

# SHOW INFORMATION

## AT A GLANCE

**SHOW:** Red River Valley Sportsmen's Boat, Camping & Vacation Show

**LOCATION:** Fargodome | Fargo, ND 58102

**DATES:** March 2-5, 2017

**SHOW HOURS:**

March 2 <sup>nd</sup>	5:00 PM - 9:00 PM
March 3 <sup>rd</sup>	12 Noon – 9:00 PM
March 4 <sup>th</sup>	10:00 AM – 9:00 PM
March 5 <sup>th</sup>	10:00 AM – 5:00 PM

**PROMOTER:** Cenaiko Productions, Inc. | [www.cenaiko.com](http://www.cenaiko.com) | (763) 755-8111

**DECORATOR:** Cenaiko Expo, Inc. | [www.cenaikoexpo.com](http://www.cenaikoexpo.com) | (763) 755-8111

**MOVE-IN:** Starting Wednesday, March 1<sup>st</sup> (See page 3 in packet for specific times)

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

**MOVE-OUT:** No later than Midnight, Sunday, March 5<sup>th</sup>

**HOTEL:** Information on page 6 of the packet

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

**ND TAX:** **PLEASE NOTE:** If you are going to be making retail sales at this show you **MUST** have a ND Sales Tax Permit. You can obtain the application forms on the web site at [www.ND.Gov/Tax](http://www.ND.Gov/Tax) or by calling **701-328-3470**. You must have this permit prior to setting up at the show.

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

*Welcome*  
*to the*  
*52nd Annual*  
RED RIVER VALLEY  
**SPORTSMEN'S**  
*Boat, Camping & Vacation*  
**SHOW**  
March 2-5, 2017

We are excited to have you participating in the 52nd Annual SPORTSMEN'S SHOW at the **FargoDome** and wish you much success during the Show.

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

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

***www.cenaiko.com***

# RED RIVER VALLEY SPORTSMEN'S BOAT, CAMPING & VACATION SHOW

## MARCH 2 - 5, 2017

### SHOW LOCATION:

Fargodome  
1800 North University Drive  
Fargo, North Dakota 58102  
<http://www.fargodome.com/>

### SHOW OFFICE:

The Show Office is located on the Field Level, in the NW corner.

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

### SHOW DATES:

Thursday	March 2 <sup>nd</sup>	5:00 PM - 9:00 PM
Friday	March 3 <sup>rd</sup>	12 Noon - 9:00 PM
Saturday	March 4 <sup>th</sup>	10:00 AM - 9:00 PM
Sunday	March 5 <sup>th</sup>	10:00AM - 5:00 PM

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

### PARKING:

Parking is available right at the Fargodome. Cost is \$5.00 per vehicle, per day (one time entry). You may pay the parking attendant daily, or, if more convenient, a \$15.00 show-specific parking pass is available for purchase at the Fargodome utility desk which is located in the northwest corner of the field level during move-in hours. You may also pre-order your \$15.00 pass on the Fargodome's utility order website and pick it up at the utility desk during load-in.

**EXHIBITOR PARKING IS ON THE WEST SIDE OF THE BUILDING.  
LOTS ARE LABELED "E, F, OR G."**

**ND TAX: PLEASE NOTE:** If you are going to be making retail sales at this show you **MUST** have a ND Sales Tax Permit. You can obtain the application forms for the permit on the web site at [www.nd.gov/tax](http://www.nd.gov/tax) or by calling [701-328-3470](tel:701-328-3470). You must have this permit prior to setting up at the show.

## **EXHIBITOR MOVE-IN:**

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

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

Wednesday	March 1 <sup>st</sup>	12 Noon - 8:00 PM
Thursday	March 2 <sup>nd</sup>	8:00 AM - 1:00 PM

**BULK DEALERS** - Move-in will be Wednesday, March 1<sup>st</sup> between 8:00 AM - 8:00 PM, however all dealers will be notified with exact move-in times.

**ALL EXHIBITS MUST BE COMPLETED BY 1:00 PM ON THURSDAY, MARCH 2<sup>nd</sup> SO THAT THE AISLES CAN BE CARPETED. DOORS OPEN TO THE GENERAL PUBLIC AT 5:00 PM.**

**PLEASE NOTE: Double sided tape is strictly against FARGODOME policy.** This also includes tape used to hold down the edges of large pieces of carpeting. No duct tape, packing tape, carpet tape, etc. is allowed. The **only** type of tape that is permitted is wrestling mat tape (available at sporting goods stores). This policy will be strictly enforced. A minimum charge of \$300.00 for clean up will be enforced if proper tape is not used. This tape may be purchased at the Fargodome service desk which is located in the northwest corner of the field level during move-in hours.

## **EXHIBITOR MOVE-OUT:**

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

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

**ALL EXHIBITS MUST BE COMPLETELY REMOVED BY MIDNIGHT, SUNDAY, MARCH 6<sup>th</sup>.**  
**NO EXCEPTIONS!**

## **BOOTH CONSTRUCTION:**

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

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

## **DECORATIONS:**

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

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

**PLEASE NOTE: THE FARGODOME IS BY LAW A NON-SMOKING FACILITY.**

**THIS POLICY WILL BE STRICTLY ENFORCED.**

## **BOOTH EQUIPMENT & DISPLAY MATERIALS:**

Tables, chairs, skirting, carpeting, etc. may be obtained through *Cenaiko Expo, Inc.* An order form has been included. Please note the considerable savings to you by ordering in advance rather than at the show site. Mail order forms and payment directly to *Cenaiko Expo, Inc.* Forms without payment will not be accepted. Be sure to add 7.5% Sales Tax for the State of ND.

**DEADLINE FOR ADVANCED PRICING IS FEBRUARY 16, 2017.**

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

## **GASOLINE AND PROPANE TANKS:**

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

## **NOTICE TO ALL MARINE AND RECREATIONAL VEHICLE DEALERS:**

The 2017 Red River Valley Sportsmen's Boat, Camping & Vacation Show is one of the Midwest's finest showcases for sporting and recreational products. Therefore, we request that all dealers show **NEW 2016 & 2017 YEAR** models only. Non-Franchise products are prohibited from sales or display. Advertising or promotion of such products is also prohibited.

### **FREIGHT-DRAYAGE/HANDLING:**

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

**THE ADDRESS AND THE SHIPPING ADDRESS FOR THE FARGODOME IS:  
1800 NORTH UNIVERSITY DRIVE, FARGO, ND 58102.**

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

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

### **INSURANCE:**

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

### **DRAWING & SHOW RESTRICTIONS:**

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

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

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

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

**ELECTRICAL SERVICE & TELEPHONE SERVICE:**

**\*\*NEW:** The Fargodome has changed the way exhibitors order facility services such as electrical, telephone, water, drain, etc. All exhibitors will need to order services using the new online ordering system, which can be found on the Fargodome website at [www.fargodome.com](http://www.fargodome.com).

**\*\* SEE GUIDELINE/ DIRECTIONAL INFORMATION PAGE ENCLOSED IN YOUR PACKET. \*\***

**HOTEL ACCOMMODATIONS:**

The following hotel will be offering discounted accommodations to Exhibitors:

**BILTMORE ON MAIN**

3800 Main Avenue  
Fargo, ND 58103  
(P): 701-281-9700

\$82.00 ALL ROOM

**RESERVATION DEADLINE  
MARCH 2, 2017**

**CANDLEWOOD SUITES**

1831 NDSU Research Drive  
Fargo, ND 58102  
(P): 701-235-8200

\$94.99 Studio Single  
\$99.99 Studio Double  
\$104.99 Double Queen  
\$109.00 1 Bedroom Suite

**RESERVATION DEADLINE  
FEBRUARY 8, 2017**

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

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

**EXHIBITOR CREDENTIALS:**

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

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

Exhibitor Passes will be distributed as follows:

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

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

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

**THE "WILL CALL/ PASS GATE" DESK WILL BE LOCATED AT THE WEST ENTRANCE FOR EXHIBITOR CONVENIENCE.**

**ADVANCE ADMISSION OR ONE DAY EXHIBITOR ADMISSION:**

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

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



**MAKE YOUR ADVERTISING DOLLARS WORK FOR YOU!**

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

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

# APPLICATION FOR INCOME TAX WITHHOLDING AND SALES & USE TAX PERMIT

NORTH DAKOTA OFFICE OF STATE TAX COMMISSIONER  
SFN 59507 (9-2013)



**(Check all applicable)**

- Prepaid Wireless 911 Fee
- Sales and Use Tax
- Withholding Tax

**Application Purpose**

- New Business
- Change in Ownership
- Additional Location
- Additional Tax Type

FOR OFFICE USE ONLY	
S/U	_____
W/H	_____
PPW	_____
	_____

**(Please Print)**

1. Taxpayer Legal Name _____		2. FEIN/SSN _____	
3. Doing Business As Name <i>(if different from line 1)</i> _____		4. Business Telephone Number _____	
5. Business Location Address <i>(not a PO Box)</i> _____	City _____	State _____	ZIP Code _____
6. Mailing Address <i>(if different from line 5)</i> _____	City _____	State _____	ZIP Code _____
7. Type of Entity			
<input type="checkbox"/> Sole proprietorship <input type="checkbox"/> "C" corporation <input type="checkbox"/> Partnership <input type="checkbox"/> "S" corporation <input type="checkbox"/> Government <input type="checkbox"/> LLP <input type="checkbox"/> LLLP <input type="checkbox"/> LLC			
<i>If you indicated above that you are an LLC, indicate how you are filing for federal income tax purposes</i>			
<input type="checkbox"/> "C" corporation - 1120 <input type="checkbox"/> Partnership - 1065 <input type="checkbox"/> "S" corporation - 1120S			
<input type="checkbox"/> Disregarded entity - Owner's name: _____ SSN or FEIN: _____			
8. Enter NAICS Code if known _____			
9. Type of Business <input type="checkbox"/> Retailer <input type="checkbox"/> Manufacturer <input type="checkbox"/> Farm/Ranch <input type="checkbox"/> Wholesaler <input type="checkbox"/> Contractor <input type="checkbox"/> Other _____			
10. Business Activity: List the principal products or activities of your firm. Following each item, list the percentage of sales value or receipts received from the product or activity; i.e., construction of homes 75%, retail sales of furniture 25%.  _____ %    _____ %			

**Note:** Sole proprietorships can only have one owner.

11. Name of Owners, Partners, Corporate Officers, Governors, Managers, or Members (Attach additional sheets if needed.) Social Security numbers are required for issuance of permit. Corporate officers of corporations, Governors or Managers of LLC's, and General Partners of LLLP's may post a bond in lieu of personal liability pursuant to N.D.C.C. §§ 57-39.2-18.1, 57-39.2-15.2, 57-39.2-15.3, 57-38-60.1, 57-38-60.2 and 57-38-60.3.

Name	Address	Title	Home Telephone Number	Social Security Number	Percent Owned

12. Complete if you acquired the business in whole or in part

a. Date of acquisition      \_\_\_\_\_  
 Month    Day    Year

b. Prior owner's business name and address \_\_\_\_\_

c. Prior owner's sales/use tax number \_\_\_\_\_ Is prior owner still in business?    Yes    No



### Prepaid Wireless Telecommunication 911 Fee

13. Do you sell prepaid wireless airtime cards, prepaid wireless minutes or plans?  Yes  No

If yes, provide beginning date you started selling these telecommunications services \_\_\_\_\_

### Sales & Use Tax

14. Beginning date of operations for North Dakota sales/use tax \_\_\_\_\_  
Month Day Year

15. Do you currently have or have you had a sales and use tax permit in North Dakota?  Yes Permit No. \_\_\_\_\_  No

16. Is business seasonal or part time?  Yes  No If seasonal, give period of operation \_\_\_\_\_

If business is temporary, give approximate time period of business activity in North Dakota \_\_\_\_\_ through \_\_\_\_\_

17. Will you be selling alcohol?  Yes  No

18. Will you be selling farm equipment?  Yes  No

#### If sales returns should be mailed to a different address, indicate below.

19. Name of Sales Tax Return Preparer \_\_\_\_\_

20. Business Telephone Number \_\_\_\_\_

21. Address of Preparer (*Street or PO Box, City*) \_\_\_\_\_

State \_\_\_\_\_

ZIP Code \_\_\_\_\_

22. Name of individual to contact for sales tax matters \_\_\_\_\_ Telephone Number \_\_\_\_\_

### Withholding Tax

23. Beginning date of North Dakota Income Tax Withholding \_\_\_\_\_  
Month Day Year

24. Estimated number of employees in North Dakota and estimated wages to be paid in current calendar year.

Number of employees \_\_\_\_\_ Amount of wages \_\_\_\_\_

#### If withholding returns should be mailed to a different address, indicate below.

25. Name of Withholding Tax Return Preparer \_\_\_\_\_

26. Business Telephone Number \_\_\_\_\_

27. Address of Preparer (*Street or PO Box, City*) \_\_\_\_\_

State \_\_\_\_\_

ZIP Code \_\_\_\_\_

28. Name of individual to contact for withholding tax matters \_\_\_\_\_ Telephone Number \_\_\_\_\_

### Application must be signed by authorized individual

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized Individual)

Print name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No: \_\_\_\_\_

I declare under the penalties of North Dakota Century Code ch. 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete application.

#### PRIVACY ACT NOTIFICATION

In compliance with the Privacy Act of 1974, disclosure of a social security number or Federal Employer Identification Number (FEIN) on this form is required under N.D.C.C. §§ 57-01-15, 57-38-56, and 57-39.2-19, and will be used for tax reporting, identification, and administration of North Dakota tax laws. Disclosure is mandatory. Failure to provide the social security number or FEIN may delay or prevent the processing of this form.

Send completed form to:  
Fax: 701.328.0332  
E-mail: taxregistration@nd.gov

Office of State Tax Commissioner  
Business Registration  
600 E. Boulevard Ave., Dept. 127  
Bismarck, ND 58505-0599  
Phone: 701.328.1241