



# BILLINGS MARKET ASSOCIATION, INC.

**PO Box 80145 To Ship Samples to you at Market:**  
**Billings MT 59108** Metra Park Expo Center  
**Voice: (406) 652-6132** 308 – 6<sup>th</sup> Ave North  
**Fax: (406) 652-2531** Billings MT 59101

Office Use Only

www.billingsmarketassoc.com

Email: bma@billingsmarketassoc.com

Showing at the Expo Center of Metra Park in Billings, Montana

Show Dates: **January 31, February 1, 2, 2019**

Move-In **WEDNESDAY**, January 30, 2019

Participation Deadline: **November 5, 2018**

MARKET HOURS: **Thursday & Friday:** 9:00 a.m. to 6:00 p.m. **Saturday:** 9:00 a.m. to **5:00** 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 \_\_\_\_\_

COMPANY NAMES TO BE LISTED	DESCRIPTION OF MERCHANDISE	INDEX CATEGORY

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

**▶▶▶▶ 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)**

_____ 12' deep by 10' long .....\$ 324.00	_____ 12' deep by 16' long.....\$ 518.00	_____ 12' deep by 24' long .....\$ 778.00
_____ 12' deep by 12' long .....\$ 389.00	_____ 12' deep by 18' long.....\$ 583.00	_____ 12' deep by 30' long .....\$ 972.00
_____ 12' deep by 14' long .....\$ 454.00	_____ 12' deep by 20' long .....\$ 648.00	_____ 12' deep by 36' long ....\$ 1,167.00
_____ 12' deep by 15' long .....\$ 486.00	_____ 12' deep by 22' long .....\$ 713.00	

**I want one Power Box supplied to my booth: Circle one. YES NO \$40.00 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 8, 2019.**

A Standard Sign will automatically be provided for every member representative.

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

Quantity

\_\_\_\_\_ 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' long by 2½' wide) **Do you want a white table cloth covering for these? Yes (extra charge\*) No**

\_\_\_\_\_ 6' Table (6' long by 2½' wide) **Do you want a white table cloth covering for these? Yes (extra charge\*) No**

\_\_\_\_\_ School Table (6' long by 1½' wide) **Do you want a white table cloth covering for these? Yes (extra charge\*) No**

\_\_\_\_\_ 8' Table (8' long by 2½' wide) **Do you want a white table cloth covering for these? Yes (extra charge\*) No**

\_\_\_\_\_ Chairs

**If you order risers, order the table also.**

**Do you want the risers covered with white table cloths? Yes (extra charge\*) No**

\_\_\_\_\_ 6' Riser: Single (one shelf built on a single 6' Table)

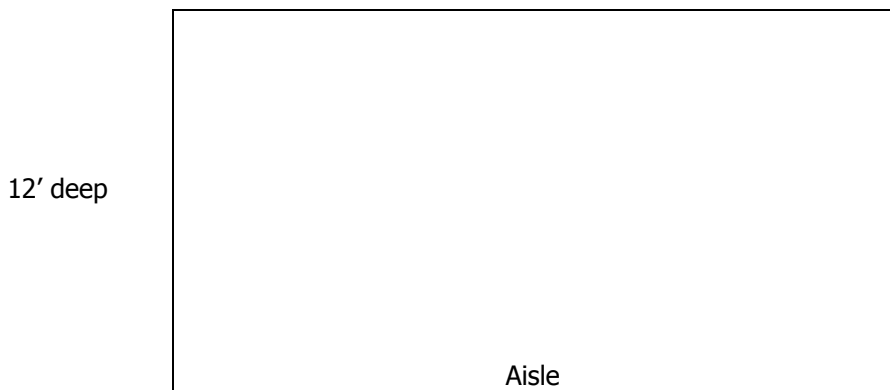
\_\_\_\_\_ 6' Risers: Double (two shelves built on a single 6' Table)

\_\_\_\_\_ 8' Risers: Single (one shelf built on a single 8' Table)

\_\_\_\_\_ 8' Risers: Double (two shelves built on a single 8' Table)

**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!)**



**NEW POLICY:**  
**\* There will be a \$40.00 per Booth fee for table cloths. If any cloths are requested, there will be a \$40.00 charge.**

## FEE SCHEDULE

Payment on Faxed applications must be received within one week for consideration.	AMOUNT DUE
2019 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 <sup>st</sup> market of the year) @ \$90.00/ea	180.00
<b>MINIMUM That Must Accompany All Applications of Previous Members.....</b>	<b>\$340.00</b>

**New Membership Fee** (Payable by all new members)..... 100.00  
**If you are just joining, the above \$340 + the New Membership Fee is due for a total of ....** **\$440.00**

▶▶▶▶ A minimum of \$340.00 (or \$440.00 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 7, 2019.

**Booth** (See Page 2 for charges based on square footage) ..... \_\_\_\_\_

**1 - Power Outlet in Booth** (Optional) ..... \$40.00 .....

If you are requesting ANY **Table Cloths**, there is a \$40.00 charge ..... \$40.00 .....

\* **Grids (7' x 2')** for use in Booths: Grids do not stand by themselves. \_\_\_\_\_ @ rental of \$15.00 ea .... \_\_\_\_\_

**Black/White Advertising:** ½ Page Ad in the Jan/Feb 2019 Buyer's Guide (7" wide x 4.8" high) \$80.00.. \_\_\_\_\_

Full Page Ad in the Jan/Feb 2019 Buyer's Guide (7" wide x 9.8" high)..... \$120.00 .....

Inside Cover Ad in the Jan/Feb 2019 Buyer's Guide (7" wide x 4.8" 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

\* Limited Quantity of Grids & Shelves Available. Assigned by receipt of request. Each Grid is marked with rep name & booth. Rep is responsible for hardware to attach items.

**Individual Market Buyer Registration List:** Each BMA member attending the Jan/Feb 2019 Market will receive an electronic copy of the Buyer's Registration List of those stores attending **just the Jan/Feb 2019 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 the 2 – 2018 Markets** ..... 25.00 .....

Has all stores & buyers that registered at either or both of the 2018 markets showing which market(s) they did attend & store categories.

**Circle Preferred Format:    Email            Paper Copy**

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

**Email Address:** \_\_\_\_\_

RV Hookup at \$30.00/night (water will not be available) ..... # Nights @ \$30.00 .....

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

Late Charge if application is post marked after November 5, 2018 ..... 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** \_\_\_\_\_

▶▶▶▶ **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 BMA Market, Jan 31, Feb 1 - 2, 2019. 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 Map showing locations is on our website: www.billingsmarketassoc.com

**Boothill Inn**, 242 E Airport Rd., 866-266-8445 Hot Breakfast Buffet, \$93.00/night, Free Shuttle. All Non-Smoking.

**Northern Hotel**, 19 No. 28th, 406-867-6767. \$109.00/night, Single/Double Classic King or Queen Only, No Breakfast, All Non-Smoking. Shuttle available.

**Quality Inn**, 2036 Overland Ave., 406-652-1320, Breakfast, \$85.00/night, Single or Double.

**Super 8**, 5400 Southgate Dr, I-90 Exit 447, 406-248-8842, Cont. Breakfast, Single \$60.00/night, Double \$60.00/night, Kings \$65.00/night (limited number).

**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 29 30 31 Feb 1 2 (Circle the nights you will be staying.)

REMEMBER: Move-in is on **WEDNESDAY**, January 30<sup>th</sup>.

Market runs **Thursday, Friday, & does not close until 5 p.m. on Saturday.**

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 into 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 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%.
- 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 MetraPark or the Billings Market Association, Inc. accept liability for goods, products, equipment, or personal effects.
- 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.
- 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 \_\_\_\_\_