


IDEA<sup>g</sup>

# DAKOTAFEST



**AUGUST 18-20, 2015**

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**EXHIBITOR MANUAL**

**PLEASE READ!**



# DAKOTAFEST

**AUGUST 18-20, 2015**

**SHOW HOURS**

**Tuesday, August 18**

9:00 a.m.–5:00 p.m.

**Wednesday, August 19**

9:00 a.m.–4:00 p.m.\*

**Thursday, August 20**

9:00 a.m.–4:00 p.m.

*\*Note: New show hours for 2015*

2300 Spruce Street  
Mitchell, SD 57301

IDEA Ops@IDEA Group.com

Phone 877-611-8161  
On-site Phone 605-995-1058  
(Opens August 10)

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This manual contains additional rules and regulations on setting up your booth.





## DEAR IDEAG DAKOTAFEST EXHIBITOR,



**Thank you for supporting the 2015 Dakotafest**, which was recognized as number 24 in the 2014 Trade Show News Networks Top 250 Trade Shows. We are looking forward to another successful year.

This manual provides information on necessary set-up and show rules, regulations, services and information for the 2015 event. Please share the enclosed materials with your operations and on-site teams.

### **Update your free online exhibitor listing!**

Back for 2015, EXPOCAD WEB is the online exhibitor system that allows you to edit your online digital booth. Through EXPOCAD WEB, exhibitors are able to add their own product pictures, contacts, company/product descriptions, product categories, and more! To access your EXPOCAD WEB account, please follow these instructions:

1. Go to [www.IDEAgGroup.com/Dakotafest](http://www.IDEAgGroup.com/Dakotafest).
2. Click on **EXHIBIT** at the top right-hand side of the screen.
3. Click on **EXHIBITOR LOGIN**. You will be redirected to the EXPOCAD WEB login screen.
4. Highlight your company name in the list of exhibitors.
5. Enter your company-specific password (provided in the cover letter of your Exhibitor Marketing Kit as well as e-mailed).
6. Take advantage of your free marketing tool on our website, by completing the following information in your standard online exhibitor listing:
  - Business Card
  - Company/Product Profile
  - Product Categories
  - Administrative Contacts
  - Badges
  - Company Contacts

\*Further details as well as upgrade information are available in your Exhibitor Marketing Kit.

**If you do not know your EXPOCAD WEB password, please contact show management at 800-827-8007 or via e-mail at [IDEAg@IDEAgGroup.com](mailto:IDEAg@IDEAgGroup.com).**



# SHOW SCHEDULE



## Exhibitor Move-In

Monday, August 10– Friday, August 14	8:00 a.m. – 5:00 p.m.
Saturday, August 15	8:00 a.m. – 4:00 p.m.
Sunday, August 16	Noon – 5:00 p.m.
Monday, August 17	7:00 a.m. – 7:00 p.m.

## Show Hours

Tuesday, August 18	9:00 a.m. – 5:00 p.m.
Wednesday, August 19	9:00 a.m. – 4:00 p.m.
Thursday, August 20	9:00 a.m. – 4:00 p.m.

## Exhibitor Access During the Show

Tuesday, August 18	7:00 a.m. – 5:30 p.m.
Wednesday, August 19	7:00 a.m. – 4:30 p.m.
Thursday, August 20	7:00 a.m. – Dusk

## Exhibitor Move-Out\*

Thursday, August 20	4:00 p.m. – Dusk
Friday, August 21	8:00 a.m. – 6:00 p.m.
Saturday, August 22	8:00 a.m. – 4:00 p.m.
Monday, August 24– Wednesday, August 26	8:00 a.m. – 5:00 p.m.

**\*All exhibits must be removed from show site on Wednesday, August 26.**

The gates to the exhibit site will be open according to the above schedule. If you require access to the exhibit site at other times, please call Wayne Koenig at 651-768-2192.



**TUESDAY  
AUGUST 18  
5:00 p.m.**

Celebrate your hard work and a successful show over complimentary dinner and beer with the IDEAg staff and other Dakotafest exhibitors.

*The party location is TBD. We will notify you when a location is selected.*

SPONSORED BY:



# IMPORTANT DEADLINES

## FOR 2015 DAKOTAFEST EXHIBITORS

DATE	SERVICE
<input type="checkbox"/> <b>ASAP</b>	Sign Order Due to Flack Signs
<input type="checkbox"/> <b>ASAP</b>	Portable Toilet Order Due to Lacey Rentals, Inc.
<input type="checkbox"/> <b>June 26</b>	Ride & Drive Demo Registration Form Due to IDEAg
<input type="checkbox"/> <b>July 7</b>	Tent Rental Forms Due to Lincoln Tent Inc.
<input type="checkbox"/> <b>July 17</b>	Insurance Certificate Due to IDEAg
<input type="checkbox"/> <b>July 17</b>	Request to Dig/Excavate Form Due to IDEAg
<input type="checkbox"/> <b>July 29</b>	Exhibitor Badges Order Due to IDEAg
<input type="checkbox"/> <b>July 29</b>	Booth Sampling/Waiver Authorization Form Due to IDEAg
<input type="checkbox"/> <b>July 31</b>	Landscaping Order Form Due to James Valley Nursery
<input type="checkbox"/> <b>July 31</b>	Wireless Internet Application Due to Santel Wireless
<input type="checkbox"/> <b>August 10</b>	Pressure Washing Form Due to Showtime Mobile Pressure Washing
<input type="checkbox"/> <b>August 10</b>	Booth Furnishing Forms Due to ABC Rentals
<input type="checkbox"/> <b>August 10</b>	License for Vehicle and Trailer Dealers
<input type="checkbox"/> <b>August 10</b>	Move-in Begins/Forklift Service Available
<input type="checkbox"/> <b>August 18–20</b>	Show Dates
<input type="checkbox"/> <b>August 20</b>	Move-out Begins/Forklift Service Available at 5:00 p.m.
<input type="checkbox"/> <b>August 26</b>	Equipment Must be Removed from Site



## ◆ DIRECTIONS ◆

### IDEAg Dakotafest Address

2300 Spruce Street  
Mitchell, SD 57301  
Phone: 877-611-8161

On-site Phone  
(Opens August 10):  
605-995-1058



### DIRECTIONS

#### From North Highway 37

Take a right on Hwy. 37 bypass/truck route. Go approximately 2 blocks and then turn left onto Sanborn Street. Go south on Sanborn Street approximately 2 miles until you reach the lights at Havens Street. Turn left and proceed east on Havens until you get to the South Burr Street intersection. Turn right and proceed south past K-Mart and just past I-90. From here you will be directed to the Dakotafest site.

#### From West on I-90

Take exit 332 from West I-90. Turn right and proceed approximately 1 block. Turn left at lights and follow signs to the Dakotafest site.

#### From East on I-90

Take exit 332 from East I-90. Turn left on South Hwy. 37 and proceed approximately 2 blocks. Turn left at the lights and follow signs to the Dakotafest site.

#### From South Highway 37

Take a right at the lights just before the I-90 interchange and follow signs to Dakotafest site.



# ◇ SHOW MAP ◇



- Food Booth
- 🎤 Media Center



# ◆ AG TENTS ◆

2111	2212	2313	2412		2611	3112	3212	3313	3413	3512	3612
2110	2211	2311	2411	2511	2610	3111	3211	3311	3412	3511	3611
2109	2210	2310	2410	2508	2609	3108	3210	3310	3410	3510	3609
2108	2209	2309	2408		2608	3107	3209	3309	3409	3508	3608
2107	2208	2308		2607	3106	3205	3208	3308	3408		3506
2105	2206	2304	2405	2506	2606		3104	3204	3304	3406	3506
2104	2205		2403	2505	2605	3405				3505	3605
2103	2204	2504	2604	3404	3504	3604					
2102	2203	2303	2603	3403	3503	3603					
2101	2201	2301	2402	2501	2602	3102	3202	3303	3403	3503	3602
2100			2401		2601	3101	3201		3301	3401	3501
			2600		3100						3600

## AG TENTS 1 & 2

*Between 4th and 5th Street*

5108	5206	5306	5407	5506	5607
5107			5406		5606
5106	5205	5305	5405	5505	5605
5105	5204	5304	5404	5504	5604
5104	5203	5303	5403	5503	5603
5102	5202	5302	5402	5502	5602
5100	5201	5301	5401	5501	5601
					5600

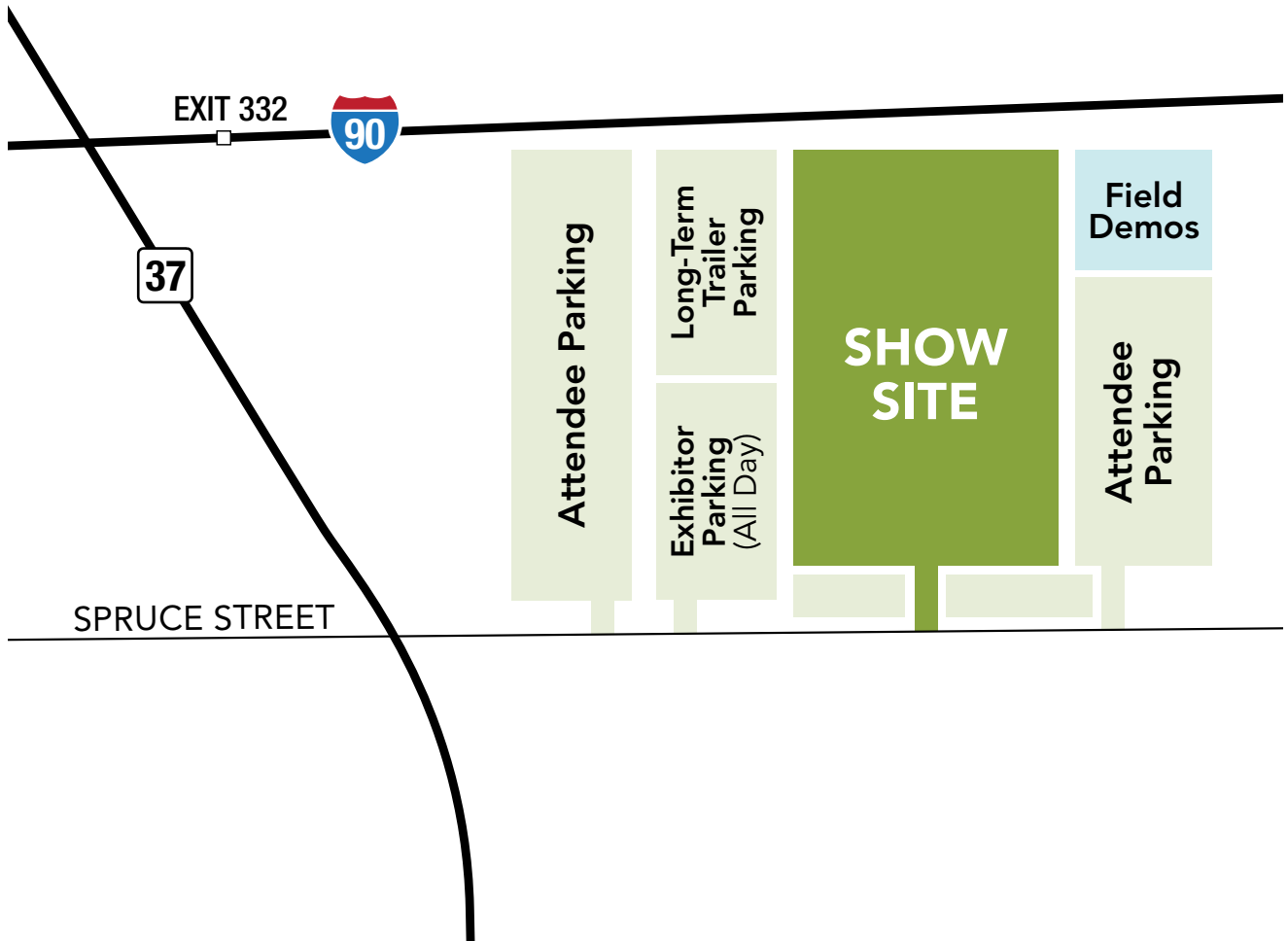
## AG TENT 3

*3rd Street*





# ◆ AREA MAP ◆



# ADDITIONAL SET-UP/SHOW RULES AND REGULATIONS

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The following Set-up/Show Rules and Regulations are a binding part of the Contract Agreement. It is imperative that exhibitor representatives working in the booth are notified of these terms and conditions, as well as the general information affecting the operation of the exhibits.

## Exhibitor Badges

All exhibitors and their staff must have an exhibitor badge to gain access to the show site.

1. To order exhibitor badges, please log in to **EXPOCAD WEB**.
2. Click on **Badges** on the right-hand side of the admin task list.
3. Click on the **Add Badge** button to request badges for your staff.

Exhibitor badges will be available for pick-up at the show office during move-in. During show hours, exhibitors will have to check in at the Exhibitor Check In area at one of the show entrances and then pick up their badges at the show office. Deadline for submitting badges is **Wednesday, July 29**. If you need additional badges, please contact show management at [IDEAgOps@IDEAgGroup.com](mailto:IDEAgOps@IDEAgGroup.com) for approval.

## Shipping

Exhibitors may ship items directly to show site for delivery **NO EARLIER than Monday, August 10. Shipments arriving before this date will be refused.** To ensure your material arrives to your booth, please label your shipment properly:

**Exhibiting Company Name / Booth #**  
**IDEAg Dakotafest**  
**2300 Spruce Street**  
**Mitchell, SD 57301**

**For your convenience, we've included two shipping labels for you to use on page 39.**

**PLEASE NOTE:** Items that require forklift service are subject to handling charges and are the responsibility of the exhibitor. Refer to the Forklifts, Hydraulics, and Material Handling section on the following page for charges and details on this service.

## Move-In Procedures

<b>Monday, August 10–Friday, August 14</b>	<b>8:00 a.m.–5:00 p.m.</b>
<b>Saturday, August 15</b>	<b>8:00 a.m.–4:00 p.m.</b>
<b>Sunday, August 16</b>	<b>Noon–5:00 p.m.</b>
<b>Monday, August 17</b>	<b>7:00 a.m.–7:00 p.m.</b>

Exhibitors may begin setting up their exhibit on Monday, August 10, 2015. All exhibits must be set and ready for public viewing by Tuesday, August 18 at 8:30 a.m. We ask for your cooperation during set-up, to move in as early as possible and avoid the last minute rush. All exhibits must remain in place through the duration of the show.



## Forklifts, Hydraulics, and Material Handling

**PLEASE NOTE:** THERE WILL BE A \$100 FEE ASSESSED FOR FORKLIFT, HYDRAULICS, AND MATERIAL HANDLING SERVICES THIS YEAR. The fee covers services throughout the duration of move-in and move-out and will be charged per lot.

### Forklifts

Forklifting service can be preordered by completing the form on page 24. Forms completed with payment information will receive priority when forklifting is being arranged. Otherwise, payment will be collected on site.

Exhibitors must sign up at the show office for all forklift service. Service will be limited to a maximum of a half hour per exhibitor so that forklift services can be provided to all exhibitors. If the job cannot be done in a half hour, the forklift will return when available to complete the project. Please call Wayne at 651-768-2192 with questions about forklift operations. Show Management reserves the right to refuse forklifting service to any exhibitor for safety reasons.

If you require forklift service outside of the move-in and move-out times, you must arrange your own forklift.

### Hydraulics

If you require hydraulics, please make arrangements with Show Management. Exhibitors using the hydraulics will be required to replenish the hydraulic fluid. The same fee structure for forklifting applies to hydraulics.

### Material Handling

Materials shipped via carrier to the exhibit site and unloaded by Show Management will incur the \$100 fee.

## On-site/During Show Material Handling

**NEW THIS YEAR:** Show Management will provide a complimentary crew to assist moving sold material out of show grounds and/or bringing more material into show grounds during show hours.\* Exhibitors wishing to utilize this service should come to the show office on Main and 4th Streets. The crew will meet you at either your booth or at the loading area located at the southeast corner of the show, at the far end of 1st Street—see the map on page 6 for the specific location. Please allow 15 minutes for service.

\*If material requires a forklift, then the service can only be utilized during non-show hours.

### Lot Location

See the floor plan on page 6 or online ([www.ideaggroup.com/dakotafest/exhibit/dakotafest-exhibitor-floorplan](http://www.ideaggroup.com/dakotafest/exhibit/dakotafest-exhibitor-floorplan)) for lot location. Show Management, at its discretion, reserves the right to relocate exhibits from year to year. Exhibitors who participated in Dakotafest the prior year will have selection priority, and consideration will be given if lot improvements have been made. Lot locations may be changed at any time if Show Management considers it to be in the best interest of Dakotafest.

### 10' x 10' Booth Equipment

Each 10' x 10' booth in the ag tents will be set with 8' high blue back drape, 3' high blue side dividers, and a 7" x 44" one-line identification sign. Electricity is also available.



## Set Up Rules and Regulations

All exhibitors must adhere to following booth set up rules and regulations:

- All products and services to be exhibited must be farm related.
- Exhibits that include the operations of audio-visual equipment may not operate the equipment in a manner that will disturb other exhibitors.
- Flashing signs will not be permitted as part of any exhibit.
- No "open audio" will be permitted in the exhibit area without the permission of Show Management.
- Exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits.
- Distribution of any literature or promotional item must remain within the confines of the exhibition booth unless receives Show Management's written consent.
- No exhibitor shall assign, sublet, or apportion the whole or any part of the space allocated to him without prior knowledge and consent in writing from Show Management.

We are promoting a show with open architecture lot structures. Site lines must be maintained.

- Indoor Ag Tent exhibits must be designed and erected in such a manner as to avoid blocking the view of adjacent exhibits.
- All displays must fit within the confines of your assigned booth space.
- Large equipment must be facing toward the street with enough room in-between pieces to allow attendees to walk around and view equipment from all sides.

Any configuration not approved by Show Management will be subject to reconfiguration on-site. Show Management withholds the right to change the configuration of any display it deems necessary or it deems is in the best interest of the show. If hired labor is used to reconfigure your display, charges for this labor will be billed to the exhibitor.

Show Management reserves the right to control or remove any exhibitor's representative who performs any act or practice, which is annoying or objectionable, or, in the sole opinion of Show Management, detracts from the dignity of an individual exhibit or the entire show.

Exhibit space not claimed and occupied by 5:00 p.m., Monday, August 17, may be canceled or reassigned without refund. If the exhibit is on hand, Show Management reserves the right to assign labor and set up any display that is not in the process of being erected by 7:30 a.m., Tuesday, August 18. Charges for this labor will be billed to the exhibitor.

Any disagreements regarding the above guidelines will be dealt with at the sole discretion of Show Management.



## Move-Out Procedures

### Thursday, August 20, Move-Out Schedule

- 4:00 p.m.–4:30 p.m.** Exit only. No vehicles will be allowed to enter the show site.  
**4:30 p.m.–5:00 p.m.** Only small vehicles will be allowed to enter the show site for load-out.  
**5:00 p.m.–Dusk** Forklifting begins. Large vehicles and trailers will be allowed to enter the show site.

Move-out will begin at 4:00 p.m., Thursday, August 20. You can sign up for forklift services beginning at 8:30 a.m. at the exhibitor services desk outside the show office. See above Forklifts, Hydraulics, and Material Handling section for details on usage and charges associated with utilization of forklifting services.

### Friday, August 21–Wednesday, August 26 Move-Out Schedule

- Friday, August 21** 8:00 a.m.–6:00 p.m.  
**Saturday, August 22** 8:00 a.m.–4:00 p.m.  
**Monday, August 24–Wednesday, August 26** 8:00 a.m.–5:00 p.m.

If you require forklift service, you must check in at the show office on the day service is required. Advanced orders for forklift service will not be allowed. If you require forklift service for any time other than the available times listed above, you must arrange your own forklift. If you need the use of hydraulics, please make arrangements with Show Management. Exhibitors using the hydraulics will be required to replenish the hydraulic fluid. See above Forklifts, Hydraulics, and Material Handling section for details on usage and charges associated with utilization of forklifting services.

All equipment and displays, including seed row signage, must be removed by Wednesday, August 26, 2015. If any exhibit cannot be removed by that date, special arrangements must be made with Show Management prior to August 21. Storage and removal charges will be the sole responsibility of the exhibitor if equipment and displays are left at the show site after Wednesday, August 26.

## Sales Taxes

All applicable taxes and license fees due from sales at Dakotafest will be the sole responsibility of the exhibitor.

## License for Vehicle and Trailer Dealers

South Dakota requires that people who engage in the business of selling vehicles, whether exclusively or in addition to any other occupation, have a motor vehicle dealer license.

All businesses must become licensed with the Division of Motor Vehicles before any sales transactions may occur. Also, it is recommended that applicants contact the division prior to submitting a license application to make sure that the name you want to use for your business is not already in use.

The dealer form can be found here:

[www.state.sd.us/eforms/secure/eforms/E1336V5-ManufacturerCustomizerAndDealerTemporaryPlates.pdf](http://www.state.sd.us/eforms/secure/eforms/E1336V5-ManufacturerCustomizerAndDealerTemporaryPlates.pdf)

If you have questions regarding the dealer license, please contact the South Dakota Department of Revenue.

## Music License Fees

If you choose to play music in your exhibit area, you may be subject to licensing fees by the American Society of Composers, Authors and Publishers ([www.ascap.com](http://www.ascap.com)) and/or Broadcast Music Inc. ([www.bmi.com](http://www.bmi.com)). All fees associated with playing music will be the sole responsibility of the exhibitor.



## Insurance

Company shall secure and maintain, at its expense, at all times during the Event, the following insurance with limits no less than listed below: (a) Workers compensation and employer's liability insurance in accordance with the laws of the State where the Event is located; (b) comprehensive general liability insurance for personal injury, contractual liability, and operation of mobile equipment, and products liability; (c) automobile liability insurance; and (d) sufficient insurance to protect the Company's personal property and the property of its employees, representatives, agents, servants, contractors, guests, licensees and invitees at the Event.

- **Class 1 Exhibitor (Exhibitors with a 10' x 10' booth that do not exhibit equipment or chemicals):**

- General Liability—\$1,000,000 each occurrence and \$2,000,000 each occurrence

- Automobile Liability—\$500,000 each occurrence

- **Class 2 Exhibitor (All other exhibitors):**

- General Liability—\$1,000,000 each occurrence and \$2,000,000 each occurrence

- Automobile Liability—\$1,000,000 each occurrence

- Umbrella Liability—\$1,000,000 each occurrence

All such insurance shall be primary and shall name IDEAg and its owners, subsidiaries and affiliates and the Event facility owner and manager as additional insureds. All coverage shall be written on an occurrence basis. IDEAg RESERVES THE RIGHT TO PROHIBIT COMPANY FROM SETTING UP OR OPERATING ITS BOOTH WITHOUT HAVING PROVIDED A CERTIFICATE OF INSURANCE.

Exhibitors are required to fax a copy of their Insurance Certificate to IDEAg Group at 847-483-1379 by **Friday, July 17, 2015**. Please see the sample insurance policies on pages 36–37 for an outline of the information required from your manufacturer or distributor.

IDEAg Group, LLC. and Dakotafest assume no risk by the acceptance of this agreement. The exhibitors expressly release IDEAg Group, LLC. and Dakotafest 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 exhibitors and agree to hold and save IDEAg Dakotafest harmless of and from any loss or damage by reason thereof. It is understood that IDEAg Group, LLC. and Dakotafest, the city of Mitchell, and Schlaffman Farm, and the legal entities which own, lease and/or operate the site, shall not be responsible or liable for injury to any person or persons, or for loss of, or injury to any person or persons, or for loss of, or damage to, any property belonging to the exhibitor, or any person or persons, while in transit to or from the site, or while on the site, or otherwise.

## Damage to the Grounds or Lots

Exhibitors are required to return their exhibit site to its original condition when the exhibitor chooses not to continue its display. This includes the removal of concrete, buildings, waste materials, herbicides, and any other material placed there by the exhibitor. Post holes dug by exhibitors must be refilled by the exhibitor. Exhibitors must submit the Request to Dig/Excavate form on page 23 by **Friday, July 17**.

The exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of the property site of Dakotafest used by the exhibitor, or brought onto the site in his behalf.



## Vehicle Passes and Parking

Each exhibitor with an outdoor lot will receive one vehicle pass per lot that will allow them to enter the exhibit area before 8:30 a.m. on show days to drop off exhibit materials at their lot. Vehicles must be off the exhibit area streets by 8:30 a.m. For the protection of the attendees and your fellow exhibitors, you will not be allowed to move your vehicle during show hours if you have parked on your lot.

Any vehicle found on the show site parked on a street or on another exhibitor's lot without a parking pass will be towed from the site at the owner's expense.

Vehicle passes will need to be picked up ON SITE at the exhibitor check-in desk.

## Electrical Requirements

If you have any questions about power usage, please contact Wayne Koenig at 651-768-2192.

## Indoor Displays

Power usage is available to all exhibitors in the display tents. Distribution boxes will be located in a central area behind your exhibit. It is the responsibility of each exhibitor to distribute power from the distribution box to your exhibit.

## Outdoor Displays

Exhibitors who have contracted for electricity will be allowed to utilize a single 15 amp outlet. If you have not contracted for electricity, you can do so by calling your salesperson. Anyone using electricity that has not contracted for its use in advance will be assessed a fee of \$150. Exhibits requiring 220 volt or higher amperage contact Wayne at 651-768-2192. The red boxes on the site diagram on page 6 of this manual indicate distribution boxes. Please refer to the site diagram to make sure your lot is within reasonable distance from a distribution box.

## Ride & Drive Demonstrations

A designated area, outside of the East Entrance Gates, is available for attendees to test drive and/or operate exhibitor product in the Ride & Drive area. There are two options available: a Standard Ride & Drive and a Premium Ride & Drive. If you are interested in conducting a demo, please refer to the Ride & Drive form on page 22 and return a completed request form by **Friday, June 26**, to Wayne Koenig at [Wayne.Koenig@IDEAGroup.com](mailto:Wayne.Koenig@IDEAGroup.com).

## Environment

Exhibit space is subject to dust, rain, wind, and other weather-related conditions. Exhibitors assume the risk of inclement weather when contracting for exhibit space. Show management assumes no responsibility to protect exhibits from the prevailing weather conditions.

## Cancellations

If payments are not made by the respective due dates, Show Management may elect to cancel and reassign exhibit space. If, in the opinion of Show Management, the terms and conditions of this Exhibitor Manual are not observed, Show Management may suspend your right to exhibit. THERE ARE NO REFUNDS.



## No Animals Allowed

Animals, with the exception of ADA approved assistance dogs, are not allowed within the fenced exhibit grounds. This does not apply to livestock provided for demonstrations, which will be pre-approved by Show Management. A current coggins test is required for all equine. A photocopy of the coggins certificate is required.

## Third-Party Vendors

If you are using a vendor other than the official vendors listed in this exhibitor manual, you must provide Show Management with their Proof of Insurance before they will be allowed to provide any services at Dakotafest. If you have any questions regarding this, please contact Wayne Koenig at 651-768-2192.

## Security

Show Management will provide 24-hour security starting at 5:00 p.m. on Monday, August 17 and running through 4:00 p.m., Thursday, August 20. Additionally, exhibit grounds are fenced and gates are locked during this time. However, this does not imply that Show Management assumes any obligation of duty with respect to the protection of the property of exhibitors, which shall, at all times, be the sole responsibility of each exhibitor.

## Cleaning

Exhibitors are responsible for cleaning their lot at the conclusion of Dakotafest. This includes posts and signs in seed plots. Exhibitors who do not clean their site will be assessed a cleanup fee. Fees will be determined at the discretion of Show Management depending on the extent of the work required to clean the lot.

## Dakotafest Logo

The IDEAg Dakotafest logo and name is available for use with approval from the IDEAg marketing team. Please contact the Marketing Manager, Samantha Castro, at 847-969-2982 or [Samantha.Castro@IDEAgGroup.com](mailto:Samantha.Castro@IDEAgGroup.com), for the logo and identity guidelines.





# FOOD AND BEVERAGE SERVICE RULES AND REGULATIONS

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All food and beverage on show grounds must be approved by Show Management unless purchased through one of the preferred vendors. Our exclusive agreements with approved vendors prohibit exhibitors or other show participants from bringing food, beverage, or alcohol onto show grounds; this includes private labeled bottled water.

## Booth Sampling

Exhibitors/event participants are able to pass out food and/or beverages samples from their booth while adhering to the following guidelines:

- Food samples are restricted to: 2 oz portion.
- Beverage samples are restricted to: 4 oz fluid portion.
- Food and beverage marketing/sampling activities must be conducted within the confines of the exhibitor's booth space.
- All food and beverage must be approved by show management unless purchased through one of the preferred vendors listed below. A Booth Sampling/Waiver Authorization form is on page 25.

## Branded Food and Beverage Giveaways:

Company branded food and/or beverage items must submit a Booth Sampling/Waiver Authorization form for approval. In addition, exhibitors must also submit their artwork for Show Management approval by e-mailing IDEAgOps@IDEAgGroup.com by **July 29, 2015**.

## Alcoholic Beverages

The distribution of alcohol on show grounds is strictly prohibited.

## Waiver Authorization Forms

A Booth Sampling/Waiver Authorization form must be submitted, if you are serving food or beverage that is not offered by one of the below vendors or if you are giving away a company-branded item. **Submit forms by July 29**. The form is on page 25.

## On-site Compliance

The County Food Inspectors will be surveying the grounds during the show to ensure that only approved vendors are serving food. No food purchased outside of the approved show vendors will be allowed on the show grounds. This includes any items exhibitors may want to grill at the show or purchase outside of the show and bring inside of the gates. Any exhibitor not abiding by the aforementioned rules and regulations will: (1) surrender all food and beverage items not purchased from a contracted show vendor to either the food inspector or to a designated show manager, (2) be subject to the immediate removal of their exhibit from the show, and (3) forfeit any payments for space, sponsorships, etc. to IDEAg Group.



## APPROVED FOOD AND BEVERAGE VENDORS

Company	Location	Contact Name	Phone
B&E Concessions	E/W Show Entrance	Ted Bergstrom	507-359-8080
Brig Steakhouse	848E	Todd Dikoff	605-996-7444
Coca-Cola of Central South Dakota	Beverages	Matt Morgan	605-996-5633
Davison County Pork	633	Amy Storm	605-227-4256
Jerry Rankin Mini Donuts	Show Office	Jerry Rankin	281-770-8824
Kepp's Sheep Chislic	31	Kerry Kepplinger	605-464-0133
Knights of Columbus–Mitchell	233	Jim Hayes	605-996-5601
Our Gang	622/423	Jim Hayes	605-996-5601
South Dakota Cattlemen's Association	702	Alysa Robbins	605-945-2333
South Dakota Dairy Association	Ag Tent/3rd St.	Jim Neugebauer	605-928-3844
South Dakota Farm Bureau	445	Wayne Smith	605-353-8051
South Dakota Hereford Association	301N	Marc Hotchkiss	605-236-5769

### Community Support

Most of the food and beverage vendors at our shows are not-for-profit organizations who utilize the opportunity to sell quality food and beverage products to raise money for various fund-raising activities. We support these fund-raising efforts as they help to underwrite a variety of projects throughout the local community.

Should you have any questions regarding the above Dakotafest 2015 Food and Beverage Service Regulations, please contact show management at 877-611-8161 or [IDEAgOps@IDEAgGroup.com](mailto:IDEAgOps@IDEAgGroup.com).



# LODGING

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We suggest you call and make your reservations early.

## Hotel Options

America's Best Value Inn	605-996-5536 or 888-315-2378
AmericInn Lodge & Suites, Mitchell	605-996-9700
Budget Inn, Mitchell	605-996-7518
Coach Light Motel, Mitchell	605-996-5686
Comfort Inn, Mitchell	605-990-2400
Days Inn, Mitchell	605-996-6208
Hampton Inn, Mitchell	605-995-1575
Holiday Inn Express, Mitchell	605-292-9292
Kelly Inn & Suites, Mitchell	605-995-0500
Mitchell's Inn & Suites	605-996-6647
Motel 6, Mitchell	605-996-0530
Quality Inn, Mitchell	605-996-1333
Ramada Hotel & Conference Center, Mitchell	605-996-6501
Siesta Motel, Mitchell	605-996-5544
Super 8 Motel, Mitchell	605-996-9678
Thunderbird Lodge, Mitchell	605-996-6645
Ortman Hotel, Canistota	605-296-3131
Dakota HorizINN, Parkston	605-928-3021

*Information as of 5/8/15. IDEAg does not guarantee hotels rate, availability, or condition.*

## Dakotafest Camping Guidelines

No camping will be allowed on the show site. Below is a list of local campsites.

Dakota Campground	605-996-9432
Dakota HorizINN & Campground	605-928-3021
FAMIL-E-FUN Campground	605-996-8983
Hyatt's Green Acres, LLC	605-449-4787
Lake Mitchell Campground	605-995-8457
Mitchell KOA	605-996-1131
R&R Campground	605-996-8895
RonDee's Campground	605-996-0769

## Questions

If you have any questions or concerns, please contact Show Management at 877-611-8161 or via e-mail at [IDEAgOps@IDEAgGroup.com](mailto:IDEAgOps@IDEAgGroup.com).



# OFFICIAL VENDORS AND SUPPLIERS

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## Exhibit Furnishings

### ABC Rentals

1701 W. 12th Street, Sioux Falls, SD 57104

Phone: 605-331-3644

Fax: 605-331-5795

*Order form on page 35*

Exhibitors desiring to rent booth furniture or accessories may order these from ABC Rentals at the prices specified on the order form. No furniture is included in the rental of lot space.

## Golf Carts

### NB Golf Cars

27140 Park Lane Drive, Sioux Falls, SD 57106

Contact: Toby Bertsch

Phone: 605-275-4653

Golf carts are provided on a first come, first serve basis. Please call to reserve your cart.

## Lawn Mowing

### Bad Boy Mowers

*Order on-site at the show office*

Lawn mowing service will be available at the exhibitor's request. Exhibit grounds will be mowed for the last time prior to the show on Friday, August 7. Sign up at the show office to have your site re-mowed.

## Portable Toilets

### Lacey Rentals, Inc.

PO Box 586, Brandon, SD 57005

Phone: 605-330-2747

Fax: 888-482-1925

laceyrentalsinc@gmail.com

Call to reserve ASAP.

## Pressure Washing

### Showtime Mobile Pressure Washing

PO Box 69, Blair, NE 68008

Contact: Andy Miller

Phone: 402-618-7389

AMiller@huntel.net

*Order form on page 33*

Mobile pressure washing will be available Friday, August 14 through Wednesday, August 19.

## Shavings and Landscaping

### James Valley Nursery

PO Box 788, Mitchell, SD 57301

Phone: 605-996-8444

Fax: 605-996-0856

*Order forms on page 34*

Exhibitors will be responsible for removing wood shavings that are placed by anyone other than James Valley Nursery. Wood shavings must be removed by August 21, or a \$100/hour clean up fee will be charged to the responsible exhibitor.

## Signs and Banners

### Flack Signs

Phone: 605-996-5195

Custom signage is available. To avoid rush charges, place signage orders as soon as possible.

## Tent Rental

### Lincoln Tent Inc.

3900 Cornhusker Hwy., Lincoln, NE 68504

Phone: 800-567-4559

Fax: 402-467-4907

*Order forms on pages 26-31*

When ordering your tent, make sure the tent and support stakes do not exceed the boundaries of your lot.

## Wireless Internet Access

### Santel Communications

PO Box 67, Woonsocket, SD 57385

Phone: 888-978-7777

Fax: 605-796-4419

techsupport@santel.net

*Order form on page 32*

Internet access will be available throughout the show. PC cards can be rented for the entire show by completing the order form or by contacting Tech Support.



# FLACK SIGNS



## Vinyl Lettering

- Banners
- Magnetic
- Vehicles
- Windows

Office: 605-996-5195

Cell: 605-770-1316

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Need a portable toilet at your booth?

---

## LACEY RENTALS, INC

will be providing toilets for the event, and would love to help you out if you need one in your booth.

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The price for a toilet and servicing is \$150 total plus tax.

If you would like to order one, **please let us know as soon as possible.**

**Contact us at:**

Lacey Rentals, Inc  
PO Box 586, Brandon, SD 57005  
Phone: 605-330-2747  
Fax: 888-482-1925  
laceyrentalsinc@gmail.com



# RIDE & DRIVE, RULES, AND REGULATIONS

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Dakotafest is happy to provide a Ride & Drive Demo area to qualified exhibitors. This area allows attendees to test drive and/or operate exhibitor products. The area is located outside of the East Gate Entrance, and is assigned based on exhibitor needs and investment level. To qualify for a Ride & Drive space, exhibitor must have at least 2,500 square feet of exhibit space.

## Ride & Drive Demos may consist of:

- Tractors
- Mowers
- ATVs/Utility Vehicles
- Sprayers
- Pickups/Other Vehicles

## STANDARD DEMO SPACE: \$500

The following is included in the standard demo space:

- Use of a designated shared space in the Ride & Drive Demo area, exact space location to be determined by Show Management based on needs.
- On-site signage listing your company as a Ride & Drive participant.
- Company name listed in the show program as a Ride & Drive participant.

You may do the following in your space:

- Promote your Ride & Drive within your on-site exhibit booth (promotional materials may not be distributed in the Ride & Drive area).
- Operate machinery or vehicles within designated demo area.
- Erect a non-branded tent to provide a shaded area for your staff and attendees.

## PREMIUM DEMO SPACE: \$5,000

Exhibitors may upgrade their Ride & Drive experience by participating as a PREMIUM RIDE & DRIVE SPONSOR. As a Premium Ride & Drive Sponsor, you will receive everything in the FREE level as well as the following:

- Exclusive assigned Ride & Drive area, size to be determined by Show Management based on needs.
- Ability to post up to four (4) branded signs and/or flags in Ride & Drive space.
- Ability to erect a branded tent in Ride & Drive space.
- Ability to hand out promotional materials and provide attendees with hospitality (food and beverage) in Ride & Drive space.
- Ability to construct a course for Ride & Drive.
- Ground Engagement: Premium Ride & Drive Sponsors are able to perform ground engagement with Show Management approval. Please fill out the Ride & Drive form detailing the nature of the ground engagement so Show Management can get the necessary government and utility company approvals.
- Logo on above mentioned on-site signage, show program and on our show website.

\*PLEASE NOTE: course construction, production of branded items, and tent rental are at the expense of the Ride & Drive participants.

## All Ride & Drive exhibitors must provide the following:

- Certificate of insurance meeting the following requirements. See example on page 38.
- Completed Ride & Drive form, detailing the type of activity to take place including all safety measures.

**Exhibitors will be responsible for any damage to grounds.**



# RIDE & DRIVE DEMO FORM FOR DAKOTAFEST

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Please fill out this form and return to reserve your Ride & Drive space. You must have at least 2,500 square feet of exhibit space to participate. Wayne Koenig, our Operations Manager, will contact you after receiving the information to coordinate additional details.

## Participation Level

- Ride & Drive Participant (\$500)
- Premium Ride & Drive Sponsor (\$5,000)

Company \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_

## Ride & Drive Equipment

- Tractor
  - Lawn Mower
  - Other \_\_\_\_\_
  - Sprayer
  - Truck
- ATV/Utility vehicle

## Demo Description

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## RETURN COMPLETED FORM BY FRIDAY, JUNE 26, 2015

E-mail: [Wayne.Koenig@IDEAgGroup.com](mailto:Wayne.Koenig@IDEAgGroup.com)  
Fax: 847-483-1379

*If you have questions, please call Wayne at 651-768-2192.*



## REQUEST FOR PERMISSION TO DIG OR EXCAVATE AT DAKOTAFEST

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Exhibitors who plan to remove topsoil or dig below the surface level within the exhibit site are to submit this permission form before **July 17, 2015**.

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Name of Contact Person on Dakotafest Site \_\_\_\_\_

Planned Move-In Date \_\_\_\_\_

This information is necessary for exhibitor placement (e.g., around tile drainage, underground utility lines, tree roots, etc.).

I understand that I must make arrangements and pay for any work done to my exhibitor lot. I hereby request permission to:

1. \_\_\_\_\_ Dig to install footings
2. \_\_\_\_\_ Dig post holes
3. \_\_\_\_\_ Install concrete
4. \_\_\_\_\_ Excavate for demonstrations
5. Other \_\_\_\_\_

I understand that concrete or other objects are to be removed from my lot at Dakotafest at my own expense. I understand that any topsoil excavated is to be stored separately from subsoil and is to be replaced at my expense after the close of show.

Signature of Contact Person \_\_\_\_\_

### RETURN COMPLETED FORM BEFORE JULY 17, 2015

E-mail: [Wayne.Koenig@IDEAgGroup.com](mailto:Wayne.Koenig@IDEAgGroup.com)

Fax: 847-483-1379





## **FORKLIFTS, HYDRAULICS, AND MATERIAL HANDLING**

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THERE WILL BE A \$100 FEE ASSESSED FOR FORKLIFTS, HYDRAULICS, AND MATERIAL HANDLING SERVICES. The fee covers services throughout the duration of move-in and move-out and will be charged per lot.

To pre-pay for this service and receive priority, please fill out the following information:

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

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Contact Person on Dakotafest Site \_\_\_\_\_

Planned Move-In Date \_\_\_\_\_

Estimated Service Required \_\_\_\_\_

### **Service Required**

- Forklifting for move-in and move-out       Forklifting for move-in       Hydraulics  
 Forklifting for move-out       On-site material handling

### **Payment**

- Credit Card       Check

Company \_\_\_\_\_

CC# \_\_\_\_\_

Exp Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Make check payable to IDEAg Group, LLC. Mail to:  
IDEAg Group, LLC – DFST  
3080 Eagandale Place  
Eagan, MN 55121

### **RETURN COMPLETED FORM BY JULY 22, 2015**

E-mail: IDEAgOps@IDEAgGroup.com  
Fax: 847-483-1379



# BOOTH SAMPLING/WAIVER AUTHORIZATION FORM

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## NEW THIS YEAR

If you plan to pass out food and/or beverage samples from your booth, please complete this form and submit it to show management for approval.

### Booth Sampling

Exhibitors/event participants are able to pass out food and/or beverages samples from their booth while adhering to the following guidelines:

- Food samples are restricted to: 2oz portion.
- Beverage samples are restricted to: 4oz fluid portion.
- Food and beverage marketing/sampling activities must be conducted within the confines of the exhibitor's booth space.
- All food and beverage must be approved by show management unless purchased through one of the preferred vendors listed in the manual.

### Branded Food and Beverage Giveaways

If you plan to pass out a company-branded food and/or beverage, please complete and submit this form for Show Management approval. In addition, exhibitors must also submit their artwork for Show Management approval by e-mailing [IDEAgOps@IDEAgGroup.com](mailto:IDEAgOps@IDEAgGroup.com) by July 29, 2015.

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

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Contact \_\_\_\_\_

Name of Contact Person on Dakotafest Site \_\_\_\_\_

Planned Move-In Date \_\_\_\_\_

Description of item you plan to pass out, include item and size \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### RETURN COMPLETED FORM BY JULY 29, 2015

E-mail: [IDEAgOps@IDEAgGroup.com](mailto:IDEAgOps@IDEAgGroup.com)

Fax: 847-483-1379



Custom Made By



# LINCOLN TENT Inc.

3900 Cornhusker Hwy Ste 1 Lincoln, NE 68504  
(402) 467-4559 1-800-567-4559 Fax(402) 467-4907

[www.lincolntent.com](http://www.lincolntent.com)

## DAKOTAFEST

AUGUST 18, 19 & 20, 2015

2015 TENT ORDER FORM

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

Billing Contact \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

On Site Contact \_\_\_\_\_ Phone \_\_\_\_\_

We mail plot maps for tent location, if you would like your plot map mailed to a different address enter it below.

Size Tent \_\_\_\_\_ Color Preference \_\_\_\_\_

Premium \_\_\_\_\_, Quality \_\_\_\_\_, LT&A SUPER TENT \_\_\_\_\_

Frame \_\_\_\_\_, Unique Frame \_\_\_\_\_, Tension Top \_\_\_\_\_

Lot Number \_\_\_\_\_ Lot Size \_\_\_\_\_

Special Needs \_\_\_\_\_

**Current tax rate is 4%**

Tent Price \_\_\_\_\_ Extra Charge \_\_\_\_\_ Tax \_\_\_\_\_ Total \_\_\_\_\_

**The Lessee is responsible for all contents of the tent. The Lessee is responsible for all damage to the tent, which is not weather related. All tents need to be emptied immediately following close of show**

Fuel surcharge may apply.

\*\* TERMS: A \$50.00 per tent non-refundable deposit is due with reservation. Balance is due by JULY 24TH

SIGNED BY \_\_\_\_\_



Custom Made By



# LINCOLN TENT Inc.

3900 Cornhusker Hwy Ste 1 Lincoln, NE 68504  
(402) 467-4559 1-800-567-4559 Fax(402) 467-4907

## DAKOTAFEST

AUGUST 18, 19 & 20, 2015

2015 TENT RENTAL SIZES & PRICES - PAGE 1

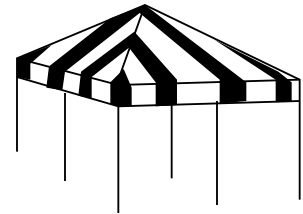
### FRAME TENTS

Prices below pertain to all orders confirmed on available tents prior to July 7th. **Be sure to order early. Balance is due July 25th.** All prices are plus tax, South Dakota's current tax rate is 4%.

#### FRAME TENTS - No center poles

Bright colored vinyl tops with matching sidewalls.

10 X 10 7FT WALLS	.....	\$252.00
10 X 20 7FT WALLS	.....	\$365.00
20 X 20 7FT WALLS	.....	\$461.00

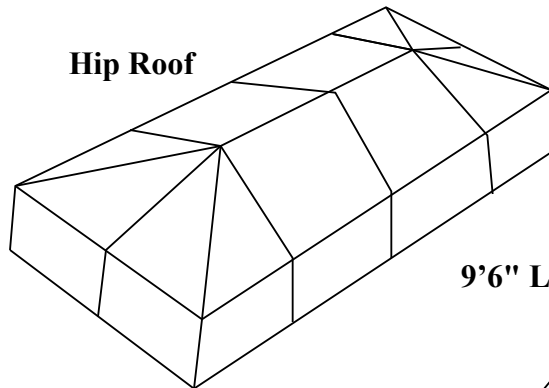


#### UNIQUE FRAME TENTS

A Clear-span Structure with no center poles or guy ropes. This allows you to make maximum use of your lot. The walls zip close from leg to leg to enclose your tent for added convenience and security.

10 X 20 with 7'6" Walls	\$ 475.00
10 X 30 with 7'6" Walls	\$ 536.00
10 X 40 with 7'6" Walls	\$ 712.00
10 X 50 with 7'6" Walls	\$ 890.00
20 X 20 with 7'6" Walls	\$ 573.00
20 X 30 with 7'6" Walls	\$ 747.00
20 X 40 with 7'6" Walls	\$ 995.00
20 X 50 with 7'6" Walls	\$1243.00
20 X 60 with 7'6" Walls	\$1493.00
30 X 30 with 7'6" Walls	\$1119.00
30 X 45 with 7'6" Walls	\$1680.00
30 X 60 with 7'6" Walls	\$2240.00

Longer sizes available



Hip Roof

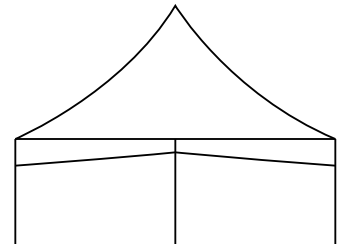
9'6" Legs Available

#### UNIQUE TENSION TOP FRAME TENT

Our newest tent style with a high center peak.

20 X 20 with 7'6" Walls	\$ 573.00
-------------------------	-----------

Tension Top



\* Interior cross cable supports at 7' 6" height

To see photos of our tents visit our website at: [www.lincolntent.com](http://www.lincolntent.com)

Custom Made By



3900 Cornhusker Hwy Ste 1 Lincoln, NE 68504  
 (402) 467-4559 1-800-567-4559 Fax(402) 467-4907

# DAKOTAFEST

AUGUST 18, 19 & 20, 2015

## 2015 TENT RENTAL SIZES & PRICES - PAGE 2

The prices below pertain to all orders confirmed on available tents prior to July 7th. Balance is due July 25th. Order early for best selection. All prices are plus tax, South Dakota's current tax rate is 4%.

### PREMIUM FESTIVAL TENTS

These are bright colored vinyl tent tops with matching sidewalls. Standard colors are Red & White, Blue & White, Green & White, and Yellow & White. These are the nicest festival tents available. Their bright colors, of your choice, will help make your display stand out. These tents will have center poles and guy ropes. They will require an additional 5 feet on all sides for staking.

12 X 12 - 7FT Walls	.....	\$239.00	60 X 60 - 8FT Walls	....	\$2283.00
15 X 15 - 7FT Walls	.....	\$313.00	60 X 90 - 8FT Walls	....	\$3146.00
20 X 20 - 7FT Walls	.....	\$423.00	60 X 120 - 8FT Walls	....	\$3869.00
20 X 30 - 7FT Walls	.....	\$515.00	60 X 150 - 8FT Walls	....	\$4623.00
20 X 40 - 8FT Walls	.....	\$623.00	60 X 180 - 8FT Walls	....	\$5376.00
30 X 30 - 8FT Walls	.....	\$701.00	60 X 210 - 8FT Walls	....	\$6130.00
30 X 50 - 8FT Walls	....	\$1014.00	86 X 86 - 10FT Walls	...	\$5559.00
30 X 70 - 8FT Walls	....	\$1314.00	86 X 115 - 10FT Walls	...	\$7304.00
30 X 90 - 8FT Walls	....	\$1594.00	86 X 140 - 10FT Walls	...	\$7939.00
40 X 40 - 8FT Walls	....	\$1062.00	86 X 165 - 10FT Walls	...	\$9265.00
40 X 60 - 8FT Walls	....	\$1440.00	86 X 190 - 10FT Walls	..	\$10669.00
40 X 80 - 8FT Walls	....	\$1806.00			

All sizes are approximate.

Other sizes may be available.

**To see photos of our tents visit our website at: [www.lincolntent.com](http://www.lincolntent.com)**

TENT SUPPLIER FOR		
WORLD PORK EXPO	..... June 3 - 5, 2015	..... Des Moines, IA
FARMFEST	..... Aug 4 - 6, 2015	..... Redwood Co., MN
DAKOTAFEST	..... Aug 18 - 20, 2015	..... Mitchell, SD
NEBRASKA STATE FAIR	..... Aug 28 - Sept 7, 2015	..... Grand Island, NE
FARM PROGRESS	..... Sept 1 - 3, 2015	..... Decatur, IL
HUSKER HARVEST DAYS	..... Sept 15 - 17, 2015	..... Grand Island, NE
ICUEE	..... Sept 29 - Oct 1, 2015	..... Louisville, KY

Custom Made By



# DAKOTAFEST

AUGUST 18, 19 & 20, 2015

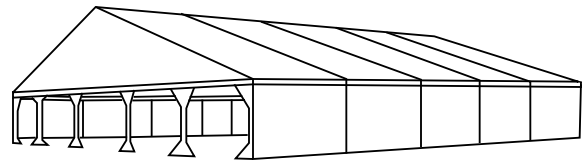
2015 TENT RENTAL SIZES & PRICES - PAGE 3

The prices below pertain to all orders confirmed on available tents prior to July 7th.  
**Order early for best selection of sizes. Tops are all white. Balance is due July 25th.**

## LT&A SUPER TENT®

A Clear-Span Structure with no center poles or guy ropes. An ideal exhibit tent, since you do not have to work around interior poles. The LT&A SUPER TENT® also allows you to make maximum use of your lot, since it doesn't require additional area for staking. All prices are plus tax, South Dakota's current tax rate is 4%.

30 X 30 ST 8FT Walls	....	\$1236.00
30 X 45 ST 8FT Walls	....	\$1855.00
30 X 60 ST 8FT Walls	....	\$2473.00
40 X 30 ST 8FT Walls	....	\$1649.00
40 X 45 ST 8FT Walls	....	\$2473.00
40 X 60 ST 8FT Walls	....	\$2882.00
40 X 75 ST 8FT Walls	....	\$3602.00
50 X 30 ST 8FT Walls	....	\$2060.00
50 X 45 ST 8FT Walls	....	\$3092.00
50 X 60 ST 8FT Walls	....	\$3246.00
50 X 75 ST 8FT Walls	....	\$4057.00
60 X 30 ST 8FT Walls	....	\$2473.00
60 X 45 ST 8FT Walls	....	\$3709.00
60 X 60 ST 8FT Walls	....	\$3894.00
60 X 75 ST 8FT Walls	....	\$4868.00
60 X 90 ST 8FT Walls	....	\$5841.00
60 X 105 ST 8FT Walls	...	\$6815.00
80 X 90 SUPER TENT 10FT Walls	.....	\$8645.00
80 X 105 SUPER TENT 10FT Walls	.....	\$10085.00
80 X 120 SUPER TENT 10FT Walls	.....	\$11527.00



### LONGER SIZES AVAILABLE IN ALL WIDTHS

\*\*\*\*\*

CONTACT US FOR QUOTES ON SPECIAL NEEDS SUCH AS:

**FANS  
STAGING**

**SPECIALTY BANNERS  
CUSTOM LOGOS ON TENTS**

**SCREEN WALLS  
FLAG POLES**

**LEVEL ANY AREA WITH FLOORING & CARPET**

To see photos of our tents visit our web site at: [www.lincolntent.com](http://www.lincolntent.com)

Custom Made By



3900 Cornhusker Hwy Ste 1 Lincoln, NE 68504  
 (402) 467-4559 1-800-567-4559 Fax(402) 467-4907

# DAKOTAFEST

AUGUST 18, 19 & 20, 2015

## 2015 TENT RENTAL SIZES & PRICES - PAGE 4

The prices below pertain to all orders confirmed on available tents prior to July 7th.  
 Order early for best selection of sizes. All prices are plus tax, South Dakota's current tax rate is 4%.  
 Balance is due on or before July 25th.

All tents must be emptied immediately following close of show.

## QUALITY FESTIVAL TENTS

These tents will have center poles and guy ropes. They will require an additional 5 feet on all sides for staking.

All tents are complete with walls and come in a large variety of colors

12 X 12 - 7FT Walls	..... \$224.00	40 X 40 - 8FT Walls	.... \$832.00
15 X 15 - 7FT Walls	..... \$278.00	40 X 60 - 8FT Walls	... \$1056.00
20 X 20 - 7FT Walls	..... \$369.00	40 X 80 - 8FT Walls	.... \$1292.00
20 X 30 - 7FT Walls	..... \$433.00	40 X 100 - 8FT Walls	.... \$1558.00
20 X 40 - 8FT Walls	..... \$512.00	60 X 60 - 8FT Walls	.... \$1887.00
30 X 30 - 8FT Walls	..... \$593.00	60 X 90 - 8FT Walls	.... \$2354.00
30 X 50 - 8FT Walls	..... \$827.00	60 X 120 - 8FT Walls	.... \$2821.00
30 X 70 - 8FT Walls	.... \$1048.00	60 X 150 - 8FT Walls	.... \$3287.00
30 X 90 - 8FT Walls	.... \$1273.00	60 X 180 - 8FT Walls	.... \$3754.00
All sizes are approximate.		86 X 86 - 10FT Walls	... \$4236.00
		86 X 115 - 10FT Walls	... \$5532.00
		Other sizes may be available.	

**To see photos of our tents visit our website at: [www.lincolntent.com](http://www.lincolntent.com)**

TENT SUPPLIER FOR		
WORLD PORK EXPO	..... June 3 - 5, 2015	..... Des Moines, IA
FARMFEST	..... Aug 4 - 6, 2015	..... Redwood Co., MN
DAKOTAFEST	..... Aug 18 - 20, 2015	..... Mitchell, SD
NEBRASKA STATE FAIR	..... Aug 28 - Sept 7, 2015	..... Grand Island, NE
FARM PROGRESS	..... Sept 1 - 3, 2015	..... Decatur, IL
HUSKER HARVEST DAYS	..... Sept 15 - 17, 2015	..... Grand Island, NE
ICUEE	..... Sept 29 - Oct 1, 2015	..... Louisville, KY

Custom Made By



3900 Cornhusker Hwy Ste 1 Lincoln, NE 68504  
 (402) 467-4559 1-800-567-4559 Fax(402) 467-4907

**DAKOTAFEST 2015  
 TENT PLACEMENT FORM**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PHONE # \_\_\_\_\_

ON SITE PHONE # \_\_\_\_\_

ON SITE CONTACT: \_\_\_\_\_

1. PLEASE INDICATE ON THE MAP BELOW DESIRED TENT PLACEMENT.  
 WE WILL ADJUST THE LOCATION IF IT IS TOO CLOSE TO UNDERGROUND LINES.
2. THIS FORM MUST BE RETURNED BEFORE JULY 24TH  
 (FORM MUST BE RECEIVED BY JULY 24TH OR TENT PLACEMENT WILL BE OUR CHOICE.)
3. THERE IS A 50% CHARGE IF WE MUST MOVE YOUR TENT.
4. TENTS MUST BE EMPTIED AT CLOSE OF SHOW, UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE.  
 TENTS WILL BE TAKEN DOWN AT CLOSE OF SHOW.

\_\_\_\_\_  
 Road NAME \_\_\_\_\_  
 (FRONT OF LOT)

Lot #:	
--------	--

(BACK OF LOT)





Santel Communications is the official Wireless Internet provider for Dakotafest.

Discounted rate of \$100.00 if signed contract returned to Santel by July 31, 2015

After August 1: \$125.00      Equipment will support multiple devices.

To apply for service, please complete the form below and email, fax or mail to:

Santel Communications  
ATTN: Gloria  
PO Box 67  
Woonsocket, SD 57385

techsupport@santel.net  
Fax: 605-796-4419  
Phone: 1-888-978-7777

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DAKOTAFEST LOT # \_\_\_\_\_ FAX \_\_\_\_\_

Will YOU NEED A RECEIPT? \_\_\_\_\_ FAX OR EMAIL? \_\_\_\_\_

Customers will be advised as to when/where to pick up single-step, self-install modem. Santel will accept payment in advance by: VISA, MASTERCARD or DISCOVERCARD. Charges will be applied to your credit card the week of Dakotafest. There will be an additional charge of \$100 if modem is not returned, undamaged, to Santel at the end of the show.

**PAYMENT INFORMATION:**

CARDHOLDER NAME: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_ CVC #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_





Harney & Miller Services, Inc.

**Andy Miller**  
 PO Box 69  
 Blair, NE 68008  
 402-618-7389  
 amiller@huntel.net

SHOWTIME will be available for your washing and detailing needs. We will begin washing on the Friday before each show allowing us 4 days to provide our services. As always we will be providing hot, high pressure washing, hand mitt, rinse with SPOT FREE WATER. We can also dress tires and detail any cabs or interiors. Please try to make contact at least 5 days prior to the show so I can provide the best service to all exhibitors.

**Prices**

Hot water washer with 1 wand and operator	\$125.00 per hour
Hot water washer with 2 wands and 2 operators	\$250.00 per hour
Washer or Laborer	\$ 55.00 per hour
Dressing Tires and Cab and Interior Detailing	Varies

- All washing has a \$125.00 minimum charge. Visa and Mastercard accepted.
- **NOTE:** May be fuel surcharge depending on fuel prices during farm show.

**To Place Your Order**

Please e-mail me at amiller@huntel.net. This form is not necessary, BUT your information is! ALSO, please make sure you get a confirmation from me that I have received your request!

**Farm Show: Dakotafest**

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

Contact Person \_\_\_\_\_

Billing Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Exhibitor Lot # \_\_\_\_\_

Other information and requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





**Official Landscape Company of Dakotafest 2015™**  
 Mitchell, South Dakota

**Bagged Pine Wood Shavings**

Bagged wood chips will be delivered (not installed) to your lot or booth. One bag of wood shavings covers approximately 80 to 100 square feet.

**Orders with payment by July 31** ..... \$16.00 per bag  
**Orders with payment after July 31 and during Show Week** ..... \$17.50 per bag

**Bulk Ground Cover Wood Mulch (Available only before show time)**

Price includes delivery and installation of wood mulch. One cubic yard of mulch will cover approximately 150 to 160 square feet.

**Orders with payment by July 31** ..... \$70.00 per cubic yard  
**Orders with payment after July 31** ..... \$76.00 per cubic yard

**Landscape your lot or booth!**

Highlight your booth with landscaping. We will design, implement, and maintain your site using potted shrubs, trees, and perennials. We can also provide a dark hardwood mulch or colored wood mulch to maximize your landscaping. Please contact us for pricing.

**Plant Decorating: Buy or Rent!**

For do-it-yourselfers we have a large selection of trees and shrubs for purchase or rent at our garden center. We are located just 3 miles directly west of the Dakotafest site.

**Order Information: ALL SERVICES PAID IN FULL BEFORE SERVICES RENDERED**

We accept check or credit card with pre-orders; at show office credit card only.

Company Name \_\_\_\_\_ Lot Number \_\_\_\_\_  
 Contact Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State Zip \_\_\_\_\_

**Choose One:**

# of Bags of Wood Shavings \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Cubic Yards of Bulk Mulch \_\_\_\_\_ Date \_\_\_\_\_

**Credit Card Information:**

Visa                       Mastercard                       Discover

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 Authorized by \_\_\_\_\_  
 Print Name \_\_\_\_\_

**PLEASE RETURN TO:** James Valley Nursery, Inc., PO Box 788, Mitchell, SD 57301  
 Phone: 605-996-8444  
 Fax: 605-996-0856  
 deanna@jamesvalleynursery.com



ABCRentalsMidwest.com

3501 S. Minnesota Ave. Sioux Falls, SD 57105

Phone (605) 339-2387 Fax (605) 331-5795

# CONVENTION SERVICES AND BOOTH FURNINSHINGS ORDER FORM

PROMPT RESPONSE (7 DAYS PRIOR TO SHOW DATES) IS MUCH APPRECIATED.

EVENT: \_\_\_\_\_ BOOTH NO. \_\_\_\_\_  
 COMPANY: \_\_\_\_\_ ORDERED BY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
Street P.O. Box City State Zip  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail \_\_\_\_\_  
 SIGNATURE (for use at show): \_\_\_\_\_ DATE ORDERED: \_\_\_\_\_

DISPAY TABLES - 30" WIDE - 30" HIGH					CHAIRS & ACCESSORIES				
QTY	DESCRIPTION	DISCOUNT PRICE	FLOOR PRICE	AMOUNT	QTY	DESCRIPTION	DISCOUNT PRICE	FLOOR PRICE	AMOUNT
	8' long table not draped	\$35	\$46			Padded Chair	\$17	\$23	
	6' long table not draped	\$31	\$42			Samsonite Folding Chair	\$12	\$14	
	4' long table not draped	\$24	\$35			Tall Chair w/ Back	\$29	\$38	
	8' long table draped, 3 sides	\$64	\$79			Stool (no back)	\$22	\$31	
	6' long table draped, 3 sides	\$57	\$71			Small Waste Basket	\$10	\$15	
	4' long table draped	\$49	\$60			30 Gallon Waste Basket	\$20	\$28	
	5' Round table	\$35	\$45			Popcorn Machine	\$150	N/A	
	Cocktail table 42" tall	\$29	\$39			Easel	\$17	\$22	
	Linen for round/cocktail tbl	\$20	\$28			Large Flag Pole	\$90	\$130	
	42" counter height - add	\$18	\$23			<b>LABOR</b>			
	4th side draped (additional)	\$22	\$33			\$60.00 Per hour per person (need 10 day prior notice)			
	skirt only no table	\$28	\$35			CREDIT CARD PAYMENT INFORMATION			
<b>CIRCLE SKIRTING COLOR Includes top covered with white vinyl</b>					Card Holder Name _____				
BLUE BURGUNDY RED LIME GREEN					Card # _____				
BLACK SILVER HUNTER GREEN GOLD					Expiration Date _____				
<b>STANDARD CARPET</b>					Full Payment Must be sent with order.				
	9' X 10' Carpet	\$80	\$90		<b>Email order to: <a href="mailto:info@abcrentalsmidwest.com">info@abcrentalsmidwest.com</a></b>				
	9' X 20' Carpet	\$110	\$135		SUB TOTAL _____				
	9' X 30' Carpet	\$160	\$180		6.875% MN -6% SD Tax _____				
<b>CIRCLE CARPET COLOR: BLUE BLACK RED</b>					TOTAL _____				
<b>VISUAL AND DISPLAY</b>									
	8 ft tall Backdrop \$4. a running foot								
	Flat screen TV	\$300							

Full payment must be sent 7 days prior to start of show to receive the discount price Any problems concerning booth furnishings must be addressed during the show with ABC staff. NO credits will be issued after the closing of the show.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No. Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A :	
	INSURER B :	
	INSURER C :	
INSURER D :		
INSURER E :		
INSURER F :		

**COVERAGES**

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REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				PROPERTY DAMAGE (Per accident) \$
		<input type="checkbox"/>	<input type="checkbox"/>				\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						
	DED <input type="checkbox"/>						
	RETENTION \$ <input type="checkbox"/>						
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / <input type="checkbox"/> N					E.L. EACH ACCIDENT \$
			<input type="checkbox"/> N / A				E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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INSURED	INSURER A :	
	INSURER B :	
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							GENERAL AGGREGATE \$
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	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				PROPERTY DAMAGE (Per accident) \$
		<input type="checkbox"/>	<input type="checkbox"/>				\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
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	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						
	DED						RETENTION \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTHER
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	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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	AUTHORIZED REPRESENTATIVE

# IDEA<sup>g</sup> Dakotafest

**DO NOT DELIVER BEFORE AUGUST 10**

TO: \_\_\_\_\_

*EXHIBITING COMPANY NAME*

**C/O: IDEA<sup>g</sup> Dakotafest  
2300 Spruce Street  
Mitchell, SD 57301**

Booth #: \_\_\_\_\_

No. \_\_\_\_\_ of \_\_\_\_\_ PCS

# IDEA<sup>g</sup> Dakotafest

**DO NOT DELIVER BEFORE AUGUST 10**

TO: \_\_\_\_\_

*EXHIBITING COMPANY NAME*

**C/O: IDEA<sup>g</sup> Dakotafest  
2300 Spruce Street  
Mitchell, SD 57301**

Booth #: \_\_\_\_\_

No. \_\_\_\_\_ of \_\_\_\_\_ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.