

## Vendor & Exhibitor Application



**August 21-22, 2018**  
**Sioux Falls Convention Center**  
**1201 Northwest Ave, Sioux Falls, SD, 57104**

OVW is pleased to offer vendor and exhibitor tables at the **2018 Tribal Consultation on Violence Against Women**. Vendors will have the opportunity to display native arts and crafts for purchase and engage with hundreds of consultation guests.

Resource and information tables are offered to organizations that wish to disseminate materials, brochures, pamphlets, and magazines pertaining to domestic violence, sexual assault, dating violence, stalking, or sex trafficking resources for Native women and children.

Space is limited! Application deadline and payment is due by **August 3<sup>rd</sup>** \_ \_.

For more information, please contact [alparker@chenega.com](mailto:alparker@chenega.com) or by phone at (703) 888-6063.

### Exhibit Schedule

#### **Tuesday, August 21, 2018**

6:00-7:30 a.m. Exhibitor Set-Up  
8:00-5:00 p.m. OVW Tribal Consultation (Main Event)  
6:00-6:30 p.m. Exhibit Tear-Down

#### **Wednesday, August 22, 2018**

7:00-7:45 a.m. Exhibitor Set-Up  
8:00-5:00 p.m. OVW Tribal Consultation (Cont'd.)  
6:00-6:30 p.m. Exhibit Tear-Down

### Exhibit Table Rental Fees

**\$31.95-Table/Per Day**

**Note: \*There are no registration fees associated with OVW Consultation. Sponsorship is subject to OVW Deputy Director approval.**

### Checking In at Consultation

All exhibitors must check-in at the registration desk to obtain table tents. The registration desk will be open: 6:00 a.m.-8:00 a.m. on Tuesday, August 21, 2018. However vendors will be allowed to set up **Monday evening on August 20th starting at 5 p.m.**

**\*Exhibitors wishing to sit-in and attend consultation sessions must register as an attendee. \***

**List of items and objects to consider bringing: You are not required to bring these but they may be helpful.**

- Cell Phone Charger
- Cell phone swipper to take credit card/debit payments
- Lock Box for cash
- Pen and paper
- Calculator
- Extension cord

### Exhibitor Table Fee Includes:

- 6' Skirted Table
- 2 Chairs
- 1 -110v Electrical Outlet
- Complimentary Wi-Fi Access

### Items *not* included in exhibitor fee:

- Electrical service or additional A/V charges
- Set-up and tear-down of exhibit
- Storage
- Freight charges
- Telecommunication Charges



# DENNY SANFORD

## PREMIER CENTER

Convention Center

### Exhibitor Order Form (All services are provided by the Sioux Falls Convention Center; if an outside supplier is required additional fees may apply.)

| Description   | Quantity | Advanced<br>10 Days prior to<br>show move-in | Floor<br>Less than 10<br>Days prior to<br>show move-in | Total |
|---|----------|--|--|-------|
| Exhibitor Table Top Booth<br>(Includes (1) 8' Skirted Table, (2) Banquet Chairs, Wastebasket) |          | \$25.00                                      | \$25.00  |       |
| <b>Additional Rental Items:</b>   |          |  |  |       |
| Standard 110v Outlet  |          | \$50.00                                      | \$60.00  |       |
| Power Strip   |          | \$10.00                                      | \$15.00  |       |
| Extension Cord (25 ft.)   |          | \$35.00                                      | \$45.00  |       |
| 6' table (classroom or full)  |          | \$7.00                                       | \$9.00   |       |
| 8' table (classroom or full)  |          | \$7.00                                       | \$9.00   |       |
| Leg Extensions for 8' or 6' tables (4 extensions)   |          | \$10.00                                      | \$12.00  |       |
| Cocktail table  |          | \$10.00                                      | \$12.00  |       |
| Skirting (2 skirts required to go around entire table)  |          | \$12.00                                      | \$14.00  |       |
| Banquet Chair   |          | \$3.00                                       | \$4.00   |       |
| Tall Bar Chair  |          | \$10.00                                      | \$12.00  |       |
|   |          |  |  |       |
|   |          |  |  |       |
|   |          |  |  |       |

### Please Complete

Event: **2018 Tribal Consultation on Violence Against Women**

Event Dates: **August 21-22, 2018** Booth #: **TBD**

Company Name: Phone:

Ordered by: On-Site Contact:

**Payment in full must be received before service is provided.**

*Payment in full must be received 10 days before move-in to qualify for advanced rate.*

If paying by credit card, please provide your email address, and a secure payment link will be sent.

**EMAIL:**

*\*Due to enhanced security, we can no longer accept payments via email or fax.*

If paying by check, return form with payment to:

**Sioux Falls Convention Center, Attn: Exhibitor Services, 1201 N. West Ave, Sioux Falls, SD 57104**

**Phone: (605) 367-7288 Fax: (605) 338-1463**

|                    |  |
|--------------------|--|
| Total Sales        |  |
| 6.5% Sales Tax     |  |
| <b>GRAND TOTAL</b> |  |