



**▶▶▶▶ BOOTH ASSIGNMENT REQUESTS & EQUIPMENT NEEDS ◀◀◀◀**

**In which category would you like to be assigned booth space?** I would prefer booth \_\_\_\_\_

_____ Children's	_____ Footwear (Everything except western)	_____ Recreational/Skiwear
_____ Men's Clothing	_____ Western	_____ Saddles & Tack
_____ Gifts, Food, & Home Accessories	_____ Souvenirs	_____ Souvenir T-Shirts
_____ Women's Clothing & Non-Cash/Carry Accessories	_____ Cash & Carry Accessories	

If there are certain lines or reps you would rather NOT be next to, please list. All forms are confidential.

**I am requesting the following size booth: (1<sup>st</sup> & 2<sup>nd</sup> Choices would be appreciated) \* charges based on 5 days**

_____ 12' deep by 10' long .....\$ 255.00	_____ 12' deep by 16' long.....\$ 405.00	_____ 12' deep by 24' long .....\$ 610.00
_____ 12' deep by 12' long .....\$ 305.00	_____ 12' deep by 18' long.....\$ 458.00	_____ 12' deep by 30' long .....\$ 765.00
_____ 12' deep by 14' long .....\$ 355.00	_____ 12' deep by 20' long .....\$ 510.00	_____ 12' deep by 36' long .....\$ 915.00
_____ 12' deep by 15' long .....\$ 380.00	_____ 12' deep by 22' long .....\$ 560.00	

**I want one Power Box supplied to my booth: Circle one.** YES NO **\$35.00 ADDITIONAL CHARGE**  
**NO POWER OUTLETS WILL BE ADDED DURING SETUP!** Power MUST be applied for with your application and is non-refundable.

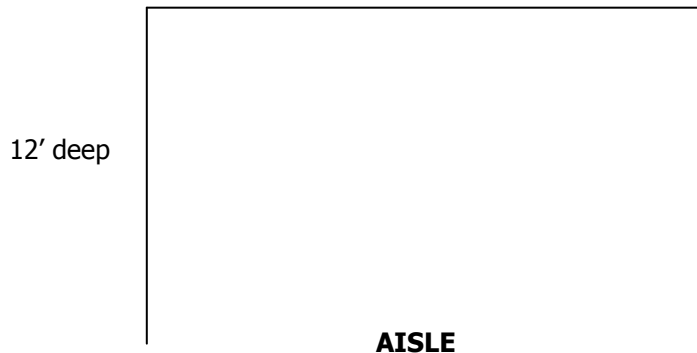
EQUIPMENT IS LIMITED, SO PLEASE ORDER JUST WHAT YOU NEED. There is no charge for equipment listed on your application. **ANY CHANGES IN EQUIPMENT MUST BE MADE BY JANUARY 9, 2012.**  
 A Standard Sign will automatically be provided for every member representative.

**I need the following equipment in my booth: SHEETS or EXTRA TABLECLOTHS ARE NOT AVAILABLE.**

(If demand exceeds our inventory of a particular equipment item, earliest postmark will determine allocation)

- Quantity TABLES & RISERS WILL BE COVERED BY WHITE TABLECLOTHS
- \_\_\_\_\_ Racks (These sit on the floor & are about 5' long with 1 bar to hang goods from)
  - \_\_\_\_\_ Double Racks (These sit on the floor & are about 5' long with 2 bars to hang goods from)
  - \_\_\_\_\_ 4' Table (4 feet long by 2 1/2 feet wide)
  - \_\_\_\_\_ 6' Table (6 feet long by 2 1/2 feet wide)
  - \_\_\_\_\_ School Table (6 feet long by 1 1/2 feet wide)
  - \_\_\_\_\_ 8' Table (8 feet long by 2 1/2 feet wide)
  - \_\_\_\_\_ 6' Riser: Single (one shelf built on a single 6' Table) **(If you order risers, order the table also.)**
  - \_\_\_\_\_ 6' Risers: Double (two shelves built on a single 6' Table)           "
  - \_\_\_\_\_ 8' Risers: Single (one shelf built on a single 8' Table)           "
  - \_\_\_\_\_ 8' Risers: Double (two shelves built on a single 8' Table)       "
  - \_\_\_\_\_ Chairs

**PLEASE DIAGRAM HOW YOU WANT YOUR EQUIPMENT PLACED IN YOUR BOOTH:**  
**(Remember to consider the width of the equipment and to note which tables get risers!)**



## FEE SCHEDULE

Payment on Faxed applications must be received within one week for consideration.	AMOUNT DUE
2012 Annual Dues (Payable by all members before showing at their first market of the year)	\$100.00
2 Market Show Fees (It is mandatory to pay for two shows the 1 <sup>st</sup> market of the year) @ \$65.00/ea	130.00
<b>MINIMUM That Must Accompany All Applications of Previous Members .....</b>	<b>\$230.00</b>

**New Membership Fee** (Payable by all new members) ..... 100.00  
**If you are just joining, the above \$230 + the New Membership Fee is due for a total of ....** \$330.00

▶▶▶▶ **A minimum of \$230.00 (or \$330.00 for New Members) must accompany application in order for booth assignment to be considered. Payment of additional charges may either be included with application or they will be invoiced with the confirmation of space. ▶▶▶▶ All payments must be received by January 9, 2012.**

**Booth** (See Page 2 for charges based on square footage) ..... \_\_\_\_\_  
**1 - Power Outlet in Booth** (Optional) ..... 35.00 .....

**Advertising** (See separate contract for charges) ..... \_\_\_\_\_

\* **Display Grid by Registration Desk:** \_\_\_\_\_ @ \$25.00 ea (limit 4 per rep)..... \_\_\_\_\_

\* Limited Quantity Available. Assigned by receipt of request. Grids are 7' high x 2' wide and are flat. Each Grid is marked with your name & booth. Rep is responsible for hardware to attach items.

\* **Display Grid by Registration Desk with 1 or 2 (specify #) Shelves:** \_\_\_ @ \$25.00 ea per grid .... \_\_\_\_\_

\* **Grids** (7' high x 2' wide) **for use in Booths:** \_\_\_\_\_ @ rental of \$10.00 ea ..... \_\_\_\_\_

\* Limited Quantity Available. All grids (including Display Grids) assigned by receipt of request.

**Individual Market Buyer Registration List:** Each BMA member attending the February 2012 Market will automatically receive a copy of the Buyer's Registration List of those stores attending **just the February 2012 Market** at no charge. A paper copy will be mailed about 2 weeks after the market by 1st Class Mail **UNLESS** an Electronic version is requested here.

**Electronic versions** will be sent as an email attachment in either: **Word 2003** or **Excel 2003**

**Email address to send electronic version of Buyer's List to:**

**Combined Buyer Registration List for all 3 – 2011 Markets** ..... 25.00 .....

Contains all stores & buyers that registered at any of the 3 – 2010 markets showing which market(s) they did attend & store categories. Reserve your copy now with payment. (Available by Dec. 16, 2011).

**Circle Preferred Format: On CD:** Word 2003    Excel 2003

**By Email to address:** \_\_\_\_\_

in Word 2003    Excel 2003    or **PAPER COPY**

RV Hookup at \$20.00/night (water will not be available) ..... \_\_\_ # Nights @ \$20.00 .....

Returned Check Charge ..... 10.00 .....

Late Charge if application is post marked after November 7, 2011 ..... 25.00 .....

Factory Badge Fee (each)..... 65.00 .....

(**Applies to** all sales managers, company officers, and other company sales reps **not members of BMA** helping in booth)

Individual Name AND Company Name for each Factory Badge:

\_\_\_\_\_

\_\_\_\_\_ **Check enclosed** **Total** \_\_\_\_\_

**Charge to Credit Card:**    Visa    MasterCard    American Express    Discover

▶▶▶▶ **A 5% Processing Fee will be added to all Credit Card Transactions**

Name on Card: \_\_\_\_\_ Authorization Code: \_\_\_\_\_

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Mailing Address: \_\_\_\_\_ Card Zip Code: \_\_\_\_\_

Listed cardholder authorizes BMA to charge credit card account for necessary fees for the BMA Market, Feb 2-5, 2012. BMA reserves the right to charge Exhibitor for the difference between the Exhibitors estimate of charges and the actual charges incurred.

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

**Associate Badges:** spouses, models, and helpers not employed by a line you represent. No charge.

\_\_\_\_\_



## AREA ACCOMMODATIONS OFFERING MARKET RATES



All rates plus 7% Tax & \$1/day TBID Tax

Map showing locations appears on our website: [www.billingsmarketassoc.com](http://www.billingsmarketassoc.com)

**Big Horn Resort**, 1801 Majestic Lane, 406-839-9300, Cont. Breakfast, Single or Double \$89.00/night.

**Boothill Inn**, 242 E Airport Rd., 866-266-8445 Cont. Breakfast, \$85.00/night, Free Metra Shuttle. All Non-Smoking.

**Country Inn & Suites**, 231 Main St., 406-245-9995 Hot Breakfast Buffet, \$89.00/night, 1-2 people, \$12 each additional adult, 1 Bedroom Suite @ \$119/night. All Non-Smoking.

**Crowne Plaza**, 27 No. 27th, 406-252-7400. \$93.00/night, Single/Double, No Breakfast, All Non-Smoking.

**Quality Inn**, 2036 Overland Ave., 406-652-1320 Cook-to-Order Breakfast, \$75.00/night, Single or Double

**Super 8**, 5400 Southgate Dr, I-90 Exit 447, 406-248-8842, Cont. Breakfast, Single \$49.15\*/night, Double \$54.50\*/night, Kings limited. \* The Super 8 rates are the only ones to already include tax.

**Reservations may be made directly, (mention you are with the Market Assoc.) or through the Market Office. If you have made your own reservations, please do NOT complete the following section. Reservations made through this application are confirmed & you will be charged if you do not show up or fail to cancel.**

**PLEASE RESERVE A SLEEPING ROOM FOR ME AT THE \_\_\_\_\_.**

1 BED KING \_\_\_\_\_ 1 BED QUEEN \_\_\_\_\_ 2 BEDS \_\_\_\_\_ SUITE \_\_\_\_\_ SMOKING \_\_\_\_\_ NON-SMOKING \_\_\_\_\_

**Total number of nights to be reserved:** \_\_\_\_\_ Jan 31 Feb 1 2 3 4 5 (Circle the nights you will be staying.)

REMEMBER: Move-in is on **WEDNESDAY**, February 1st

I realize that these are confirmed reservations and that I will be charged if I do not show up or fail to cancel.

Signature \_\_\_\_\_

### BILLINGS MARKET ASSOCIATION, INC. RULES, REGULATIONS, & CODES OF CONDUCT

- Each member participating in Market shall pay the required fees designated in show contract.
- Admission to Market is restricted to registered exhibitors, associates and buyers. **Badges must be worn at all times.**
- There shall be no soliciting of business in the aisles. No Buttonholing. Retailers must be free to attend the market without harassment. All sales transactions will be confined to your sample booth during show hours of market. Do not enter another rep's booth unless invited.
- There shall be no gambling, drinking of intoxicating liquors, or use of illegal substances in any exhibitor's booth during show hours of market.
- Displays, merchandise, models, signs, & attention attracting devices shall be confined to the exhibitor's booth only. Noises, including music, audible beyond the exhibitor's booth shall be strictly prohibited. All electronic devices must be used only for business purposes -- no recreational use.
- Displays, signs and dress of exhibitors, associates, and models shall be in good taste and take in to account the broad spectrum of those attending the market. **Display limit for the back of the booth is 8' high. Display limit for the sides of the booth is 7' high and should not be visually solid as to block neighboring booths. No coverings will be allowed over the top of the booth.**
- All booths will be kept presentable and workable during market hours throughout the show. All show booths shall be kept open and staffed at all times during market hours. (You should have your booth manned by an associate if you plan an extended lunch hour.)
- No member or associate shall dismantle or close his or her exhibit in any manner prior to the official close of the market. This includes any garments, sample bags, hangers, lights, etc. A fine will be levied.**
- All loss of equipment or damage to furnishings will result in a \$100 fine plus the cost of damages to be charged to the member exhibitor.
- Member exhibitor will be held responsible for actions of any associates, models, or guests, of said member exhibitor.
- Any formal complaints filed by one member of the Association against another member must be in writing to the President. If the Grievance Committee holds a formal hearing, both members must appear at said hearing. If any member has a grievance filed against them for buttonholing, the penalty for the first offence will be a warning and for the second offence a \$100.00 fine. For subsequent grievances, the member's seniority points will be reduced by 25%.
- No pets will be allowed in the show area at any time.
- Any samples that are sold during market hours must have a receipt from salesperson stating product sold and to whom. Salespeople that sell inventory to accounts must furnish account with receipts for all goods being removed from the show area. **Advertising of samples for sale can be done by posting a 3 x 5 card on a special bulletin board at the main entrance. No other form of advertising samples for sale will be allowed.**
- Any member who shows in Billings at any other location during our scheduled show is suspended from further participation with the Billings Market Association, Inc. and may be reinstated only with the approval of the officers and directors. Same is subjected to a fine not to exceed \$100.00 and initiation fee. Booth priority of same will be placed at the bottom of the list.
- In no event will Metra Park or the Billings Market Association, Inc. accept liability for goods, products, equipment, or personal effects.
- Cancellation Policy: A \$65.00 show fee will be charged if cancellation occurs after the printing of the Buyer's Guide. A \$65.00 show fee and a \$50.00 administration fee will be implemented for cancellation of booth thirty (30) days prior to move in day of Market barring catastrophic circumstances to be determined by the Board.

Signature Required \_\_\_\_\_