

Billings Market Association

Where Wholesale & Retail Paths Connect

Office Use Only

Application & payment Address:

Billings Market Association
 PO Box 80145
 Billings MT 59108-0145

Voice: (406) 652-6132
 www.billingsmarketassoc.com
NO FAX
 bma@billingsmarketassoc.com

To Ship Samples to you at Market:

Metra Park Expo Center
 308 – 6th Ave North
 Billings MT 59101

Show Dates: **January 30, 31, February 1, 2024** Participation Deadline: **November 21, 2023**

Move-In **MONDAY**, January 29 MARKET HOURS: **Tuesday & Wednesday**: 9:00 a.m. to 6:00 p.m.

Showing at the Expo Center of Metra Park in Billings, Montana **Thursday**: 9:00 a.m. to 3:00 p.m.

Appointments before & after Official Market Hours will be accommodated.

Salesrep Name _____

Address _____

City _____ State _____ Zip _____

Phone Number to appear in Buyer's Guide _____

Cell Phone Number if you want it to appear in Buyer's Guide _____

Fax Number to appear in Buyer's Guide _____

Email Address to appear in Buyer's Guide _____

Web Site to appear in Buyer's Guide _____

Would you like Confirmations & Future Applications sent by email?

To the above email address _____ or to: _____

or by US Post Office to above address? _____

COMPANY NAMES TO BE LISTED	DESCRIPTION OF MERCHANDISE	INDEX CATEGORY
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- INDEX CATEGORIES:**
- | | | | | |
|--|---|---|--|--|
| 1. Jewelry/Accessories
2. Footwear
3. Coats
4. Social Occasion & Bridal
5. Accessories for the Home
6. Dresses, Missy
7. Dresses, Junior
8. Dresses, Petite | 9. Dresses, Large
10. Food
11. General
12. Gifts & Collectibles
13. Gloves, Mittens
14. Hosiery
15. Infants & Children's
16. Intimate/Lingerie | 17. Denim
18. Men's & Boy's
19. Best of the West (made in MT, WY, ID, ND, SD, CO, WA & OR)
20. Pet Supplies
21. Packaging Materials/Fixtures
22. Recreational & Activewear
23. Saddles & Tack | 24. Ski Wear
25. Soap & Bath Products
26. Souvenirs
27. Souvenir T-Shirts
28. Swimwear
29. Uniforms
30. Western
35. Made in USA | Women's Coordinatates,
Separates, Blazers,
Sweaters, Shirts, Pants,
Skirts, etc.
31. Missy
32. Junior
33. Petite
34. Large Size |
|--|---|---|--|--|

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

In which category would you like to be assigned booth space? I would prefer booth _____

- | | |
|---|---|
| <input type="checkbox"/> Gifts, Food, & Home Accessories | <input type="checkbox"/> Western, Men's Clothing & Recreational |
| <input type="checkbox"/> Souvenirs | <input type="checkbox"/> Souvenir T-Shirts |
| <input type="checkbox"/> Women's Clothing, Footwear, & Non Cash/Carry Accessories | <input type="checkbox"/> 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:

<input type="checkbox"/> 12' deep by 10' long\$ 348.00	<input type="checkbox"/> 12' deep by 16' long.....\$ 557.00	<input type="checkbox"/> 12' deep by 24' long\$ 836.00
<input type="checkbox"/> 12' deep by 12' long\$ 418.00	<input type="checkbox"/> 12' deep by 18' long.....\$ 627.00	<input type="checkbox"/> 12' deep by 26' long\$ 905.00
<input type="checkbox"/> 12' deep by 14' long\$ 487.00	<input type="checkbox"/> 12' deep by 20' long\$ 696.00	<input type="checkbox"/> 12' deep by 30' long\$ 1,044.00
<input type="checkbox"/> 12' deep by 15' long\$ 522.00	<input type="checkbox"/> 12' deep by 22' long\$ 766.00	<input type="checkbox"/> 12' deep by 36' long\$ 1,254.00

I want one Power Box supplied to my booth: Circle one. YES NO **\$50.00 ADDITIONAL CHARGE**
NO POWER OUTLETS WILL BE ADDED DURING SETUP! Power MUST be applied for with your application and is non-refundable.

There is no charge for equipment listed on your application. **ANY CHANGES IN EQUIPMENT MUST BE MADE BY JANUARY 5, 2024.**

Equipment Needs for my booth: (If demand exceeds inventory of an equipment item, earliest postmark will determine allocation)

Quantity

- | | | |
|--|--------------|-----------|
| <input type="checkbox"/> Racks (These sit on the floor & are about 5' long with 1 bar to hang goods from) | | |
| <input type="checkbox"/> 4' Table (4' long by 2½' wide) Do you want a white table cloth covering for these? | Yes * | No |
| <input type="checkbox"/> 6' Table (6' long by 2½' wide) Do you want a white table cloth covering for these? | Yes * | No |
| <input type="checkbox"/> School Table (6' long by 1½' wide) Do you want a white table cloth covering for these? | Yes * | No |
| <input type="checkbox"/> 8' Table (8' long by 2½' wide) Do you want a white table cloth covering for these? | Yes * | No |
| <input type="checkbox"/> Chairs | | |

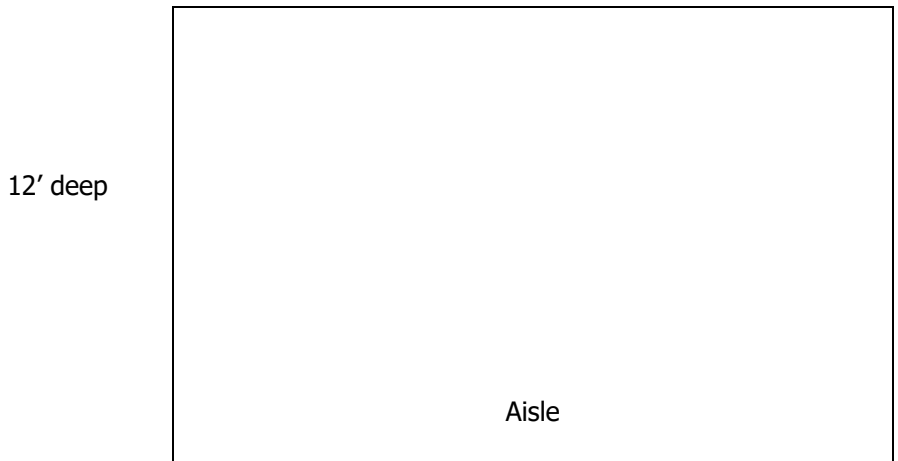
If you order risers, order the table also.

Do you want the plywood risers covered with white table cloths? Yes * No

- | |
|---|
| <input type="checkbox"/> 6' Riser: Single (one shelf built on a single 6' Table) |
| <input type="checkbox"/> 6' Risers: Double (two shelves built on a single 6' Table) |
| <input type="checkbox"/> 8' Risers: Single (one shelf built on a single 8' Table) |
| <input type="checkbox"/> 8' Risers: Double (two shelves built on a single 8' Table) |

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!)



*** There is a \$50.00 per Booth fee for table cloths. If any cloths are ordered, there will be a single \$50.00 charge.**

FEE SCHEDULE

Payment on Emailed/Faxed applications must be received within one week for consideration.	AMOUNT DUE
2024 Annual Dues (Payable by all members before showing at their first market of the year)	\$160.00
2 Market Show Fees (It is mandatory to pay for two shows the 1 st market of the year) @ \$90.00/ea	180.00
MINIMUM That Must Accompany All Applications of Previous Members.....	\$340.00

If you are just joining:

New Membership Fee (Payable by all new members).....	100.00
2 Market Show Fees (It is mandatory to pay for two shows the 1 st market of the year) @ \$90.00/ea	180.00
MINIMUM That Must Accompany All Applications of all New Members.....	\$280.00

▶▶▶▶ 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, 2024.

Booth (See Page 2 for charges based on square footage) _____

1 - Power Outlet in Booth (Optional) \$50.00 _____

If you are requesting ANY **Table or Riser Cloths**, there is a \$50.00 charge per booth \$50.00 _____

* **Grids** (7' x 2') **for use in Booths:** Grids do not stand by themselves. _____ @ rental of \$20.00 ea _____

Black/White Advertising: 1/2 Page Ad in the Jan/Feb 2024 Buyer's Guide (7" wide x 4.8" high) \$80.00..... _____

Full Page Ad in the Jan/Feb 2024 Buyer's Guide (7" wide x 9.8" high)..... \$120.00 _____

Inside Cover Ad in the Jan/Feb 2024 Buyer's Guide (7" wide x 9.8" high)..... \$200.00 _____

* **7' x 2' Display Grid by Registration Desk:** _____ @ \$30.00 ea (limit 4 per rep)..... _____

1 or 2 Shelves available for Display Grids at no additional cost. **Circle** 1 or 2 Shelves

* Each Grid is marked with rep name & booth. Rep is responsible for hardware to attach items. Limited number available.

Optional Sponsorship towards Buyer Incentive Programs including Social Events & Drawings
(specify \$ amount &/or contribution of drawing Item) _____

Individual Market Buyer Registration List: Each BMA member attending the Jan/Feb 2024 Market will receive an electronic copy of the Buyer's Registration List of those stores attending **just the Jan/Feb 2024 Market** at **no charge. This will be sent as an attachment.** Paper version preferred instead? Yes No

Email attachment sent in: (mark one) PDF or Word or Excel

Email Address: _____

Combined Buyer Registration List for both 2023 Markets 25.00 _____

Contains all stores & buyers that registered at either of the 2 – 2023 markets showing which market(s) they attended & store categories.

Circle Preferred Format: Email Paper Copy

For Electronic Versions, please specify format: Word Excel or PDF

Email Address: _____

Late Charge if application is post marked after Nov 21, 2023 [not charged to new members]..... 25.00 _____

Factory Badge Fee (each)..... 90.00 _____

(**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:

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

_____ **Check enclosed** _____ **Total**

If check does not clear, a \$10.00 Returned Check Charge will apply.

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

Charge to Credit Card: Visa MasterCard American Express Discover
Name on Card: _____ Authorization Code: _____

Account Number: _____ Expiration Date: _____

Card Zip Code: _____ Email Address for receipt: _____

Listed cardholder authorizes BMA to charge credit card account for necessary fees for the January 30, 31, February 1, 2024 BMA Market. BMA reserves the right to charge Exhibitor for the difference between the Exhibitors estimate of charges and the actual charges incurred.

Signature: _____



AREA ACCOMMODATIONS OFFERING MARKET RATES



All rates plus Taxes

Boothill Inn, 242 E Airport Rd., 866-266-8445 Hot Breakfast Buffet, \$120.00/night, Free Shuttle. All Non-Smoking.

Quality Inn, 2036 Overland Ave., 406-652-1320, Breakfast, \$90.00/night, Single or Double.

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 28 29 30 31 Feb 1 (Circle the nights you will be staying.)

REMEMBER: Move-in is on **MONDAY**, January 29, 2024.

Market runs **Tuesday, Wednesday, & does not close until 3 p.m. on Thursday.**

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

1. Each member participating in Market shall pay the required fees designated in show contract.
2. Admission to Market is restricted to registered exhibitors, associates and buyers. **Badges must be worn at all times.**
3. 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.
4. There shall be no gambling, drinking of intoxicating liquors, or use of illegal substances in any exhibitor's booth during show hours of market.
5. 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.
6. Displays, signs and dress of exhibitors, associates, and models shall be in good taste and take into account the broad spectrum of those attending the market. **Display height for the booth will not exceed 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.**
7. 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.)
8. **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.**
9. 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.
10. Member exhibitor will be held responsible for actions of any associates, models, or guests, of said member exhibitor.
11. 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 offense 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%.
12. No pets will be allowed in the show area at any time.
13. 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.**
14. 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.
15. In no event will MetraPark or the Billings Market Association, Inc. accept liability for goods, products, equipment, or personal effects.
16. Cancellation Policy: A \$90.00 show fee will be charged if cancellation occurs after the printing of the Buyer's Guide. A \$90.00 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.
17. Neither MetraPark nor the Billings Market Association, Inc. shall be liable in damages for any delay or default in performing this Agreement if such delay or default is caused by unforeseen conditions beyond its reasonable control, including but not limited to Acts of God, fire, flood, tornados, earthquakes, acts of war or terrorism, labor disputes, intervention of any governmental authority (Force Majeure), that party will be excused from any further performance of the obligations so affected for as long as such circumstances prevails.

Signature Required _____