-375) complete the form from the **Sioux Falls Convention Center and mail to them**. To receive advance prices, orders must be paid in full and received no later than 10 days prior to the first scheduled move in date.

TELEPHONE SERVICE:

Local and Long Distance phone service is available for Exhibitors through the Sioux Falls Convention Center. To arrange for service complete the enclosed form and return to the Convention Center.

HOTEL ACCOMMODATIONS:

The following hotel will be offering discounted accommodations to Exhibitors:

SHERATON SIOUX FALLS HOTEL

1211 N. West Avenue N.
Sioux Falls, SD 57104
(P): 605-331-0100

The room rate effective during the show is \$119.00 (Traditional)

RESERVATION DEADLINE – FEBRUARY 13, 2018

Additional information is enclosed. In order to receive the Sports Show discounted rates when calling for reservations, you must identify your affiliation with the Sioux Empire Sportsmen's Show. Rates cannot be changed at check-in or checkout times for guests who fail to identify their affiliation with the Show when making their reservation.

Reservation requests received after February 13th will be accepted on a space and rate availability basis.

Guests arriving after 6:00 PM will require a guarantee by credit card.

EXHIBITOR CREDENTIALS:

Exhibitor credentials and passes will be available for pick up at the Show Office in the Sioux Falls Arena when exhibitors check in prior to set-up.

NO EXHIBITOR CREDENTIALS AND/OR PASSES WILL BE RELEASED TO ANY EXHIBITOR UNLESS BOOTH SPACE HAS BEEN PAID IN FULL.

Exhibitor Passes will be distributed as follows:

- | | | |
|---|--------------|--|
| 1 | Booth | 4 Exhibitor Passes |
| 2 | Booths | 6 Exhibitor Passes |
| | Bulk Dealers | Passes will be allocated on booth size |

The Exhibitor Pass is presented to the ticket taker upon entering the Show each day. The ticket taker will punch the pass and return the pass to the exhibitor. The pass can only be punched once per day so if you wish to leave the premises and return the same day, it will be necessary to have your hand stamped as you leave. Each booth attendant will be required to have his or her own Exhibitor Pass for admission to the Show. Exhibitor Passes will allow exhibitors to enter the Show one-hour before general admission.

It is the responsibility of the exhibitor to distribute Exhibitor Passes to booth attendants or make arrangements to have tickets left at the Will Call desk. If attendants forget or lose their passes, they must enter the Show at the public gate and pay the regular admission price.

ABSOLUTELY NO REFUNDS.

THE "WILL CALL" DESK WILL BE LOCATED AT THE SOUTH MAIN ENTRANCE FOR EXHIBITOR CONVENIENCE.

ADVANCE ADMISSION OR ONE DAY EXHIBITOR ADMISSION:

Regular \$8.00 tickets or exhibitor one-day tickets may be purchased in the Show Office for \$7.50 per ticket. One-day exhibitor tickets allow your workers to enter the premises one-hour prior to the opening of the Show. In case you have more booth attendants than your allotted exhibitor passes, your one-day exhibitor tickets will provide a one-time admission.

Also advanced admission tickets may be purchased for \$7.50 per ticket. These tickets are good any day of the Show. Use these for your preferred customers, associates, prospects, friends and family members. GOOD FOR SHOW HOURS ONLY.

MAKE YOUR ADVERTISING DOLLARS WORK FOR YOU!

Limited advertising space will be available for this show program. If you have questions, please contact Barry Cenaiko at 763-755-8111 or Barry@cenaiko.com to learn more.

(Free copy available for every attendee at the Sportsmen's Show)

2018 SPORTSMEN'S SHOW

Event Date: March 08 - 11, 2018

Return Due: April 20, 2018

EVENT # 3662

**SPECIAL EVENT TAX RETURN****Return this form to:**South Dakota Dept of Revenue
300 S Sycamore Ave, Suite 102
Sioux Falls, SD 57110**ALL VENDORS NEED TO COMPLETE THIS FORM EVEN IF YOU HAVE ZERO SALES TO REPORT.**

Represent a Non-profit or Multi-Level Company? Please list the company you represent on the Business Name line.

NAME _____

BUSINESS NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER _____

EMAIL ADDRESS _____

DO YOU HAVE A SOUTH DAKOTA SALES TAX LICENSE? **YES - WRITE NUMBER HERE** _____Do not fill out the rest of this form -- report & pay sales tax on your regular South Dakota sales tax return.
Return this form to the address listed above. **NO - Fill out the rest of this form to report and pay sales tax.**

Return this form to the address listed above.

GROSS SALES SHOULD NOT INCLUDE SALES TAX**State and Tourism Tax Calculations**

Gross Sales \$ _____ x 4.5% = \$ _____ State Sales Tax

Gross Sales \$ _____ x 1.5% = \$ _____ State Tourism Tax

Tax Calculations for SIOUX FALLS**General sales:**

Gross Sales \$ _____ x 2% = \$ _____ General City Sales Tax

Municipal Gross Receipts tax (BBB tax): Applies to Prepared Food, Alcohol Sales, and Admissions only.

Gross Sales \$ _____ x 1% = \$ _____ City Sales Tax

TOTAL TAX DUE \$ _____Please make check payable to the **SOUTH DAKOTA STATE TREASURER****Please Note:**

Sales tax applies on all sales made at the 2017 SPORTSMEN'S SHOW.

Since this event is located in SIOUX FALLS, see above for the city tax that should be collected (under the City Tax Calculations). The city tax is in addition to the state sales tax rate of 4.5%.

All sales at this event are also subject to the additional 1.5% tourism tax.**If you have an active South Dakota sales tax license,** please display your license card in your booth.**Don't have South Dakota sales tax license?** Complete and mail this form, along with payment, to our office within 30 days of this event. If you sell at three or more events a year or make online sales, please apply for a tax license at <http://sd.gov/taxapp>.**Have more questions?** Call us at (605) 367-5800.