



Office Use Only

Presented by
Billings Market Association

Application & Payment Address:

Yellowstone Expo
PO Box 80145
Billings MT 59108-0145

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

Event Address:

Billings Hotel & Convention Center
1223 Mallowney Lane
Billings MT 59101

Show Dates: Tues/Wed/Thurs **March 18 – 20, 2025**

Participation Deadline: **December 31, 2024**

Move-In: **Monday, March 17, 2025**

MARKET HOURS: **Tuesday & Wednesday:** 9:00 a.m. to 6:00 p.m. **Thursday:** 9:00 a.m. to 3:00 p.m.

Showing at the **Billings Hotel & Convention Center in Billings, Montana**

Appointments before & after Official Hours will be accommodated.

Salesrep Name _____

Address _____ Email _____

City _____ State _____ Zip _____

Phone Number to appear in Buyer's Guide _____

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

Fax Number to appear in Buyer's Guide _____

Email Address to appear in Buyer's Guide _____

Web Site to appear in Buyer's Guide _____

Would you like Confirmations & Future Applications sent by email?

To the above email address _____ or to: _____

or by US Post Office to above address? _____

COMPANY NAMES TO BE LISTED	DESCRIPTION OF MERCHANDISE	INDEX CATEGORY
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IDEX CATEGORIES:

- | | | | | |
|-----------------------------|--------------------------|---|--------------------------|--|
| 1. Jewelry/Accessories | 9. Dresses, Large | 17. Denim | 24. Ski Wear | Women's Coordinatates,
Separates, Blazers,
Sweaters, Shirts, Pants,
Skirts, etc.
31. Missy
32. Junior
33. Petite
34. Large Size |
| 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,
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 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 | | 35. Made in USA | |

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

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

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

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

I am requesting the following size booth:

- | | | |
|--|---|---|
| <input type="checkbox"/> 10' deep by 10' long\$ 290.00 | <input type="checkbox"/> 10' deep by 25' long\$ 725.00 | <input type="checkbox"/> 10' deep by 40' long\$ 1,160.00 |
| <input type="checkbox"/> 10' deep by 15' long\$ 435.00 | <input type="checkbox"/> 10' deep by 30' long\$ 870.00 | <input type="checkbox"/> 10' deep by 45' long\$ 1,305.00 |
| <input type="checkbox"/> 10' deep by 20' long\$ 580.00 | <input type="checkbox"/> 10' deep by 35' long\$ 1,015.00 | <input type="checkbox"/> 10' deep by 50' long\$ 1,450.00 |

I want one Power Box supplied to my booth: Circle one. YES NO **\$15.00 ADDITIONAL CHARGE**
NO POWER OUTLETS WILL BE ADDED DURING SETUP! Power MUST be applied for with your application and is non-refundable.

There is no charge for the equipment listed on your application.

ANY CHANGES IN EQUIPMENT MUST BE MADE BY February 1, 2025.

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

Quantity

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

If you order risers, order the table also.

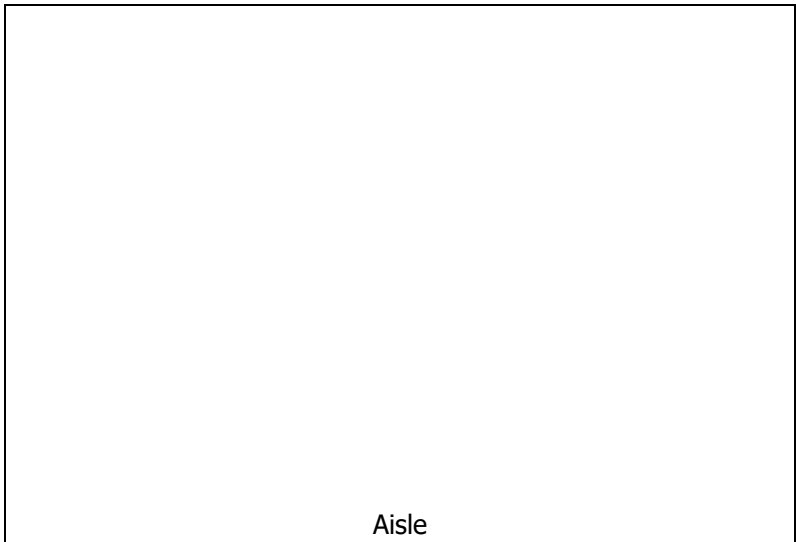
Do you want the plywood risers covered with white tablecloths? Yes * No

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

PLEASE DIAGRAM HOW YOU WANT YOUR EQUIPMENT PLACED IN YOUR BOOTH:

(Remember to consider the width of the equipment and to note which tables get risers!)

10' deep



Aisle

FEE SCHEDULE All payments must be received by February 1, 2025

Minimum Payments on Emailed applications must be received within one week for consideration. AMOUNT DUE

****New in September 2024**, there will no longer be market show fees. (Now part of membership dues) \$0.00

New Introductory Membership ****New in September 2024**, there will be no New Membership Fee for the first year. New Members includes those who have not been members since 2021 & earlier.

Booth (See Page 2 for charges based on square footage)
Power Outlet in Booth (Optional)..... \$15.00....
Linens (Optional) ****Please ensure you count two linens for each table that has a riser**..... \$5.00 each

Grids (7' x 2') for use in Booths: Grids do not stand by themselves. @ rental of \$10.00 each
7' x 2' Display Grid by Registration Desk: @ \$30.00 ea (limit 4 per rep)
1 or 2 Shelves available for Display Grids at no additional cost. **Circle** 1 or 2 Shelves
 * Each Grid is marked with rep name & booth. Rep is responsible for hardware to attach items. Limited number available.

Black/White Advertising: 1/2 Page Ad in the March 2025 Buyer's Guide (7" wide x 4.8" high) \$80.00....
 Full Page Ad in the March 2025 Buyer's Guide (7" wide x 9.8" high) \$120.00....
 Inside Cover Ad in the March 2025 Buyer's Guide (7" wide x 9.8" high) \$200.00....

Individual Market Buyer Registration List: Each BMA member attending the March Market will receive an electronic copy of the Buyer's Registration List of those stores attending **just the March 2025** at **no charge**.

This will be sent as an attachment: (mark one) **PDF** or **Word** or **Excel**

Email Address: _____

Late Charge if application is post marked after December 31, 2024 [not charged to new members] \$ 25.00

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

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

▶▶▶▶ A 5% Processing Fee will be added to all Credit Card Transactions
Charge to Credit Card: Visa MasterCard American Express Discover

Name on Card: _____ Authorization Code: _____
 Account Number: _____ Expiration Date: _____
 Card Zip Code: _____ Email Address for receipt: _____

Listed cardholder authorizes BMA to charge credit card account for necessary fees for the Yellowstone Expo Market. Yellowstone Expo 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

Billings Hotel & Convention Center, 1223 Mallowney Ln, (406) 248-7151, \$109.00/night, All Non-Smoking.

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

Please mention you are with Yellowstone Expo



FREIGHT & SHIPPING



It is your responsibility to ensure freight is shipped and picked up for return to/from the Billings Hotel & Convention Center in time for the Market.

**The Billings Hotel & Convention Center does NOT have a forklift

Yellowstone Expo will charge \$2.00 per piece / \$5.00 per pallet of freight that the Hotel will need to receive ahead of time for secure storage.

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

1. Each member participating in Market shall pay the required fees designated in show contract.
2. Admission to Market is restricted to registered exhibitors, associates, and buyers. **Badges must be worn at all times.**
3. There shall be no soliciting of business in the aisles. No Buttonholing. Retailers must be free to attend the market without harassment. All sales transactions will be confined to your sample booth during show hours of market. Do not enter another rep's booth unless invited.
4. There shall be no gambling, drinking of intoxicating liquors, or use of illegal substances in any exhibitor's booth during show hours of the market.
5. Displays, merchandise, models, signs, & attention attracting devices shall be confined to the exhibitor's booth only. Noises, including music, audible beyond the exhibitor's booth shall be prohibited. All electronic devices must be used only for business purposes -- no recreational use.
6. Displays, signs and dress of exhibitors, associates, and models shall be in good taste and consider the broad spectrum of those attending the market. **Display limit for the sides of the booth is 7' high. No coverings will be allowed over the top of the booth.**
7. All booths will be kept presentable and workable during market hours throughout the show. All show booths shall be kept open and always staffed during market hours. (You should have your booth staffed by an associate if you plan an extended lunch hour.)
8. **No member or associate shall dismantle or close his or her exhibit in any manner prior to the official close of the market. This includes any garments, sample bags, hangers, lights, etc. A fine will be levied.**
9. All loss of equipment or damage to furnishings will result in a \$100 fine plus the cost of damages to be charged to the member exhibitor.
10. Member exhibitor will be held responsible for actions of any associates, models, or guests, of said member exhibitor.
11. Any formal complaints filed by one member of the Association against another member must be in writing to the President. If the Grievance Committee holds a formal hearing, both members must appear at said hearing. If any member has a grievance filed against them for buttonholing, the penalty for the first offense will be a warning and for the second offence a \$100.00 fine. For subsequent grievances, the member's seniority points will be reduced by 25%.
12. Only registered service pets will be allowed in the show area.
13. Any samples that are sold during market hours must have a receipt from the salesperson stating product sold and to whom. Salespeople that sell inventory to accounts must furnish accounts with receipts for all goods being removed from the show area. **Advertising samples for sale can be done by posting a 3 x 5 card on a special bulletin board at the main entrance. No other form of advertising samples for sale will be allowed.**
14. Any member who shows in Billings at any other location during our scheduled show is suspended from further participation with BMA/Yellowstone Expo 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 priorities of same will be placed at the bottom of the list.
15. In no event will Billings Hotel and Convention Center or the Billings Market Association, Inc., DBA: Yellowstone Expo accept liability for goods, products, equipment, or personal effects.
16. Cancellation Policy: A \$100 fee will be charged if cancellation occurs after the printing of the Buyer's Guide. A \$150.00 administration fee will be implemented for cancellation of booth thirty (30) days prior to move in day of Market barring catastrophic circumstances to be determined by the Board.
17. Neither Billings Hotel & Convention Center 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.
18. Everyone will abide by the rules and regulations of host location Billings Hotel & Convention Center.

Signature Required _____