

# DAKOTAFEST®

AUGUST 19–21, 2025 | MITCHELL, SD

2025

## CREATING CONNECTIONS *in Ag*

2025 DAKOTAFEST EXHIBITOR MANUAL



# Welcome to 2025 Dakotafest!

TUESDAY–THURSDAY | AUGUST 19–21, 2025 | 9:00 AM–4:00 PM

## Dear Dakotafest Exhibitor,

Thank you for your participation in and support of Dakotafest 2025.

We believe Dakotafest is the perfect place for a flow of ideas between you and area ag producers looking to grow their connections and support their operations. We're ready to help you plan and execute a great show this year!

Please take the time to read through this manual and be sure to share it with your on-site team. The manual provides information on necessary rules, regulations, ancillary services offered, and pertinent exhibit information.

If you have any questions, please do not hesitate to reach out to our main number, 800-827-8007, or to one of the members of the operations team:

**Taylor Anderson**, Operations Manager  
Taylor.Anderson@IDEAgGroup.com | 651-316-4373

**Megan Asleson**, Operations Manager  
Megan.Asleson@IDEAgGroup.com | 651-316-4372

We hope you have a great show!  
—Show Management

### DAKOTAFEST

2300 East Spruce St.  
Mitchell, SD 57301  
IDEAg@IDEAgGroup.com  
800-827-8007  
On-site Phone\*: 605-995-1058  
\*Opens August 11, 2025

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## STOP INTO *the* EXHIBITOR LOUNGE!

As a thank you for participating in this year's show, we invite you to stop in the exhibitor lounge any time during the show\* for a cup of coffee and a donut, or a bottle of water and a snack. Or you can use the lounge to catch up on emails, take a business call, or just get out of the heat for a bit.

\*The lounge opens at 8:00 a.m. and closes at 4:00 p.m. on show days. Use the map on page 7 to locate the lounge, which is centrally located next to the show office on 4th Street just east of Main Street.

SPONSORED BY:





# UPDATE YOUR FREE ONLINE EXHIBITOR LISTING

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We have upgraded our digital booth technology to make it easier for you to upload your company information on the digital floor plan and easier for our attendees to access that information on [Dakotafest.com](https://Dakotafest.com). Welcome to 3e from EXPOCAD!

It is also important for exhibitors to update their digital profiles because the category information you provide will list your company in more than one place in the printed show program!

Upgrading your digital booth details is easier than ever! Follow the steps below and see your digital booth come to life on our website! Visit [Dakotafest.com](https://Dakotafest.com) for more detailed instructions if needed.

If you don't see the email from Dakotafest via Expocad, be sure you are designated as the primary contact for your company. If you are not, the person designated as the primary contact likely received the email. If you are unable to track it down or you'd like your email added as admin, please contact [IDEAg@IDEAgGroup.com](mailto:IDEAg@IDEAgGroup.com) to let us know.

1. Check your email and confirm via the link provided.
2. Set a password and enter your dashboard.
3. Update your company's details and information.
4. Review your digital booth and make necessary updates.
5. See how many visits your booth receives.

**Update your product categories by June 27 to ensure you are listed in multiple places in the Show Program.**





# EXHIBITOR ACCESS TO SHOW GROUNDS

The gates to the exhibit site will be open according to the schedule below. Find detailed move-in information on [page 13](#) and move-out information on [page 18](#). If you require access to the exhibit site at other times, please call our operations team at 800-827-8007.

## Exhibitor Move-In

Monday–Friday, August 11–15	8:00 a.m. – 5:00 p.m.
Saturday, August 16	8:00 a.m. – 4:00 p.m.
Sunday, August 17	Noon – 5:00 p.m.
Monday, August 18	7:00 a.m. – 7:00 p.m.

## Show Hours

Tuesday, August 19	9:00 a.m. – 4:00 p.m.
Wednesday, August 20	9:00 a.m. – 4:00 p.m.
Thursday, August 21	9:00 a.m. – 4:00 p.m.

## Exhibitor Access During the Show

Vehicles can enter/exit the show site each day of the show between 7:00 a.m.–8:30 a.m.

**Gates close to vehicles at 8:30 a.m. each morning.** Vehicles will be permitted exit the show site after the show is closed from 4:00 p.m.–4:30 p.m.

Tuesday, August 19	7:00 a.m. – 4:30 p.m.
Wednesday, August 20	7:00 a.m. – 4:30 p.m.
Thursday, August 21	7:00 a.m. – Dusk

## Exhibitor Move-Out

Thursday, August 21*	4:00 p.m. – Dusk
Friday, August 22	8:00 a.m. – 5:00 p.m.
Saturday, August 23	8:00 a.m. – 4:00 p.m.
Monday & Tuesday, August 25 & 26**	8:00 a.m. – 5:00 p.m.

\*See [page 18](#) for the breakdown of how and when vehicles can leave and enter the site.

\*\*All exhibits must be removed from show site by 5:00 p.m. on Tuesday, August 26, 2025.

# IMPORTANT DEADLINES

## FOR 2025 DAKOTAFEST EXHIBITORS

<b>ASAP</b>  <b>Portable Toilet Order</b> Due to Lacey Rentals, Inc.	<b>JUNE 13</b>  <b>Show Program Ad Order Deadline</b>	<b>JUNE 20</b>  <b>Ride &amp; Drive Demo Form</b> Due to IDEAg (to be included in the show program)	<b>JUNE 27</b>  <b>Show Program Product Category Deadline</b>
<b>JULY 11</b>  <b>Request to Dig/Excavate Form</b> Due to IDEAg	<b>JULY 18</b>  <b>Custom Marketing Orders</b> Due to IDEAg	<b>JULY 23</b>  <b>Tent Rental Forms</b> Due to Lincoln Tent, Inc.	<b>JULY 25</b>  <b>Insurance Certificate</b> Due to IDEAg
<b>JULY 31</b>  <b>Landscaping Order Form</b> Due to James Valley Nursery	<b>AUGUST 6</b>  <b>Forklift, Hydraulics &amp; Material Handling Form</b> Due to IDEAg	<b>AUGUST 6</b>  <b>Additional Exhibitor Wristbands Order Form</b> Due to IDEAg	<b>AUGUST 6</b>  <b>Booth Sampling/Waiver Authorization Form</b> Due to IDEAg
<b>AUGUST 11</b>  <b>Move-In Begins</b> Forklift Service Available On-site Shipments Accepted	<b>AUGUST 11</b>  <b>License for Vehicle and Trailer Dealers</b>	<b>AUGUST 11</b>  <b>Booth Furnishing Form</b> Due to ABC Rentals	<b>AUGUST 11</b>  <b>Pressure Washing Order</b> Holsinger Pressure Washing
<b>AUGUST 19–21</b>  <b>DAKOTAFEST</b> 9:00 a.m.–4:00 p.m.	<b>AUGUST 21</b>  <b>Move-Out Begins</b> Forklift Service Available at 5:00 p.m.*	<b>AUGUST 26</b>  <b>Equipment Must Be Removed from Show Site</b>	

\*Detailed information on forklifting procedures is listed on [pages 14 and 18](#).

# Show Map





# TENTS

2113				2613
2112	2213	2312	2413	2512
	2212			
2110	2211	2310	2410	2511
	2210			2510
2109				2509
2108	2208	2308	2408	2508
2106	2206	2305	2405	2506
2105	2205			2505
2104	2204	2304	2404	2504
2103	2203	2303	2403	
2101	2201		2402	2501
			2401	
2100				

3114				3614
3113	3213	3313	3413	3513
3112	3212	3312	3412	3512
3111		3311	3411	3511
3110	3210	3310	3410	3510
3109	3209	3308	3409	3508
3108	3208		3408	
3105	3206	3306	3406	3506
			3405	3505
3104	3204	3304		3504
		3303	3403	3503
3102	3202	3302	3402	3502
			3401	3501
3101	3201	3301		
3100				

## AG TENTS

Between 4th & 5th Streets

CHUTE DEMOS		LT9	LT10	LT6	LT16
				LT5	LT15
				LT4	LT14
				LT3	LT13
				LT2	LT12

## LIVESTOCK TENT

Lower Southwest Corner  
by 1st & 2nd Streets

T400	T401	T402	T403	T404	T405	T406	T407
------	------	------	------	------	------	------	------

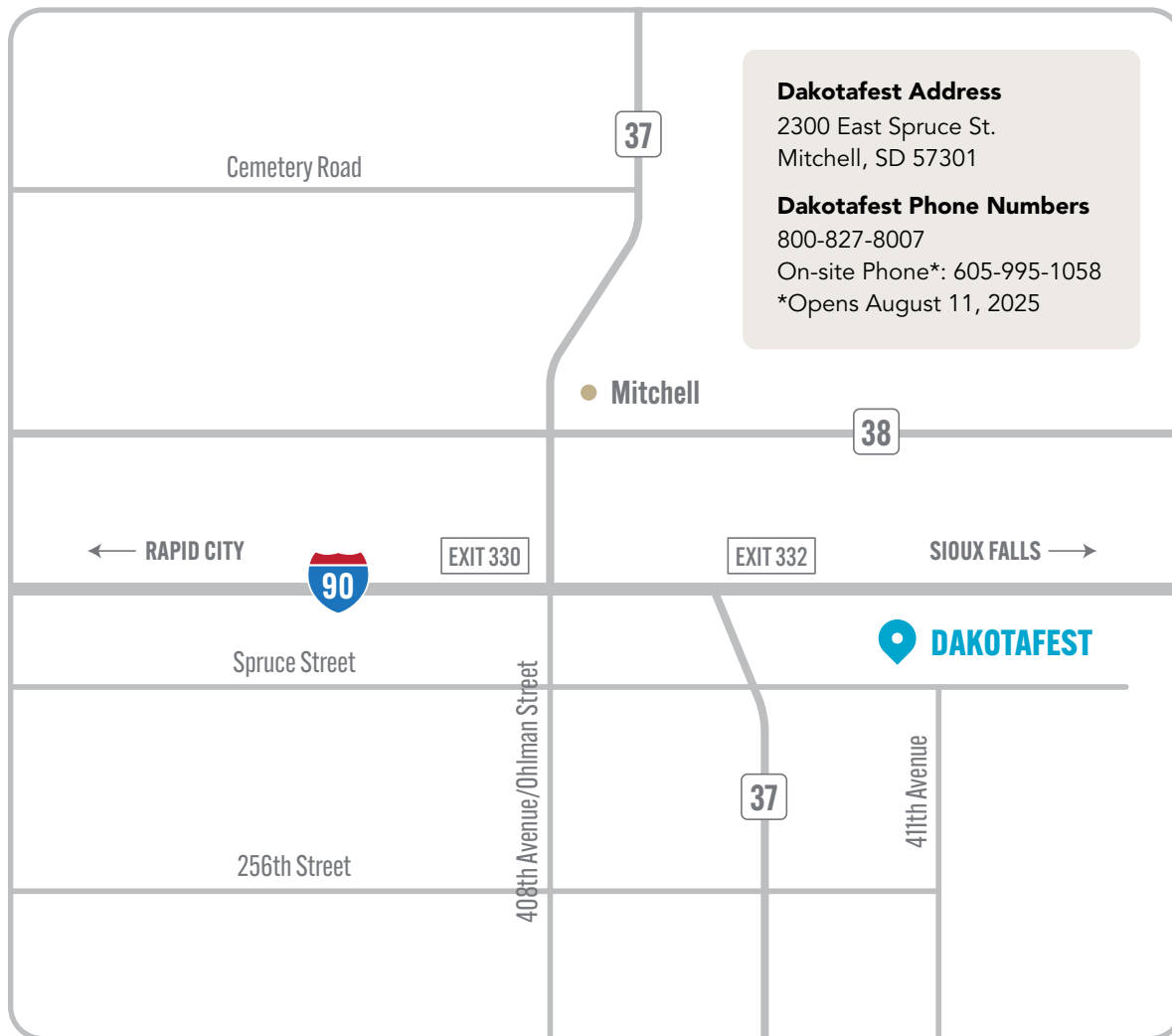
T301	T302	T303	T304	T305	T306
T201	T202	T203	T204	T205	T206

T100	T101	T102	T103	T104	T105	T106	T107
------	------	------	------	------	------	------	------

## CRAFT & TOY TENT

Lower Southwest Corner across from  
Beer & Entertainment Tent

# DIRECTIONS



## From North Highway 37

Take a right on Hwy. 37 bypass/truck route. Go approximately 2 blocks, and then turn left onto Sanborn Street. Go south on Sanborn Street approximately 2 miles until you reach the lights at Havens Street. Turn left and proceed east on Havens until you get to the South Burr Street intersection. Turn right and proceed south just past I-90. From here, you will be directed to the Dakotafest site.

## From South Highway 37

Take a right on Spruce Street just before the I-90 interchange, and follow signs to Dakotafest site.

## From West on I-90

Take exit 332 from West I-90. Turn right and proceed approximately 1 block. Turn left on Spruce Street, and follow signs to the Dakotafest site.

## From East on I-90

Take exit 332 from East I-90. Turn left on South Hwy. 37, and proceed approximately 2 blocks. Turn left at the lights on Spruce Street, and follow signs to the Dakotafest site.

# AREA MAP



## Don't forget your wristbands!

If arriving to show site for the first time on show days and you do not have your exhibitor wristband, you must stop at the Exhibitor Check-In (East Entrance Gate) to pick up your exhibitor wristband to gain access into the show.

See [page 12](#) for more information.





# Section 1

SETUP/SHOW RULES  
AND REGULATIONS

FOOD AND BEVERAGE  
RULES AND  
REGULATIONS

LODGING



# SETUP/SHOW RULES & REGULATIONS

The following Setup/Show Rules and Regulations are a binding part of the Contract Agreement. It is imperative exhibitor representatives working in the booth are notified of these rules and regulations, as well as the general information affecting the operation of the exhibits.

## Exhibitor Wristbands

In order to streamline the exhibitor check-in process, we will provide each exhibiting company an allotment of daily wristbands. Each show day will have a corresponding wristband that must be worn to access show grounds. The exhibitor wristbands are meant for employees working the booth only. Please see the Sponsorship Guide for discounted attendee tickets to pass out to your customers.

The allotment is based on booth size:

Indoor Booths*	10' wide x 10' deep	4 wristbands per day
	10' wide x 20' deep	6 wristbands per day
	10' wide x 30' deep	8 wristbands per day
	20' wide x 20' deep	10 wristbands per day
	20' wide x 30' deep	10 wristbands per day
Outdoor Booths	25' wide x 50' deep	5 wristbands per day
	50' wide x 50' deep	6 wristbands per day
	50' wide x 75' deep	7 wristbands per day
Seed Plot & Lot	60' x 120' plot	14 wristbands per day

\*Each additional 10' x 10' booth, or 100 sq. ft., will receive 2 additional wristbands per day.  
Maximum number of wristbands per day is 10.

## Pick-up Options

Wristbands can be picked up at the show office during move-in or at Exhibitor Check-in, located at the east gate entrance, on show days. There are two methods for retrieving your wristbands:

1. A booth representative can sign out the entire allotment of wristbands. NOTE: If a representative takes all of your company's wristbands, **they are responsible for the daily distributions. Exhibit Staff will not be let into the show to retrieve their wristband if they are in the booth** with the representative who picked up the allotment at once. To avoid waiting in lines, you may request to have your company's wristbands mailed in advance. Please email [IDEAg@IDEAgGroup.com](mailto:IDEAg@IDEAgGroup.com) with your request and mailing information.
2. Booth staff can individually sign out their wristbands.

If you need more wristbands than allotted, additional wristbands can be purchased for \$6 each (includes SD 4.5% sales tax). To order additional wristbands beforehand, please fill out the form on [page 29](#) and email it to [IDEAg@IDEAgGroup.com](mailto:IDEAg@IDEAgGroup.com). **Deadline: AUGUST 6.**

There are no refunds on wristbands.



Inbound Shipping

Shipments can arrive on show site beginning Monday, August 11. Shipments arriving before this date will be refused. To ensure your material arrives to your booth, please label your shipment properly.

This address does not receive mail delivered by USPS. It must be UPS or FedEx.

Exhibiting Company Name / Booth #  
Dakotafest  
2300 East Spruce Street  
Mitchell, SD 57301

For your convenience, we’ve included two shipping labels for you to use on page 56.

**PLEASE NOTE:** Items that require forklift service are subject to handling charges and are the responsibility of the exhibitor. Refer to the Forklifts, Hydraulics, and Material Handling section on page 14 for charges and details on this service.

Receiving and Handling Shipments

- Freight/material handling charges will be applied to all shipments received by Show Management. See **Forklifts, Hydraulics, and Material Handling** section below for costs.
- The bill of lading should contain the following information: exhibiting company name, booth number, and the number of pieces.
- The charges are the responsibility of the exhibitor for whom the shipment is addressed.
- Show Management will deliver the shipment to the exhibit booth as labeled, based on the installation schedule.
- Show Management will not be responsible for shipments after they have been placed in the booth.

Move-In Procedures

Exhibitors may begin setting up their exhibit on Monday, August 11, 2025. All exhibits must be set and ready for public viewing by Tuesday, August 19 at 8:30 a.m. We ask for your cooperation during setup by moving in as early as possible to avoid the last minute rush. All exhibits must remain in place through the duration of the show.

MOVE-IN TIMES	
Monday, August 11	8:00 a.m.–5:00 p.m.
Tuesday, August 12	8:00 a.m.–5:00 p.m.
Wednesday, August 13	8:00 a.m.–5:00 p.m.
Thursday, August 14	8:00 a.m.–5:00 p.m.
Friday, August 15	8:00 a.m.–5:00 p.m.
Saturday, August 16	8:00 a.m.–4:00 p.m.
Sunday, August 17	Noon–5:00 p.m.
Monday, August 18	7:00 a.m.–7:00 p.m.



## Forklifts, Hydraulics, and Material Handling

**Please read carefully.** Complete and return **page 28** to sign up for forklifting service. See **page 18** for forklift move-out instructions.

### Types of Services and Charges

(All fees listed below include the SD sales tax.)

- A \$104.50 fee per exhibitor lot will be assessed for forklifting service if ordered and paid for on or before **Wednesday, August 6**.
- A \$156.75 fee per exhibitor lot will be assessed for forklifting service if ordered after August 7. No services will be provided until payment has been collected.
- A \$52.25 fee per exhibitor will be assessed for package delivery service (package(s) delivered to the on-site receiving area that require a utility vehicle to deliver items to the exhibitor's booth). If an exhibitor does not want to pay for this service, they will need to pick up their shipment from the receiving area. Please contact the show site office for instructions where you can pickup your package(s).
- If you require hydraulics, please make arrangements with Show Management. Exhibitors using the hydraulics will be required to replenish the hydraulic fluid. The same fee structure for forklifting applies to hydraulics.
- Forklift fees are a one-time charge for move-in and move-out services.

### Procedure

- Exhibitors requiring forklift or delivery service must submit the forklift form to IDEAg via email (with credit card info) or via mail (with check) by **Wednesday, August 6** for priority service.
- When the exhibitor's truck arrives on site and is ready to be unloaded, the exhibitor or driver will need to notify the show office that they are ready to unload. You can do so by calling the Dakotafest on-site show office, 605-995-1058. Pre-ordered exhibitors will be given priority. No appointments will be taken.
- The truck driver must know what lot/booth number the delivery goes to.
- Forklift service is limited to 30 minutes at a time per company. A company will be assigned the next available 30-minute time slot if forklift services cannot be completed in 30 minutes.
- For safety reasons, requests to use forklifts to raise people up for assembling or dismantling of displays will not be granted. Show management will supply a list of man-lift rental companies if needed.
- Forklifts are not permitted to enter or drive onto trucks. The trucking company or exhibitor is responsible for getting items in position so the forklift can lift the item from the ground or loading dock.
- Exhibitors and truck drivers are responsible for loading and unloading self-propelled vehicles. Show staff are not permitted to assist with the loading or unloading of self propelled vehicles. Please make arrangements prior to arrival.

Please direct questions to one of our Operations Managers: Taylor Anderson, **Taylor.Anderson@IDEAgGroup.com**, 651-316-4373; or Megan Asleson, **Megan.Asleson@IDEAgGroup.com**, 651-316-4372.

## Loading Dock

A loading dock is available for exhibitors to use for unloading and loading trucks. The multiple height dock is located on the west side of the exhibit site between exhibitor parking and long-term trailer parking, and can be accessed directly from Spruce Street. See map on [page 10](#) for loading dock location.

**Please note:** The area south of the loading dock is prone to flooding if rain occurs. Show management asks that you not stage equipment in this area. Instead, please move it to your display lot as soon as possible. Also, after the show closes, please leave equipment in your display lot until your truck arrives to remove it. We have encountered trucks and equipment getting stuck in this area in the past. The show site office phone number will be posted at the loading dock so your driver can get information on your display lot location to park your equipment or where to find it when loading out. No long-term trailer parking is allowed by the loading dock or in the exhibitor parking area.

## Third-Party Vendors

If you are using a vendor other than the official vendors listed in this exhibitor manual, you must notify Show Management with their company name, work being done, dates of work being done, as well as their Proof of Insurance before they will be allowed to provide any services at Dakotafest. If you have any questions regarding this, please contact our operations team at 800-827-8007. If you do not notify Show Management, your third-party vendor is at jeopardy of not being allowed to enter the show grounds.

## On-site/During Show Material Handling

Show Management will provide a complimentary crew to assist moving sold material out of show grounds and/or bringing material into show grounds during show hours.\* Exhibitors wishing to utilize this service should come to the show office on Main and 4th Streets. The crew will meet you at your booth or at the loading area located at the southeast corner of the show, at the far end of 1st Street—see the map on [page 7](#) for the specific location. Please allow 15 minutes for service.

\*Material requiring forklift service will only be moved during non-show hours.

## Lot Location

See the floor plan on [page 7](#) or online at [Dakotafest.com](https://Dakotafest.com) for lot location. Show Management, at its sole discretion, reserves the right to relocate exhibits from year to year. Exhibitors who participated in Dakotafest the prior year will have selection priority, and consideration will be given if lot improvements have been made. Lot locations may be changed at any time if Show Management considers it to be in the best interest of Dakotafest.

## 10' x 10' Booth Equipment

Each 10' x 10' booth in the ag tents will include an 8' high blue back drape, 3' high blue side dividers, an identification sign, and electricity. Refer to the Electrical Requirements section on [page 21](#) for further setup information.

## 10' x 10' Booth Setup Rules

- All displays must fit within the confines of your assigned booth space.
- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8' is allowed within the back 5' of the booth, with a 4' height restriction imposed on all materials in the remaining space forward to the aisle.



**A substantial amount of condensation can occur overnight. You are encouraged to cover moisture sensitive materials with plastic at night.**

## General Setup Rules and Regulations

All exhibitors must adhere to following booth setup rules and regulations:

- Equipment must be facing toward the street with enough room in-between pieces to allow attendees to walk around and view equipment from all sides.
- Exhibits that include the operations of audio-visual equipment may not operate the equipment in a manner that will disturb other exhibitors. Speakers and sound devices should be positioned to direct sound into the booth and not into the aisle.
- Flashing signs permitted with Show Management approval.
- Exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits.
- Distribution of any literature or promotional item must remain within the confines of the exhibition booth unless written consent is received by Show Management.
- No exhibitor shall assign, sublet, or apportion the whole or any part of the space allocated without prior knowledge and consent in writing from Show Management.

## Additional Show Rules

- Any configuration not approved by Show Management will be subject to reconfiguration on site. Show Management reserves the right to change the configuration of any display it deems necessary or it deems is in the best interest of the show. If hired labor is used to reconfigure your display, charges for this labor will be billed to the exhibitor.
- Show Management reserves the right to remove any exhibitor's representative who performs any act or practice, which is annoying or objectionable or, in the sole judgment of Show Management, detracts from the dignity of an individual, exhibitor or the sanctity of the show.
- Exhibit space not claimed and occupied by 5:00 p.m., Monday, August 18, may be canceled or reassigned without refund. If the exhibit is on hand, Show Management reserves the right to assign labor and set up any display that is not in the process of being erected by 8:30 a.m., Tuesday, August 19. Charges for this labor will be billed to the exhibitor.
- Exhibitors caught breaking down their exhibit prior to the official show close are at risk of forfeiting their booth location for next year's show.
- No firearms will be allowed on show grounds.

Any disagreements regarding the above guidelines will be dealt with at the sole discretion of Show Management.



## Vehicle Passes and Parking

For the protection of the attendees, your fellow exhibitors, show staff, and planned events, we will be enforcing the show grounds parking/vehicle passes this year. Exhibitors with an outdoor lot will receive vehicle parking pass(es) based on the square footage of your rented booth space. The grid is listed below.

- Parking passes allow exhibit staff to enter the exhibit area before 8:30 a.m. on show days to drop off exhibit materials at their lot. The show gates will close at 8:30 a.m. on show days; vehicle entry and exit will not be permitted until the gates re-open at show close. Vehicles without parking passes must be off the show grounds by 8:30 a.m. on show days.
- Vehicles that have a parking pass must display the pass at all times during show hours. Vehicles parked on show grounds with a displayed parking pass will not be allowed to move during show hours.
- Any vehicle found parked on a show site street/aisle, in another exhibitor's lot, or without a parking pass will be towed from the site at the owner's expense.
- Vehicle passes are at exhibitor check-in for pick up. Similar to the exhibitor wristbands, you will be asked to sign out your parking passes.

### Outdoor Lots and Parking Passes

1,250–2,500 sq. ft.	1 parking pass
2,501–5,000 sq. ft.	2 parking passes
5,001–7,500 sq. ft.	3 parking passes
7,500+ sq. ft.	4 parking passes

Move-Out Procedures

Exhibitors that are in the Ag Tents must be moved out by end of the day on Thursday, August 21. See the **10’ x10’ Booth Move-Out Rules** and **Outbound Shipping** sections for instructions on how to move out and handle freight at show close.

All equipment and displays must be removed by Tuesday, **AUGUST 26**. If any exhibit cannot be removed by that date, special arrangements must be made with Show Management prior to August 21. Storage and removal charges will be the sole responsibility of the exhibitor if equipment and displays are left at the show site after Tuesday, August 26.

Please direct questions to one of our Operations Managers: Taylor Anderson, **Taylor.Anderson@IDEAgGroup.com**, 651-316-4373; or Megan Asleson, **Megan.Asleson@IDEAgGroup.com**, 651-316-4372.

How to Reserve Your Forklift for Move-Out

- Priority move-out will be given to exhibitors who submit the forklift form and payment by Wednesday, **AUGUST 6**. You will be put on the list as the form is received. Complete and return **page 28** to sign up for forklifting services.
- Orders will be prioritized by the time stamp on emailed orders. Mailed forklift orders will be given a time stamp of 8:30 a.m. the day after they arrive at the IDEAg office.
- Exhibitors who require forklifting service during Thursday’s move-out still need to stop at the show site office during the show to confirm. Show site staff will be available at the show office to take exhibitor requests beginning a half hour before show opening to a half hour after show closing.
- Exhibitors can request Thursday move-out forklifting during move-in if they know that they will need the service then.
- If an exhibitor requests Thursday move-out service and no longer needs assistance, they must inform the show office as a courtesy.
- If an exhibitor requests Thursday move-out forklifting and is not ready to load when the forklift comes to their lot, the forklift will move on to the next exhibitor and come back when the exhibitor is ready.

Complete and return **page 28** to sign up for forklifting service.

MOVE-OUT TIMES

<b>Thursday, August 21</b> <i>The Thursday schedule is based on traffic, therefore times may vary.</i>	4:00 p.m.–4:30 p.m.	<b>Exit only.</b> No vehicles will be allowed to enter the show site.
	4:30 p.m.–5:00 p.m.	Only small vehicles will be allowed to enter the show site for load-out.
	5:00 p.m.–Dusk	<b>Forklifting begins.</b> Large vehicles and trailers will be allowed to enter the show site.
<b>Friday, August 22</b>	8:00 a.m.–4:00 p.m.	Forklifting available.
<b>Saturday, August 23</b>	8:00 a.m.–4:00 p.m.	Forklifting available.
<b>Monday, August 25</b>	8:00 a.m.–5:00 p.m.	Forklifting available.
<b>Tuesday, August 26</b>	8:00 a.m.–5:00 p.m.	Forklifting available.

If you require forklift service for any time other than the available times, you must arrange your own forklift.

## 10' x 10' Booth Move-Out Rules

- 10' x 10' booths caught dismantling their booth prior to show close are in jeopardy of forfeiting their booth location for next year's show.
- The ag tents, as well as decorator items: table, chairs, etc., will be taken down Thursday night, therefore all 10' x 10' displays must be dismantled at the close of the show.
- Show materials that are being picked up by a carrier should be packed and the bill of lading delivered to the show office before exhibitor staff leave the show site on Thursday.

## Outbound Shipping

To ensure that your exhibit material is returned safely, please follow these steps:

- Set up your shipping carrier in advance. It is the responsibility of the exhibitor to secure the shipping labels and bills of lading from their carrier.
- Pack and label entire shipment.
- After packing and labeling, and before leaving the show grounds, bring your completed bills of lading to the exhibitor service desk/show office. Show Management must confirm receipt and accuracy of information.

Show Management will move shipments from exhibitors' booth onto the outbound carrier.

**Please note:** Commercial carriers will NOT pick up uncrated shipments. Exhibit material must be crated or palletized for shipment.

Show Management reserves the right to refuse handling of shipments incorrectly packaged or labeled.

## General Conditions

- Show Management is not responsible for concealed damages or loss of exhibit material left in the exhibit booth for shipment at the close of the event.
- Show Management is not responsible for exhibit materials after they have been rendered to the common carrier.
- Payment must be received prior to services being rendered. Credit Card payments can be made at the show office during the show days. Unless prior arrangements have been made with Show Management, any services not paid for will result in denial of further service.

## Request to Dig

Exhibitors who plan to remove topsoil or dig below the surface level within their exhibit site must request permission prior to doing so. The Request to Dig/Excavate Form on [page 27](#) must be completed and submitted by Friday, **JULY 12** for consideration.

## Damage to the Grounds or Lots

Exhibitors are required to return their exhibit site to its original condition when the exhibitor chooses not to continue its display. This includes the removal of concrete, buildings, waste materials, herbicides, and any other material placed there by the exhibitor. Post holes dug by exhibitors also must be refilled by the exhibitor.

The exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of the property site used by the exhibitor, or brought onto the site in his behalf. This includes costs incurred by Show Management to return the site back to its original state.

## Sales Taxes

All applicable taxes and license fees due from sales at Dakotafest will be the sole responsibility of the exhibitor.

## Insurance

Company shall secure and maintain, at its expense, at all times during the Event, the following insurance with limits no less than listed below: (a) Workers compensation and employer's liability insurance in accordance with the laws of the State where the Event is located; (b) comprehensive general liability insurance for personal injury, contractual liability, and operation of mobile equipment, and products liability; (c) automobile liability insurance; and (d) sufficient insurance to protect the Company's personal property and the property of its employees, representatives, agents, servants, contractors, guests, licensees and invitees at the Event.

- **Class 1 Exhibitor (Exhibitors with a 10' x 10' booth that do not exhibit equipment or chemicals):**

General Liability—\$1,000,000 each occurrence and \$2,000,000 each occurrence

Automobile Liability—\$500,000 each occurrence

- **Class 2 Exhibitor (All other exhibitors):**

General Liability—\$1,000,000 each occurrence and \$2,000,000 each occurrence

Automobile Liability—\$1,000,000 each occurrence

Umbrella Liability—\$1,000,000 each occurrence

All such insurance shall be primary and shall name IDEAg and its owners, subsidiaries and affiliates and the Event facility owner and manager as additional insureds. All coverage shall be written on an occurrence basis. IDEAg RESERVES THE RIGHT TO PROHIBIT COMPANY FROM SETTING UP OR OPERATING ITS BOOTH WITHOUT HAVING PROVIDED A CERTIFICATE OF INSURANCE.

Exhibitors are required to submit a copy of their Insurance Certificate to IDEAg Group by Friday, **JULY 25, 2025**. Insurance forms can be emailed to **IDEAg@IDEAgGroup.com** or faxed to 847-483-1379. Please see the sample insurance policies on pages 45–47 for an outline of the information required from your manufacturer or distributor.

IDEAg Group, LLC. and Dakotafest assume no risk by the acceptance of this agreement. The exhibitors expressly release IDEAg Group, LLC. and Dakotafest from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of said space by exhibitors and agree to hold and save IDEAg Dakotafest harmless of and from any loss or damage by reason thereof. It is understood that IDEAg Group, LLC. and Dakotafest, the city of Mitchell, and Schlaffman Farm, and the legal entities which own, lease and/or operate the site, shall not be responsible or liable for injury to any person or persons, or for loss of, or injury to any person or persons, or for loss of, or damage to, any property belonging to the exhibitor, or any person or persons, while in transit to or from the site, or while on the site, or otherwise.

## Music License Fees

If you choose to play music in your exhibit area, you may be subject to licensing fees by organizations such as the American Society of Composers, Authors and Publishers ([www.ascap.com](http://www.ascap.com)), the Society of European Stage Authors and Composers ([www.sesac.com](http://www.sesac.com)), and/or Broadcast Music Inc. ([www.bmi.com](http://www.bmi.com)). All fees associated with playing, performing, or syncing music will be the sole responsibility of the exhibitor.

## License for Vehicle and Trailer Dealers

South Dakota requires people who engage in the business of selling vehicles, whether exclusively or in addition to any other occupation, have a motor vehicle dealer license.

All businesses must become licensed with the Division of Motor Vehicles before any sales transactions may occur. Also, it is recommended that applicants contact the division prior to submitting a license application to make sure that the name you want to use for your business is not already in use.

The dealer form can be found here: <https://dorresources.sd.gov/f/1406>

If you have questions regarding the dealer license, please contact the South Dakota Department of Revenue.

## Electrical Requirements

If you have any questions about power usage, please call 800-827-8007.

### Indoor Displays

Power usage is available to all exhibitors in the ag tents. Distribution boxes will be located in a central area behind your exhibit. It is the responsibility of each exhibitor to distribute power from the distribution box to your exhibit. Please note that some exhibitors may require a cord as long as 30'.

### Outdoor Displays

Exhibitors who have contracted for electricity will be allowed to utilize a single 15 amp outlet. If you have not contracted for electricity, you can do so by calling your salesperson. Anyone using electricity that has not contracted for its use in advance will be assessed a fee of \$156.75. Exhibits requiring 220 volt or higher amperage contact our ops team at 800-827-8007. The orange boxes on the floor plan on [page 7](#) of this manual indicate distribution boxes. Please refer to the floor plan to make sure your lot is within reasonable distance from a distribution box.

## Ride & Drive Demos

Select exhibitors will be able to conduct complimentary Ride & Drive demos within designated demo areas. If you are interested in demoing your product, please fill out the Ride & Drive form on [page 26](#). Ride & Drive demos will be listed in the show program if the form is turned in by **JUNE 20** and is approved by Show Management. If you have any further questions, please contact 800-827-8007.

## Environment

Exhibit space is subject to dust, rain, wind, and other weather-related conditions. Exhibitors assume the risk of inclement weather when contracting for exhibit space. Show Management assumes no responsibility to protect exhibits from the prevailing weather conditions.

## Cancellations

If payments are not made by the respective due dates, Show Management may elect to cancel and reassign exhibit space. If, in the sole judgment of Show Management, the rules and regulations of this Exhibitor Manual are not observed, Show Management may suspend your right to exhibit without refund.

## No Animals Allowed

Animals, with the exception of ADA approved service dogs, are not allowed within the fenced exhibit grounds. This does not apply to livestock provided for demonstrations, which must be pre-approved by Show Management. ADA dog must be harnessed or leashed unless doing so interferes with the duty of the dog. A current coggins test is required for all equine. A photocopy of the coggins certificate is required.

## Security

Show Management will provide 24-hour security starting at 5:00 p.m. on Friday, August 15 through 4:00 p.m. Thursday, August 21. Additionally, exhibit grounds are fenced and gates are locked during this time; however, this does not imply that Show Management assumes any obligation of duty with respect to the protection of the property of exhibitors, which shall at all times be the sole responsibility of each exhibitor.

## Cleaning

Exhibitors are responsible for cleaning their lot at the conclusion of Dakotafest. This includes posts and signs in seed plots. Exhibitors who do not clean their site will be assessed a cleanup fee. Cleanup fees will be assessed based on the extent of work required to clean the lot as determined by Show Management.

## Dakotafest Logo

The Dakotafest logo and name is available for use with approval from the IDEAg marketing team. Please contact the Marketing Director, Niki Jones, at 651-316-4370 or [Niki.Jones@IDEAgGroup.com](mailto:Niki.Jones@IDEAgGroup.com), for the logo and identity guidelines.



# FOOD & BEVERAGE SERVICE RULES & REGULATIONS

All food and beverage on show grounds must be approved by Show Management unless purchased through one of the preferred vendors. Our exclusive agreements with approved vendors prohibits exhibitors or other show participants from bringing food, beverage, or alcohol onto show grounds; including, but not limited to, private labeled bottled water.

Should you have any questions regarding the above Dakotafest 2025 Food and Beverage Service Regulations, please contact Show Management at 800-827-8007 or [IDEAg@IDEAgGroup.com](mailto:IDEAg@IDEAgGroup.com).

## Booth Sampling

Exhibitors/event participants are able to pass out food and/or beverages samples from their booth while adhering to the following guidelines:

- Food samples are restricted to: 2 oz portion.
- Beverage samples are restricted to: 4 oz fluid portion.
- Food and beverage marketing/sampling activities must be conducted within the confines of the exhibitor's booth space unless written consent is received from Show Management.
- A temporary food license may be required if the food sample that is being distributed requires temperature control. You can email [IDEAg@IDEAgGroup.com](mailto:IDEAg@IDEAgGroup.com) with any questions or for further information on how to obtain a temporary food license.
- All food and beverage must be approved by Show Management unless purchased through one of the preferred vendors listed on the following page. A Booth Sampling/Waiver Authorization form is on [page 30](#).

## Branded Food and Beverage Giveaways

Company branded food and/or beverage items must submit a Booth Sampling/Waiver Authorization form for approval. In addition, exhibitors must also submit their artwork for Show Management approval by emailing [IDEAgOps@IDEAgGroup.com](mailto:IDEAgOps@IDEAgGroup.com) by **AUGUST 6**.

## Alcoholic Beverages

Exhibitor distribution of alcohol is strictly prohibited unless permission is granted in writing by Show Management prior to the show.

## Waiver Authorization Forms

A Booth Sampling/Waiver Authorization form must be submitted if you are serving food or beverage not offered by one of the below vendors or if you are giving away a company-branded item. **Submit forms by AUGUST 6**. The form is on [page 30](#).

### *Community Support*

Some of the food and beverage vendors at our shows are not-for-profit organizations who utilize the opportunity to sell quality food and beverage products to raise money for various fund-raising activities. We support these fund-raising efforts as they help to underwrite a variety of projects throughout the local community.



On-site Compliance

The County Food Inspectors will be surveying the grounds during the show to ensure only approved vendors are serving food. No food purchased outside of the approved show vendors will be allowed on the show grounds unless an approved Booth Sampling/Waiver Authorization form is on file with Show Management. This includes any items exhibitors may want to grill at the show, or purchase outside of the show and bring inside of the gates. Any exhibitor not abiding by the aforementioned rules and regulations will: (1) surrender all food and beverage items not purchased from a contracted show vendor to either the food inspector or to a designated show manager, (2) be subject to the immediate removal of their exhibit from the show, and (3) forfeit any payments for space, sponsorships, etc. to IDEAg Group.

Approved Food and Beverage Vendors

Company	Location	Contact Name	Phone
Blue Loon Concessions	C516	Marc Anderson	612-600-4666
Wings N Things	C844	John Connor	605-860-9139
Davison County Pork	C633	Amy Storm	605-227-4256
Knights of Columbus–Mitchell	C233	Terry Savers	605-770-2500
Mitchell Exchange Club (Beer Tent)	C16	Kevin Bruscher	605-770-9129
Ol’ MacDonald’s Kettle Corn	East Entrance	Jay McDonald	605-940-5420
SD Cattlemen’s Association	C704	Taya Runyan	605-222-1276
SD Dairy Association	C702 & TBD	Matt Rooney	605-376-6271
SD Hereford Association	C9	Allie Jensen	651-283-2891



# LODGING

- We suggest you call and make your reservations early.
- No camping will be allowed on the show site. Below is a list of local campsites.

## Questions

If you have any questions or concerns, please contact the Mitchell Convention & Visitors Bureau at 866-273-2676 or visit <https://www.mitchellsd.com/list/ql/lodging-travel-15>.

### HOTELS

<b>NEW</b> My Place Hotel	Mitchell	605-597-7757
AmericInn Lodge & Suites	Mitchell	605-996-9700
CoachLight Motel	Mitchell	605-996-5686
Comfort Inn & Suites	Mitchell	605-990-2400
Corn Palace Inn	Mitchell	605-996-5536
Days Inn	Mitchell	605-996-6208
Hampton Inn	Mitchell	605-995-1575
Holiday Inn Express	Mitchell	605-292-9292
Kelly Inn & Suites	Mitchell	605-995-0500
Motel 6	Mitchell	605-996-0530
Rodeway Inn	Mitchell	605-996-6647
Quality Inn	Mitchell	605-996-1333
Siesta Motel	Mitchell	605-996-5544
Super 8 Motel	Mitchell	605-996-9678
Thunderbird Lodge	Mitchell	605-996-6645
Dakota HorizINN	Parkston	605-928-3021

### Campgrounds

Dakota Campground	Mitchell	605-996-9432
Dakota HorizINN & Campground	Parkston	605-928-3021
Hyatt's Green Acres, LLC	Emery	605-449-4787
Lake Mitchell Campground	Mitchell	605-990-6739
Mitchell KOA	Mitchell	800-562-1236
RonDee's Campground	Mitchell	605-996-0769

Information as of 3/31/2025 IDEAg does not guarantee hotel rate, availability, or condition.



# Section 2

2025 DAKOTAFEST  
FORMS

OFFICIAL VENDORS &  
SUPPLIERS

VENDOR FORMS

SAMPLE INSURANCE  
FORMS

MAILING LABELS





# 2025 RIDE & DRIVE DEMO FORM

Select exhibitors will be able to conduct complimentary product demos within designated demo areas outside the northeast gate. Fill out this form to be considered.

If you are selected to do a Ride & Drive demo, Show Management will contact you with the location, times of demos, and set up info.

**You must also agree to the following rules and regulations:**

- Promote your Ride & Drive demo within your on-site exhibit booth (promotional materials may not be distributed in the demo area).
- Operate machinery or vehicles within designated demo area only.
- No hospitality (food and beverage) is allowed in the product demo space.
- Ground engagement needs to be approved by Show Management.
- Exhibitors will be responsible for any damage to grounds.

**All product demo exhibitors must:**

- Complete the Certificate of Insurance meeting the listed requirements on the sample insurance form on **page 54** in the exhibitor manual.
- Complete this form, detailing the type of activity to take place including all safety measures.
- Equipment must be removed out of the demo area after your demos are done. If you are selected to do multiple demos at different times, you may be required to remove equipment. This will be determined by Show Management on a case to case basis.

Please fill out this form to be considered for a complimentary product demo.

Exhibit Company \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Product Name \_\_\_\_\_

Product Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What special accommodations to you need to demonstrate your product? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Return completed form by FRIDAY, JUNE 20, 2025**  
Email: [IDEAg@IDEAgGroup.com](mailto:IDEAg@IDEAgGroup.com)  
Fax: 847-483-1379  
**If you have questions, please call the Dakotafest operations team at 800-827-8007.**

# 2025 REQUEST FOR PERMISSION TO DIG OR EXCAVATE



Exhibitors who plan to remove topsoil or dig below the surface level within the exhibit site are to submit this permission form before **JULY 11** for approval.

Exhibitor Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Name of Contact Pre-show \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Contact Person on Dakotafest Site \_\_\_\_\_

Planned Dig or Excavate Date \_\_\_\_\_

This information is necessary for exhibitor placement (e.g., around tile drainage, underground utility lines, tree roots, etc.). I understand that I must make arrangements and pay for any work done to my exhibitor lot. I hereby request permission to:

1. Dig to install footings \_\_\_\_\_
2. Dig post holes \_\_\_\_\_
3. Install concrete \_\_\_\_\_
4. Excavate for demonstrations \_\_\_\_\_
5. Other \_\_\_\_\_

I understand that concrete or other objects are to be removed from my lot at Dakotafest at my own expense. I understand that any topsoil excavated is to be stored separately from subsoil and is to be replaced at my expense after the close of show.

Signature of Contact Person \_\_\_\_\_

## DAKOTAFEST®

Return completed form before **JULY 11**

Email: [IDEAg@IDEAgGroup.com](mailto:IDEAg@IDEAgGroup.com)

Fax: 847-483-1379

**If you have questions, please call the Dakotafest operations team at 800-827-8007.**



# 2025 PRE-SHOW FORKLIFTS, HYDRAULICS & MATERIAL HANDLING



See **page 14** for a breakdown of costs and services.

If forklifting and hydraulic service(s) are not ordered and paid for by **AUGUST 7** the on-site charge of **\$156.75\*** will be applied. All services must be paid for before utilizing. Payments will be taken on site if needed.

**NOTE:** By submitting this form you are automatically listed on the move-out list; however, **you still need to check in at the on-site show office**, any time during the show, to confirm and/or cancel.

To pre-pay for this service, and to receive priority service, please fill out the following information:

Exhibitor Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Contact Person on Dakotafest Site \_\_\_\_\_

## Pre-paid Service

☐ Forklifting (\$104.50\*)      ☐ On-site material handling (\$52.25\*)      ☐ Hydraulics (\$104.50\*)

\*All fees include SD tax.

## Payment

☐ Credit Card      ☐ Check

Company \_\_\_\_\_

CC# \_\_\_\_\_ Exp Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Authorized Signature \_\_\_\_\_

# DAKOTAFEST®

Return completed form by **AUGUST 6**

Make check payable to IDEAg Group, LLC.  
Mail to: IDEAg Group, LLC – DFST, 3080 Eagandale Place, Eagan, MN 55121  
Email: IDEAg@IDEAgGroup.com  
Fax: 847-483-1379

OFFICE USE ONLY.

Date Received \_\_\_\_\_



# 2025 EXHIBITOR WRISTBAND ORDER FORM

Each exhibiting company will be given a daily allotment of wristbands. Each show day will have a corresponding wristband. Wristbands need to be worn in order to enter the show grounds. If you require additional wristbands, you can purchase them in advance of the show. Deadline to submit the additional exhibitor wristband order form is **AUGUST 6**.

The allotment of wristbands is based on booth size:

Indoor Booths*		Outdoor Booths	
10' wide x 10' deep	4 wristbands per day	25' wide x 50' deep	5 wristbands per day
10' wide x 20' deep	6 wristbands per day	50' wide x 50' deep	6 wristbands per day
10' wide x 30' deep	8 wristbands per day	50' wide x 75' deep	7 wristbands per day
20' wide x 20' deep	10 wristbands per day	<b>Seed Plot &amp; Lot</b>	
20' wide x 30' deep	10 wristbands per day	60' x 130' plot	14 wristbands per day

\*Each additional 10' x 10' booth, or 100 sq. ft., will receive 2 additional wristbands per day. Maximum number of wristbands per day is 10.

**This form does not need to be completed if you do not need more than the allotted number of wristbands.**

**The wristbands are meant for exhibitor staff working the booth. If you require attendee tickets, please see the Sponsorship Guide, where you can order customized tickets for your customers to come see you at the show.**

To receive the exhibitor rate of \$6 (includes 4.5% SD sales tax) per wristband per day, please fill out the following information:

Exhibitor Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Contact Person on Dakotafest Site \_\_\_\_\_

**Additional Wristbands Needed** (Please indicate the quantity of additional wristbands needed for each day by the day.):

Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_

**Payment**      ☐ Credit Card      ☐ Check

Company \_\_\_\_\_

CC# \_\_\_\_\_ Exp Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Authorized Signature \_\_\_\_\_



**Return completed form by **AUGUST 6****

Make check payable to IDEAg Group, LLC.  
Mail to: IDEAg Group, LLC – DFST, 3080 Eagandale Place, Eagan, MN 55121  
Email: IDEAg@IDEAgGroup.com  
Fax: 847-483-1379

# 2025 BOOTH SAMPLING/WAIVER AUTHORIZATION FORM



If you plan to pass out food and/or beverage samples from your booth, please complete this form and submit it to Show Management for approval.

## Booth Sampling

Exhibitors are able to pass out food and/or beverages samples from their booth while adhering to the following guidelines:

- Food samples are restricted to: 2oz portion.
- Beverage samples are restricted to: 4oz fluid portion.
- Food and beverage marketing/sampling activities must be conducted within the confines of the exhibitor's booth space unless written consent is received from Show Management.
- All food and beverage must be approved by Show Management unless purchased through one of the preferred vendors listed in the manual.

## Branded Food and Beverage Giveaways

In addition to receiving Show Management's approval on your food and/or beverage samples, exhibitors must also submit their branded artwork for approval by emailing [IDEAg@IDEAgGroup.com](mailto:IDEAg@IDEAgGroup.com) by **AUGUST 6**.

Exhibitor Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Contact \_\_\_\_\_

Name of Contact Person at Dakotafest Site \_\_\_\_\_

Planned Move-In Date \_\_\_\_\_

Description of item you plan to pass out, include item and size \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Exhibitor acknowledges they have sole responsibility for the use, sale, servicing or other disposition of the food and/or beverages in compliance with all applicable laws. Exhibitor agrees to indemnify and hold harmless IDEAg Group, LLC and its affiliates from all liabilities, damages, losses, costs or expenses incurred directly or indirectly by IDEAg Group, LLC and/or its affiliates from the use, sale, servicing or other disposition of any such items.

Signature \_\_\_\_\_

**DAKOTAFEST®**

Return completed form before **AUGUST 6**

Email: [IDEAg@IDEAgGroup.com](mailto:IDEAg@IDEAgGroup.com)

Fax: 847-483-1379

**If you have questions, please call the Dakotafest operations team at 800-827-8007.**

# OFFICIAL VENDORS & SUPPLIERS

<b>Booth Furnishings</b> <i>Order form on page 33–42</i>	<b>ABC Rentals</b> 3009 S. Phillips Ave. Sioux Falls, SD 57105 605-332-4222 info@abcrentalsmidwest.com ABCRentalsMidwest.com	Exhibitors desiring to rent booth furniture or accessories may order these from ABC Rentals at the prices specified on the order form. No furniture is included in the rental of space.  <b>Deadline: August 11</b>
<b>Golf Carts</b>	<b>NB Golf Car</b> 27140 Park Lane Dr. Sioux Falls, SD 57106 Toby Bertsch, 605-275-4653	Golf carts are provided on a first come, first served basis. Only NB Golf Cars are allowed on show grounds unless approved by Show Management. Please call to reserve your cart.  <b>Call to reserve.</b>
<b>Lawn Mowing</b>	Order on site at show office or call ahead at 605-995-1058	The entire show site will be mowed on Friday, August 8, 2025. Exhibitors may request an additional mowing of their lot prior to moving in. Mowing requests can be done on-site at the show office or call ahead at 605-995-1058.
<b>Portable Toilets</b> <i>Flyer on page 32</i>	<b>Lacey Rentals, Inc.</b> P.O. Box 586, Brandon, SD 57005 605-330-2747 laceyrentalsinc@gmail.com	The price for a toilet or hand washing station with servicing is \$200 each plus tax.  <b>Call ASAP.</b>
<b>Pressure Washing</b> <i>Flyer on page 51</i>	<b>Holsinger Pressure Washing</b> Amanda Holsinger, 814-404-5109 Jason Holsinger, 814-762-6912 Holsingerwashing@gmail.com	Available Friday, August 15–Wednesday, August 21  <b>Deadline: August 11</b>
<b>Shavings and Landscaping</b> <i>Order forms on pages 49–50</i>	<b>James Valley Nursery</b> 600 W. Spruce St., P.O. Box 788 Mitchell, SD 57301 605-996-8444 605-996-0856, Fax office@jamesvalleylandscape.com	Exhibitors are responsible for removing wood shavings placed by anyone other than James Valley Nursery. Wood shavings must be removed by August 27, or a \$100/hour clean-up fee will be charged to the responsible exhibitor.  <b>Deadline: July 31</b>
<b>Tent Rental</b> <i>Order forms on pages 43–48</i>	<b>Lincoln Tent Inc.</b> 3900 Cornhusker Hwy. Lincoln, NE 68504 800-567-4559 402-467-4907, Fax LincolnTent.com	When ordering your tent, make sure the tent and support stakes do not exceed the boundaries of your lot.  <b>Deadline: July 23</b>
<b>Wi-Fi – Internet</b>	Please check-in at the show office for login credentials.	Password protected Wi-Fi will be provided free of charge for our exhibitors. Speeds may vary depending on number of users and traffic on the grounds.

# Need a portable toilet at your booth?

---

## **LACEY RENTALS, INC.**

will be providing toilets for the event, and would love to help you out if you need one in your booth.

---

The price for a toilet and servicing is \$200 plus tax.

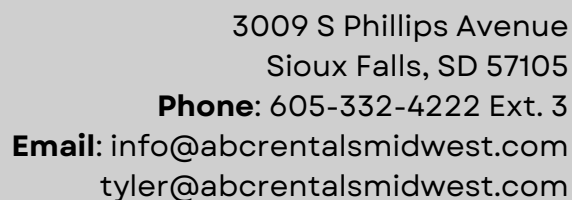
The price for a hand washing station and servicing is \$200 plus tax.

If you would like to order one, **please let us know as soon as possible.**

**Contact us at:**

Lacey Rentals, Inc  
P.O. Box 586  
Brandon, SD 57005  
605-330-2747  
laceyrentalsinc@gmail.com





**Event Name:** \_\_\_\_\_

**Event Date:**

Company Name:

Billing Contact:

Mailing Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

On Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Booth #:

*The price of all booth furnishings reflect delivery and set up to your booth. Please clear all of your items from the booth immediately at the conclusion of the show. All prices are for the duration of the show and not per day.*

Special Requests:

--

# STANDARD BOOTH FURNITURE

Black Folding Chair



Black Padded Folding Chair



Pub Table & Spandex option



Bar Stool



Bar Stool with back



Standard & Tall Skirted Tables



# STANDARD BOOTH FURNITURE

Garbage Cans



TV with Tripod



Pedestal Fan



4' x 8' Stage Platform



Aluminum Easel



Picnic Table





# STANDARD BOOTH FURNITURE

Items Description	Quantity	Adv. \$	Floor \$	Amount \$
4' Table: Non-Skirted		\$35.00	\$45.00	
6' Table: Non-Skirted		\$40.00	\$50.00	
8' Table: Non-Skirted		\$45.00	\$55.00	
Tall 4' Table (42" height): Non-Skirted		\$55.00	\$70.00	
Tall 6' Table (42" height): Non-Skirted		\$60.00	\$75.00	
Tall 8' Table (42" height): Non-Skirted		\$65.00	\$80.00	
4' Table: Skirted (3 sides)		\$60.00	\$75.00	
6' Table: Skirted (3 sides)		\$70.00	\$85.00	
8' Table: Skirted (3 sides)		\$80.00	\$95.00	
Tall 4' Table (42" height): Skirted (3 sides)		\$80.00	\$95.00	
Tall 6' Table (42" height): Skirted (3 sides)		\$90.00	\$105.00	
Tall 8' Table (42" height): Skirted (3 sides)		\$100.00	\$115.00	
30" Round Pub Table (42" tall)		\$40.00	\$55.00	
30" Round Pub Table w/ Spandex (42" tall)		\$60.00	\$85.00	
5' Round Table		\$50.00	\$65.00	
5' Round Table w/ Linen		\$70.00	\$95.00	
6' Plastic Picnic Table		\$65.00	\$85.00	
4th side of Table Skirted		\$20.00	\$35.00	
Extra Linen		\$30.00	\$45.00	

## TABLE SKIRT COLORS

☐ Gold
 ☐ Royal Blue
 ☐ Burgundy
 ☐ Red
 ☐ Lime Green  
☐ Black
 ☐ Silver
 ☐ Hunter Green
 ☐ White (indoor shows only)

## PLEASE CHOOSE ONE COLOR

All tables, unless specified, are 30 inches tall.  
 All spandex and linens are black.  
 Skirted tables come with a white linen and  
 colored skirt of your choice (see options above).

Page Sub-Total	\$
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# STANDARD BOOTH FURNITURE

Item Description	Quantity	Adv. \$	Floor \$	Amount \$
Black Folding Chair		\$15.00	\$20.00	
Black Padded Folding Chair		\$20.00	\$30.00	
Bar Stool (No Back)		\$25.00	\$35.00	
Bar Stool w/ Back		\$35.00	\$45.00	

10 Gallon Garbage Can		\$10.00	\$20.00	
30 Gallon Garbage Can		\$25.00	\$35.00	
Aluminum Easel		\$15.00	\$25.00	
Pedestal Fan		\$120.00	\$180.00	
4' x 8' Stage Platform		\$175.00	\$225.00	
Flag Pole (15' tall)		\$120.00	\$180.00	

55" Smart TV		\$300	\$400	
TV Tripod		\$50.00	\$100.00	
HDMI Cord		\$15.00	\$30.00	
Power Strip		\$15.00	\$25.00	
15' Extension Cord		\$20.00	\$30.00	

<b>8' Tall Backdrop</b>	<b>\$7.00 PER RUNNING FOOT</b>
-------------------------	--------------------------------

Feet Required: \_\_\_\_\_

## BACKDROP COLOR OPTIONS (Please choose one):

☐ Black ☐ Blue ☐ Red ☐ Silver

Black Folding Chair has a weight limit of 275.  
 Black Padded Folding Chair has a weight limit of 300.  
 Bar Stool (No Back) has a weight limit of 300.  
 Bar Stool w/ Back has a weight limit of 350.  
 Stage height is 16" tall.

<b>Page Sub-Total</b>	<b>\$</b>
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## RENTAL CARPET

Item Description	Quantity	Adv. \$	Floor \$	Amount \$
9' x 10' Carpet		\$105.00	\$140.00	
9' x 20' Carpet		\$160.00	\$195.00	
9' x 30' Carpet		\$220.00	\$280.00	
9' x 40' Carpet		\$300.00	\$355.00	
9' x 50' Carpet		\$375.00	\$435.00	

### CARPET COLOR OPTIONS (please choose one):

☐ Blue    ☐ Red    ☐ Black

## CARPET PADDING

*Indoor shows ONLY!*

Item Description	Quantity	Adv. \$	Floor \$	Amount \$
9' x 10' Carpet Padding		\$55.00	\$70.00	
9' x 20' Carpet Padding		\$110.00	\$140.00	
9' x 30' Carpet Padding		\$165.00	\$210.00	
9' x 40' Carpet Padding		\$220.00	\$280.00	
9' x 50' Carpet Padding		\$275.00	\$350.00	

*All orders cancelled after installation of rental carpet will be charged 100%. REMINDER - please be sure to indicate your carpet choice. If you do not choose a color, ABC Rentals Special Events will choose what is available. Front edge of carpet is taped (indoors) or nailed (outdoors) to hold it down.*

<b>Page Sub-Total</b>	<b>\$</b>
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## PREMIUM BOOTH FURNITURE



Leather Loveseat



Leather Couch



White Leather Chair



End Table



Coffee Table



Blue Accent Chair



Brown Accent Chair

## PREMIUM BOOTH FURNITURE

Wicker Patio End Table



Wicker Patio Swivel Chair



Black Leather Bar Chair



Wicker Patio Couch



Banquet Chair



Popcorn Machine



Popcorn Packet



# PREMIUM BOOTH FURNITURE

Items Description	Quantity	Adv. \$	Floor \$	Amount \$
Black Leather Loveseat		\$240.00	\$340.00	
Black Leather Couch		\$360.00	\$460.00	
White Leather Chair		\$100.00	\$200.00	
White Leather Loveseat		\$240.00	\$340.00	
White Leather Couch		\$360.00	\$460.00	
Coffee Table		\$60.00	\$90.00	
End Table		\$45.00	\$75.00	
Wicker Swivel Patio Chair		\$160.00	\$260.00	
Wicker Patio Couch		\$400.00	\$500.00	
Wicker Patio End Table		\$45.00	\$75.00	
Black Leather Bar Chair		\$75.00	\$100.00	
Banquet Chair		\$35.00	\$55.00	
Blue Accent Chair		\$200.00	\$300.00	
Brown Accent Chair		\$200.00	\$300.00	
Popcorn Machine		\$200.00	\$300.00	
Popcorn Packet (8 servings)		\$2.95	-	

*Certain premium booth furniture is limited and for indoor show use only. White and black leather furniture may come in modular pieces.  
Banquet Chair has a weight limit of 600.*

<b>Page Sub-Total</b>	<b>\$</b>
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3009 S Phillips Avenue  
Sioux Falls, SD 57105  
**Phone:** 605-332-4222 Ext. 3  
**Email:** info@abcrentalsmidwest.com  
tyler@abcrentalsmidwest.com

## PAYMENT TERMS & POLICIES

### METHOD OF PAYMENT:

Company Check ☐

Credit Card ☐

### CREDIT CARD AUTHORIZATION:

Type of Card: VISA ☐

MasterCard ☐

Discover ☐

AMEX ☐

SIGNED BY: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV : \_\_\_\_\_ Billing Zip: \_\_\_\_\_

***Tax Rates: MN = 6.875%, SD = 6.2%, IA = 7%***

Sub Total: \_\_\_\_\_

TAX: \_\_\_\_\_

TOTAL: \_\_\_\_\_

## PAYMENT TERMS & POLICIES

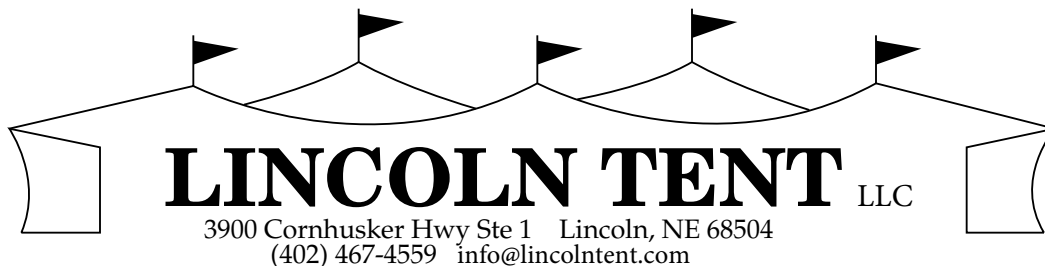
All exhibit orders are due 7 days prior to the start of the show to receive the advanced discounted price. Payment is due at that time. ABC Rentals Special Events accepts personal and company checks, VISA, MasterCard, Discover, and AMEX cards. All orders received after the deadline date will be charged floor pricing. All onsite orders must make payment at the time of the order and before the service is rendered. ABC Rentals Special Events cannot guarantee that all items will be available on the floor. Please order in advance to guarantee availability.

*Any problems concerning booth furnishings must be addressed during the show with an ABC Rentals Special Events staff member if possible. If not, you have 7 days after the show's end date to request a refund.*

**Thank you for your business. Please let us know if there is anything more we can do to make your event a success! We look forward to working with you again.**

**-ABC Rentals Special Events Team**





# DAKOTAFEST

AUGUST 19, 20 & 21, 2025

2025 TENT RENTAL SIZES & PRICES - PAGE 1

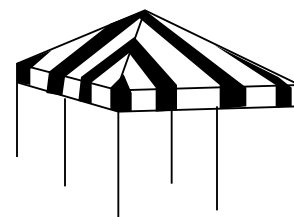
## FRAME TENTS

Tents are **not** held based on previous years orders. A reservation is confirmed after paperwork is signed and returned to Lincoln Tent. Prices below pertain to all orders confirmed on available tents prior to July 23rd. Any tents ordered after July 23rd. will incur a \$100 late charge. Additional charges will be incurred for adhesive removal, custom tents, additional walls, gables, or stakes. **Be sure to order early, there is a limited supply of each size and style. A 10% non-refundable deposit is due at the time of rental. Balance is due July 23rd.** All prices are plus tax. South Dakota's tax rate is 4.2%. A 3% credit card fee is added to all transactions paid by card.

### FRAME TENTS - No center poles

Bright colored vinyl tops with matching sidewalls.

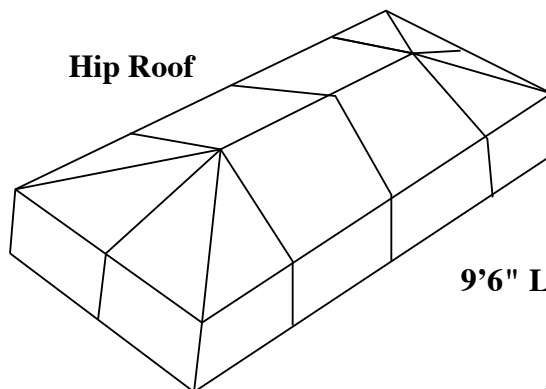
10 X 10 7FT WALLS .....	\$375.00
10 X 20 7FT WALLS .....	\$546.00
20 X 20 7FT WALLS .....	\$685.00



### UNIQUE FRAME TENTS

A Clear-span Structure with no center poles or guy ropes. This allows you to make maximum use of your lot. The walls zip close from leg to leg to enclose your tent for added convenience and security.

10 X 20 with 7'6" Walls	\$ 718.00
10 X 30 with 7'6" Walls	\$ 803.00
10 X 40 with 7'6" Walls	\$1072.00
10 X 50 with 7'6" Walls	\$1338.00
20 X 20 with 7'6" Walls	\$ 869.00
20 X 30 with 7'6" Walls	\$1096.00
20 X 40 with 7'6" Walls	\$1462.00
20 X 50 with 7'6" Walls	\$1829.00
20 X 60 with 7'6" Walls	\$2194.00
30 X 30 with 7'6" Walls	\$1650.00
30 X 45 with 7'6" Walls	\$2470.00
30 X 60 with 7'6" Walls	\$3290.00
Longer sizes available	



Hip Roof

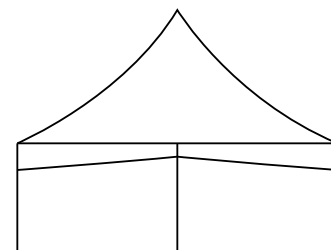
9'6" Legs Available

### UNIQUE TENSION TOP FRAME TENT

Our newest tent style with a high center peak.

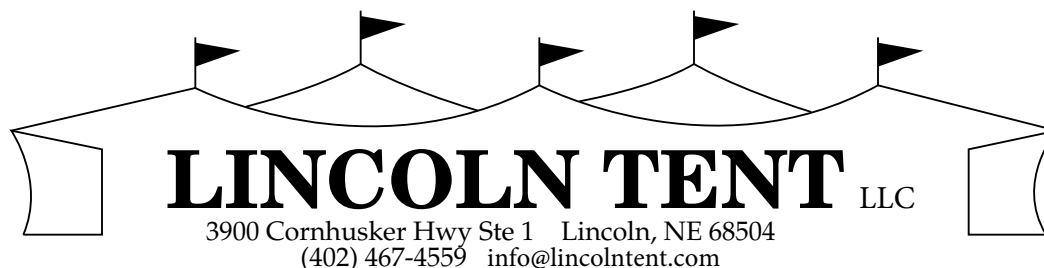
20 X 20 with 7'6" Walls	\$ 869.00
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Tension Top



\* Interior cross cable supports at 7' 6" height

To see photos of our tents visit our website at: [www.lincolntent.com](http://www.lincolntent.com)



# DAKOTAFEST

AUGUST 19, 20 & 21, 2025

## 2025 TENT RENTAL SIZES & PRICES - PAGE 2

Tents are **not** held based on previous years orders. A reservation is confirmed after paperwork is signed and returned to Lincoln Tent. Prices below pertain to all orders confirmed on available tents prior to July 23rd. Any tents ordered after July 23rd. will incur a \$100 late charge. Additional charges will be incurred for adhesive removal, custom tents, additional walls, gables, or stakes.

**Be sure to order early, there is a limited supply of each size and style. A 10% non-refundable deposit is due at the time of rental. Balance is due July 23rd.** All prices are plus tax. South Dakota's tax rate is 4.2%. A 3% credit card fee is added to all transactions paid by card.

## PREMIUM FESTIVAL TENTS

Festival tents have center poles and guy ropes. They require an additional 5 feet on all sides for staking.

All tents are complete with walls and come in a large variety of colors

12 X 12 - 7FT Walls .....	\$364.00	60 X 60 - 8FT Walls ....	\$3468.00
15 X 15 - 7FT Walls .....	\$475.00	60 X 90 - 8FT Walls ....	\$4776.00
20 X 20 - 7FT Walls .....	\$642.00	60 X 120 - 8FT Walls ....	\$5875.00
20 X 30 - 7FT Walls .....	\$783.00	60 X 150 - 8FT Walls ....	\$7019.00
		60 X 180 - 8FT Walls ....	\$8164.00
20 X 40 - 8FT Walls .....	\$946.00	60 X 210 - 8FT Walls ....	\$9309.00
30 X 30 - 8FT Walls ....	\$1065.00	86 X 86 - 10FT Walls ...	\$8440.00
30 X 50 - 8FT Walls ....	\$1539.00	86 X 115 - 10FT Walls ..	\$11091.00
30 X 70 - 8FT Walls ....	\$1994.00	86 X 140 - 10FT Walls ..	\$12056.00
30 X 90 - 8FT Walls ....	\$2421.00	86 X 165 - 10FT Walls ..	\$14069.00
		86 X 190 - 10FT Walls ..	\$16203.00
40 X 40 - 8FT Walls ....	\$1614.00		
40 X 60 - 8FT Walls ....	\$2187.00		
40 X 80 - 8FT Walls ....	\$2745.00		

All sizes are approximate.

Other sizes may be available.

To see photos of our tents visit our website at: [www.lincolntent.com](http://www.lincolntent.com)

TENT SUPPLIER FOR			
WORLD PORK EXPO .....	June 4 - 6, 2025	.....	Des Moines, IA
FARMFEST .....	Aug 5 - 7, 2025	.....	Redwood Co., MN
DAKOTAFEST .....	Aug 19 - 21, 2025	.....	Mitchell, SD
NEBRASKA STATE FAIR .....	Aug 22 - Sept 1, 2025	.....	Grand Island, NE
FARM PROGRESS .....	Aug 26 - 28, 2025	.....	Decatur, IL
HUSKER HARVEST DAYS .....	Sept 9 - 11, 2025	.....	Grand Island, NE



## DAKOTAFEST

AUGUST 19, 20 & 21, 2025

### 2025 TENT RENTAL SIZES & PRICES - PAGE 3

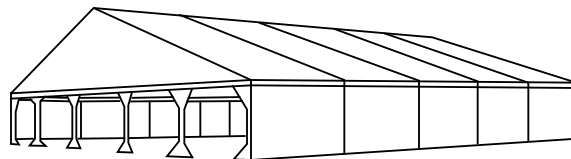
Tents are **not** held based on previous years orders. A reservation is confirmed after paperwork is signed and returned to Lincoln Tent. Prices below pertain to all orders confirmed on available tents prior to July 23rd. Any tents ordered after July 23rd. will incur a \$100 late charge. Additional charges will be incurred for adhesive removal, custom tents, additional walls, gables, or stakes. **Be sure to order early, there is a limited supply of each size and style. A 10% non-refundable deposit is due at the time of rental. Balance is due July 23rd.** All prices are plus tax. South Dakota's tax rate is 4.2%. A 3% credit card fee is added to all transactions paid by card.

### LT&A SUPER TENT®

A Clear-Span Structure with no center poles or guy ropes. An ideal exhibit tent, since you do not have to work around interior poles. The LT&A SUPER TENT® also allows you to make maximum use of your lot, since it doesn't require additional area for staking. **Tops are all white.**

30 X 30 ST 8FT Walls ....	\$1846.00	80 X 60 ST 10FT Walls ....	\$9961.00
30 X 45 ST 8FT Walls ....	\$2746.00	80 X 75 ST 10FT Walls ...	\$12451.00
30 X 60 ST 8FT Walls ....	\$3657.00	80 X 90 ST 10FT Walls ...	\$13188.00
40 X 30 ST 8FT Walls ....	\$2456.00	80 X 105 ST 10FT Walls ..	\$15387.00
40 X 45 ST 8FT Walls ....	\$3657.00	80 X 120 ST 10FT Walls ..	\$17584.00
40 X 60 ST 8FT Walls ....	\$4143.00	100 X 90 ST 10FT Walls ..	\$19063.00
40 X 75 ST 8FT Walls ....	\$5180.00	100 X 105 ST 10FT Walls .	\$22238.00
50 X 30 ST 8FT Walls ....	\$3047.00	100 X 120 ST 10FT Walls .	\$25418.00
50 X 45 ST 8FT Walls ....	\$4573.00		
50 X 60 ST 8FT Walls ....	\$4978.00		
50 X 75 ST 8FT Walls ....	\$6224.00		
60 X 30 ST 8FT Walls ....	\$3657.00		
60 X 45 ST 8FT Walls ....	\$5485.00		
60 X 60 ST 8FT Walls ....	\$5976.00		
60 X 75 ST 8FT Walls ....	\$7470.00		
60 X 90 ST 8FT Walls ....	\$8964.00		
60 X 105 ST 8FT Walls ..	\$10456.00		

**132FT (40m) Wide Tents available  
Call for pricing**



### LONGER SIZES AVAILABLE IN ALL WIDTHS

\*\*\*\*\*

CONTACT US FOR QUOTES ON SPECIAL NEEDS SUCH AS:

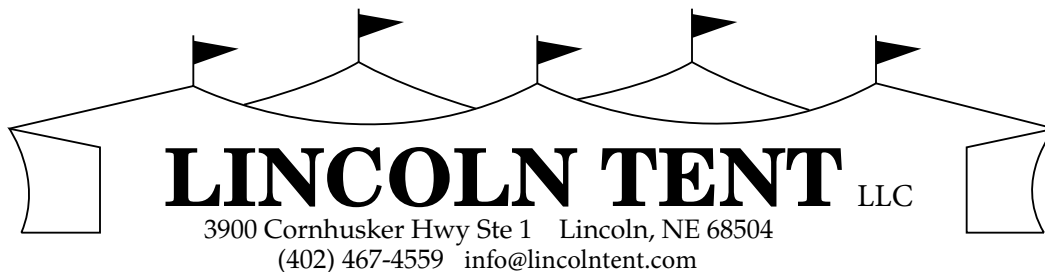
**LEG FANS  
STAGING**

**SPECIALTY BANNERS  
CUSTOM LOGOS ON TENTS**

**SPECIALTY WALLS  
FLAG POLES**

**LEVEL ANY AREA WITH FLOORING & CARPET**

To see photos of our tents visit our web site at: [www.lincolntent.com](http://www.lincolntent.com)



## DAKOTAFEST

AUGUST 19, 20 & 21, 2025

### 2025 TENT RENTAL SIZES & PRICES - PAGE 4

Tents are **not** held based on previous years orders. A reservation is confirmed after paperwork is signed and returned to Lincoln Tent. Prices below pertain to all orders confirmed on available tents prior to July 23rd. Any tents ordered after July 23rd. will incur a \$100 late charge. Additional charges will be incurred for adhesive removal, custom tents, additional walls, gables, or stakes. **Be sure to order early, there is a limited supply of each size and style. A 10% non-refundable deposit is due at the time of rental. Balance is due July 23rd.** All prices are plus tax. South Dakota's tax rate is 4.2%. A 3% credit card fee is added to all transactions paid by card.

## QUALITY FESTIVAL TENTS

Festival tents have center poles and guy ropes. They require an additional 5 feet on all sides for staking.

All tents are complete with walls and come in a large variety of colors

12 X 12 - 7FT Walls ..... \$340.00	40 X 40 - 8FT Walls ... \$1263.00
15 X 15 - 7FT Walls ..... \$424.00	40 X 60 - 8FT Walls ... \$1604.00
20 X 20 - 7FT Walls ..... \$561.00	40 X 80 - 8FT Walls .... \$1961.00
20 X 30 - 7FT Walls ..... \$658.00	40 X 100 - 8FT Walls .... \$2366.00
20 X 40 - 8FT Walls ..... \$778.00	60 X 60 - 8FT Walls .... \$2867.00
30 X 30 - 8FT Walls ..... \$898.00	60 X 90 - 8FT Walls .... \$3575.00
30 X 50 - 8FT Walls .... \$1257.00	60 X 120 - 8FT Walls .... \$4285.00
30 X 70 - 8FT Walls .... \$1590.00	60 X 150 - 8FT Walls .... \$4992.00
30 X 90 - 8FT Walls .... \$1933.00	60 X 180 - 8FT Walls .... \$5703.00
All sizes are approximate.	86 X 86 - 10FT Walls ... \$6432.00
	86 X 115 - 10FT Walls ... \$8402.00
	Other sizes may be available.

To see photos of our tents visit our website at: [www.lincolntent.com](http://www.lincolntent.com)

TENT SUPPLIER FOR		
WORLD PORK EXPO .....	June 4 - 6, 2025	..... Des Moines, IA
FARMFEST .....	Aug 5 - 7, 2025	..... Redwood Co., MN
DAKOTAFEST .....	Aug 19 - 21, 2025	..... Mitchell, SD
NEBRASKA STATE FAIR .....	Aug 22 - Sept 1, 2025	..... Grand Island, NE
FARM PROGRESS .....	Aug 26 - 28, 2025	..... Decatur, IL
HUSKER HARVEST DAYS .....	Sept 9 - 11, 2025	..... Grand Island, NE



Company \_\_\_\_\_

Attn: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

## DAKOTAFEST ORDER FORM

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

### DAKOTAFEST AUG 19-21, 2025

\*Tent Size & Type \_\_\_\_\_ \$ \_\_\_\_\_

Special Needs \_\_\_\_\_ \$ \_\_\_\_\_

\*Tent Size & Type \_\_\_\_\_ \$ \_\_\_\_\_

Special Needs \_\_\_\_\_ \$ \_\_\_\_\_

TAX - SD (Current Rate 4.2%) \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

On Site Contact Name \_\_\_\_\_ On Site Phone Number \_\_\_\_\_

We mail plot maps for tent location, if you would like your plot map mailed to a different address enter it below.

\_\_\_\_\_

Lot Number \_\_\_\_\_ Tent Placement on lot \_\_\_\_\_

The Lessee is responsible for all contents of the tent. The Lessee is responsible for all damage to the tent, which is not weather related. All tents should be cleared out directly following the show. Additional charges will be incurred for clearing contents and **removing adhesive or signs**. Balance is due by JULY 23RD. All pricing given out is for tents ordered prior to JULY 23RD and is based on availability at the time of rental. **Tents are on a first come first serve basis only. A 3% credit card fee is added to all transactions paid by card.**

SIGNED BY \_\_\_\_\_

A 10% non-refundable deposit is due with reservation. Balance is due by JULY 23RD



# DAKOTAFEST 2025 TENT PLACEMENT FORM

1. PLEASE INDICATE ON THE MAP BELOW DESIRED TENT PLACEMENT.  
WE WILL ADJUST THE LOCATION IF IT IS TOO CLOSE TO UNDERGROUND LINES.
2. THIS FORM MUST BE RETURNED BEFORE JULY 23RD  
(FORM MUST BE RECEIVED BY JULY 23RD OR TENT PLACEMENT WILL BE OUR CHOICE.)
3. THERE IS AT LEAST A 50% CHARGE IF WE MUST MOVE YOUR TENT.
4. TENTS MUST BE EMPTIED AT CLOSE OF SHOW, UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE.  
TENTS WILL BE TAKEN DOWN AT CLOSE OF SHOW.

Lot #:





600 W. Spruce Street, P.O. Box 788, Mitchell, SD 57301  
605-996-8444, office@jamesvalleylandscape.com

**OFFICIAL LANDSCAPE COMPANY OF DAKOTAFEST 2025**

**ORDER DEADLINE IS JULY 31, 2025.** Orders at show will be fulfilled while supplies last. Any late or special orders will incur additional charges. All late orders will be serviced first come first served after pre-deadline orders have been completed.

For clarity and quicker service, please provide a sketch of what is needed on a separate document.

**Bagged Pine Wood Shavings** ..... **\$20.00 per bag**

Bagged wood chips will be **delivered** (*not installed*) to your lot or booth. One bag of wood shavings covers approximately 80 to 100 square feet.

**Bulk Ground Cover Wood Mulch** ..... **\$110.00 per cubic yard**

Price includes **delivery and installation** of wood mulch. One cubic yard of mulch will cover approx. 150–160 square feet.

#### **Landscape your lot or booth!**

Highlight your booth with landscaping. We will design, implement, and **maintain** your site using various plant material. We can also provide dark hardwood mulch or colored wood mulch to maximize your landscaping. Please contact us for pricing.

#### **Plant Decorating**

For do-it-yourselfers we have a large selection of trees and shrubs for purchase at our garden center. We are located just 3 miles directly west of the Dakotafest site.

---

## **ORDER FORM**

All services must be paid in full before services are rendered. We accept check or credit card with order. At show, credit card only at our office.

Company \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

☐ Bagged Pine Wood Shavings..... number of bags \_\_\_\_\_ **OR**

☐ Bulk Ground Cover Wood Mulch..... cubic yards \_\_\_\_\_

**Total Amount** ..... \$ \_\_\_\_\_

**Credit Card Information:**    ☐ Visa            ☐ Mastercard            ☐ Discover

Card # \_\_\_\_\_ Exp Date \_\_\_\_\_ Security Code \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized by \_\_\_\_\_

Print Name \_\_\_\_\_

**RETURN COMPLETED FORM BY JULY 31 TO JAMES VALLEY LANDSCAPING.**



600 W. Spruce Street, P.O. Box 788, Mitchell, SD 57301  
Phone: 605-996-8444, office@jamesvalleylandscape.com

**OFFICIAL LANDSCAPE COMPANY OF DAKOTAFEST 2025**

## LOT LAYOUT FORM

Company \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Name On-Site \_\_\_\_\_ Contact Phone \_\_\_\_\_

**For clarity and quicker service please provide a sketch of what is needed.**

Street Name or Adjoining Booth # \_\_\_\_\_

A large, empty rectangular box with a thin black border, intended for a hand-drawn sketch of the lot layout.

Street Name or Adjoining Booth # \_\_\_\_\_

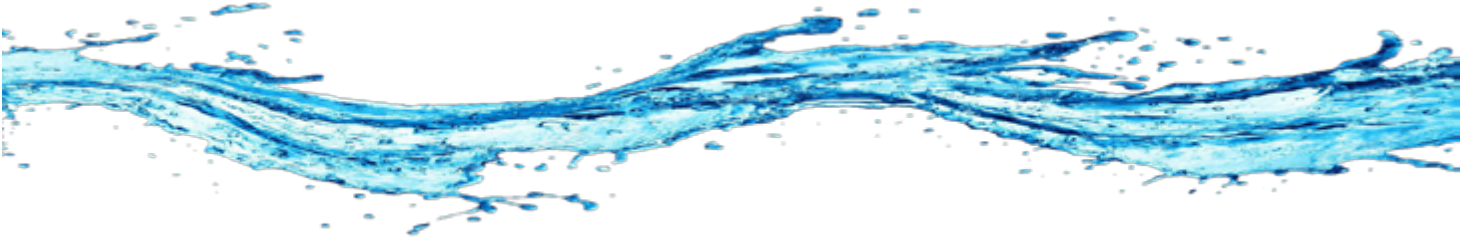
**RETURN COMPLETED FORM BY JULY 31 TO JAMES VALLEY LANDSCAPING.**

# HOLSINGER PRESSURE WASHING

OFFICE/ SCHEDULING: AMANDA HOLSINGER (814) 404-5109

JASON HOLSINGER (814) 762-6912

HOLSINGERWASHING@GMAIL.COM



OVER 20 YEARS OF EXPERIENCE IN PRESSURE WASHING AND DETAILING SERVICES FOR FARM EQUIPMENT AND BUILDINGS AT TRADE SHOWS. OUR PROFESSIONAL STAFF WILL MAKE SURE THAT YOUR PIECES SHINE FOR YOUR EVENT!

## SERVICES THAT WE OFFER

HIGH PRESSURE HOT WATER WASH WITH COMMERCIAL GRADE SOAP, SOFT BRUSH WITH DAWN

CAB INTERIOR DETAILING: TOP TO BOTTOM INTERIOR WIPE DOWN INCLUDING STREAK FREE WINDOWS AND MIRRORS, PLASTIC REMOVAL, FLOOR SHINE

TIRE AND RIM SHINE

PAINT TOUCH UP

CALL OR EMAIL FOR A QUOTE TODAY! WE DO ASK THAT ALL REQUESTS BE MADE AT LEAST 7 DAYS PRIOR TO SHOW START. DAY REQUESTS FILL UP QUICK, PLEASE SCHEDULE AS SOON AS POSSIBLE IF A CERTAIN DAY OF SERVICE IS NEEDED.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
Current Date

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Your Insurance Company/Agent Address City, State Zip	<b>CONTACT NAME:</b> Agent Name <b>PHONE (A/C, No, Ext):</b> Agent Number <b>E-MAIL ADDRESS:</b> <b>FAX (A/C, No):</b> <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Your Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b>
<b>INSURED</b> Your Company Name Address City, State Zip		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GENTL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		Policy Number	Effective Date	Expiration Date	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	X		Policy Number			COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <b>RETENTION \$</b>						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Policy Number			WC STATUTORY LIMITS <b>OTH-ER</b> E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Describe your business operations

Description of event

Additional insured shall include: IDEAg Group, LLC and owners, subsidiaries and affiliates

The Event Facility Owner and Manager

**CERTIFICATE HOLDER****CANCELLATION**IDEAg Group, LLC  
American Farm Bureau Federation  
3080 Eagandale Place  
Eagan, MN 55121

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
Current Date

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Your Insurance Company/Agent Address City, State Zip	<b>CONTACT NAME:</b> Agent Name <b>PHONE (A/C, No, Ext):</b> Agent Number <b>E-MAIL ADDRESS:</b> <b>FAX (A/C, No):</b>
<b>INSURED</b> Your Company Name Address City, State Zip	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Your Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GENTL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X		Policy Number	Effective Date	Expiration Date	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	X					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Describe your business operations

Description of event

Additional insured shall include: IDEAg Group, LLC and owners, subsidiaries and affiliates

The Event Facility Owner and Manager

## CERTIFICATE HOLDER

## CANCELLATION

IDEAg Group, LLC  
American Farm Bureau Federation  
3080 Eagandale Place  
Eagan, MN 55121

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
Current Date

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<b>PRODUCER</b> Your Insurance Company/Agent Address City, State Zip	<b>CONTACT NAME:</b> Agent Name	
	<b>PHONE (A/C, No, Ext):</b> Agent Number	<b>FAX (A/C, No):</b>
<b>INSURED</b> Your Company Name Address City, State Zip	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Your Insurance Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		
<b>NAIC #</b>		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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	<b>GENERAL LIABILITY</b>						
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>		Policy Number	Effective Date	Expiration Date	EACH OCCURRENCE \$ 1,000,000
<input type="checkbox"/>	CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
<input type="checkbox"/>							MED EXP (Any one person) \$ 5,000
<input type="checkbox"/>							PERSONAL & ADV INJURY \$ 1,000,000
<input type="checkbox"/>							GENERAL AGGREGATE \$ 2,000,000
<input type="checkbox"/>							PRODUCTS - COMP/OP AGG \$ 2,000,000
	GENTL AGGREGATE LIMIT APPLIES PER:						
<input type="checkbox"/>	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	<b>AUTOMOBILE LIABILITY</b>						
<input checked="" type="checkbox"/>	ANY AUTO	<input checked="" type="checkbox"/>					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
<input type="checkbox"/>	ALL OWNED AUTOS	<input type="checkbox"/>					BODILY INJURY (Per person) \$
<input type="checkbox"/>	HIRED AUTOS	<input type="checkbox"/>					BODILY INJURY (Per accident) \$
<input type="checkbox"/>		<input type="checkbox"/>					PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/>		<input type="checkbox"/>					\$
<input checked="" type="checkbox"/>	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$ 5,000,000
<input type="checkbox"/>	EXCESS LIAB	<input type="checkbox"/>					AGGREGATE \$
<input type="checkbox"/>	DED <input type="checkbox"/> RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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**CERTIFICATE HOLDER****CANCELLATION**IDEAg Group, LLC  
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AUTHORIZED REPRESENTATIVE



## Exhibitor Liability Insurance Program

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional.

This insurance must be in force during the lease dates of the event, August 11-26, 2025 naming IDEAg Group, LLC (3080 Eagandale Place Eagan, MN 55121) as the certificate holder. The following must be named as additional insured: IDEAg Group, LLC and owners, subsidiaries and affiliates and Schlaffman Farm.

## Rainprotection Insurance Program

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online.

### Benefits of using this program:

- No Deductible – unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles – you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements.
- Coverage for exhibitors who do not have an existing policy.
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online.
- Already pre-filled with all the proper show information.
- Submitted to show management for you - Once purchased, they automatically receive a copy.

## Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance for \$99  
(Plus any applicable taxes and fees)

[https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=GC%7Cz7P429e0\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=GC%7Cz7P429e0$)

**After reading the above information**, if you still decide to use your own insurance, please make it compliant and then submit a copy to:

[IDEAgOps@IDEAgGroup.com](mailto:IDEAgOps@IDEAgGroup.com)



**DO NOT DELIVER BEFORE AUGUST 11**

This address does not receive mail delivered by USPS—  
must be UPS or FedEx.

TO: \_\_\_\_\_  
*EXHIBITING COMPANY NAME*

**C/O: Dakotafest**  
**2300 East Spruce Street**  
**Mitchell, SD 57301**

Booth #: \_\_\_\_\_

No. \_\_\_\_\_ of \_\_\_\_\_ PIECES



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This address does not receive mail delivered by USPS—  
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**C/O: Dakotafest**  
**2300 East Spruce Street**  
**Mitchell, SD 57301**

Booth #: \_\_\_\_\_

No. \_\_\_\_\_ of \_\_\_\_\_ PIECES

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE  
PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.