



# **Pride of Dakota Showcase Manual**

**[prideofdakota.nd.gov](http://prideofdakota.nd.gov)**

**[pod@nd.gov](mailto:pod@nd.gov) 701-328-2307**

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Welcome to the Pride of Dakota Showcase Manual. The purpose of this manual is to provide you with the information you need to be a part of the Pride of Dakota Showcases in 2024.

We have made changes to our policies that will be in this manual, so it is important for you to read through and understand the changes. The other items in this manual are the 2024 event dates, map of the venues, the company letter for each event location, and event registration tutorial.

Pride of Dakota always appreciates receiving any suggestions and/or ideas that you may have to help improve our showcases/program. We hope your experience at Pride of Dakota is a great one!

If you have any further questions or comments, please contact us at 701-328-2307 or [pod@nd.gov](mailto:pod@nd.gov).

# Membership Policies

Pride of Dakota members must abide by the following membership policies.

## Membership Qualifications

To qualify for membership in Pride of Dakota, a company must be physically located in North Dakota or manufacture or produce its products in North Dakota.

Only products that were produced, processed, or originated in North Dakota or are significantly altered by input of labor, process, or intellectual content in North Dakota qualify as Pride of Dakota products.

For items to be considered "Pride of Dakota" products, they must be made or assembled by an owner or employee of the company or by a company volunteer.

- Cloth items must be sewn, embroidered, crocheted, knit, etc. by the company.
- Jewelry must be created in its entirety, or all its components must be assembled by the company.
- Clothing and accessories must be made, assembled, or designed by the company; adding an embellishment or adornment (example: button, gemstone, ribbon, etc.) does not alter the product significantly enough to qualify it as a Pride of Dakota product.
- Art works and photography must be the work or intellectual property of the company.
- Publications by North Dakota authors or publications printed by North Dakota companies qualify as Pride of Dakota products; publications about North Dakota that are not written by a North Dakota resident or printed by a North Dakota company do not qualify.
- Décor-type items must be handcrafted, assembled, or significantly altered by the company.
- Food and beverage products must comply with health standards set by the respective health units that have jurisdiction where these items are being sold.
  - Processed food products and beverages must be labeled with the company name on each item. If an item is processed or produced in North Dakota by a non-resident Pride of Dakota member, the product labeling must state "made/manufactured/processed/produced [as appropriate] in North Dakota." Members are allowed to sell their current inventory; however, new inventory must comply with these policies. This requirement will be in effect January 1, 2015.
  - Fresh, raw, unprocessed foods (for example, produce items sold at farmers markets or CSAs) grown and sold by a Pride of Dakota member do not need to be labeled as "Grown in North Dakota."
- Service companies qualify for membership if they were started in North Dakota and remain headquartered in the state.

Items that are sold by a member that do not meet the above specifications do not qualify as Pride of Dakota products and cannot be branded or marketed as such. These items are prohibited from being sold at Pride of Dakota-hosted events.

Items purchased from another company to be adorned and sold as Pride of Dakota products must be altered substantially to qualify. Items bearing tags or stickers indicating another state or country of origin do not qualify as Pride of Dakota products; however, they can be used as a component to make a Pride of Dakota product.

Distasteful, lewd or risqué items will not be approved as Pride of Dakota products and cannot be sold at Pride of Dakota-hosted events.

Members may be asked to provide proof of process for the production of their goods or services.

The North Dakota Department of Agriculture, under the direction of the Commissioner of Agriculture, has final authority to determine whether or not a company or product qualifies.

## Licensed & Trademarked Logo Use

The Pride of Dakota logo shall not be affixed or affiliated with any products containing a trademarked brand owned by the State of North Dakota, unless those products are properly licensed or other expressed written consent is given by the North Dakota licensee or trademark holder of that brand, image, or phrase.

Such products include but are not limited to: fabric items, embroidery, vinyl and sublimation processes, glass, metal and wooden items, etc.

Examples of such North Dakota-owned trademarked brands, images, logos, or phrases include but are not limited to: NDSU Bison, NDSU, UND Fighting Hawks, UND Fighting Sioux, UND, other ND state colleges, and the ND State Mill. At a Pride of Dakota showcase or event, a member company may not display or sell unlicensed products with North Dakota-owned trademark brands. Member companies are required to show proof of a license or of written consent prior to showcasing and selling items with North Dakota-owned trademarks.

Below are links to NDSU and UND logo licensing application procedures:

<https://gobison.com/sports/2013/5/29/licensing.aspx#:~:text=All%20manufacturers%20must%20have%20permission,email%20licensing%40clc.com>.

<https://campus.und.edu/brand/licensing.html>

Additionally, Pride of Dakota encourages vendors to comply with the licensing requirements of trademarks owned by other entities, such as out-of-state university and colleges, Disney, Pixar, Marvel, John Deere, Coca-Cola, Jack Daniels, NFL, NHL, NBA, MLB, Harley Davidson, Ford, Chevy, GM, etc.

If a member company wishes to sell items with a logo from a local school, that member company should first request and receive express written consent from that school or applicable school board.

## Refund of Membership

- The North Dakota Department of Agriculture makes all efforts to ensure satisfaction with Pride of Dakota membership. Refunds for a membership will be provided within 21 business days of the receipt of payment for a new or renewing member. After 21 business days, no refunds will be made available for membership purposes.
- Requests for the refund of a membership must be made in writing and emailed to [POD@nd.gov](mailto:POD@nd.gov). Membership can be cancelled at any time by requesting such cancellation in an email to [POD@nd.gov](mailto:POD@nd.gov).
- Any membership cancellations that take place more than 21 days after payment will not receive a refund, however all membership-related listings, benefits and values will be cancelled.
- In the event the Department determines an applicant does not fit the membership criteria, a membership will be refunded.

## Refund of Event Registration

- We ask that you do not sign up for any showcases until you are certain you can attend the events.
- Fees paid for event registrations will be refunded when a request is received in writing at least 21 days prior to the commencement of the event. Requests received after this date will not be entitled to a refund.
- Event cancellations must be emailed to [POD@nd.gov](mailto:POD@nd.gov) or they will not be granted.
- As of 2022, refunds will only be given under extreme circumstances and will be reviewed on an individual basis and granted on a case-by-case basis.
- If the Department hosts a showcase and a registered company does not attend due to inclement weather, a refund may not be given.
- The Department reserves the right to cancel an event due to low enrollment, inclement weather or other circumstances which would make the event non-viable. If the Department cancels an event, registrants will be issued a refund.

- Should circumstances arise that result in the postponement of an event, registrants will have the option to either receive a full refund or transfer registration to the same event at the new, future date.

### **Early breakdown/vacant booth**

- Any member that violates the early breakdown of their booth or does not show up for a showcase, resulting in a vacant booth will not be issued a refund, and may be subject to a fine as outlined in the program policies.

### **Pride of Dakota Service Animal Policy (NEW)**

The North Dakota Department of Agriculture's Pride of Dakota program is committed to making reasonable modifications to its policies to permit the use of service animals at the Pride of Dakota showcases for individuals with disabilities.

Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals - whether wild or domestic, trained or untrained - are not service animals for the purposes of this definition.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether. North Dakota Department of Agriculture staff will not be responsible for the care or supervision of a service animal. An individual with a disability may be charged for the damages caused by his or her service animal. If a service animal's behavior poses a direct threat to the health or safety of others, the North Dakota Department of Agriculture staff has the right to exclude the animal from the event.

Employee Requirements - The employee is only allowed to ask the individual accompanied by a dog two questions:

- 1.) Is the dog a service animal required because of a disability?
- 2.) What work or task has the dog been trained to perform?

No further questions are allowed.

DO NOT ASK:

- 1.) Questions about his or her disability
- 2.) To show certification or a special ID card as proof of their animal's training.

### **Logo Use Guidelines**

"Pride of Dakota" is a trademark of the North Dakota Department of Agriculture and may only be used by companies that have been approved as Pride of Dakota members.

The Pride of Dakota logo may be used only on items that have been approved by the North Dakota Department of Agriculture as Pride of Dakota products. The North Dakota Department of Agriculture, under the direction of the Commissioner of Agriculture, has final authority to determine whether a company or product qualifies.

The Pride of Dakota logo may be used on product packaging, sales literature, advertising, banners, etc. to promote a Pride of Dakota member and its Pride of Dakota products. The logo must comply with the guidelines set forth in the Logo Use Guidelines. If a company wishes to deviate from these guidelines, it must receive written permission from the North Dakota Department of Agriculture.

Printing specifications:

Full-color reproduction - Logos may be reproduced in a three-color look using the following Pantone Matching System (PMS) colors:

- Yellow: PANTONE # 130 CVC
- Light Blue: PANTONE # 292 CVC
- Dark Blue: PANTONE # 295 CVC
- Text: Black
- Negative Space: White

One-color reproduction - Logo may be reproduced in black and white or in any color that matches the company's packaging.

Matching type - If you wish to match the type in the logo, the following fonts were used:

- Pride of Dakota: Book Antiqua Regular
- north dakota originals: Arial Regular

## **Pride of Dakota Events**

**Selling non-Pride of Dakota products at Pride of Dakota events is prohibited. If a member attempts to sell non-Pride of Dakota products at a Pride of Dakota event, it will be asked to stop.** Enforcement action may be taken under N.D.A.C. 7-09-01-10 against a member that does not comply, including revocation of membership and prohibition from participation in future Pride of Dakota events.

Pride of Dakota event vendors must abide by event-specific rules indicated at the time of registration or shared any time prior to or during the event. Those who do not follow rules or display unprofessional behavior toward other vendors, facility staff, customers, or Department of Agriculture staff may be banned from future Pride of Dakota events or have their membership revoked.

Booths at Pride of Dakota events must be manned by an employee or volunteer of the company for a majority of the event.

Exhibitor spaces are assigned using the following criterion:

- First-come, first-served. Booth space location will be assigned based on vendor requests, in the order which they were received.
- If no specific location request is made, the Department of Agriculture will attempt to place the vendor in the same spot it previously had.
- Primary booth locations will be filled first. Additional spaces out of the main flow of traffic may be opened, if needed, at a lower cost following initial registration. If the room or area containing the additional booth spaces does not fill with vendors, the Department of Agriculture reserves the right to not use the room or area for the show.
- The Department of Agriculture has the right to assign or reassign exhibitor spaces as it sees fit to best benefit the entire showcase event and create a better shopping experience for customers.

## **Value-Added, Non-Pride of Dakota Products**

**Value-added, non-Pride of Dakota products that meet the following requirements may be sold at Pride of Dakota events:**

- **These items cannot be individually priced or sold.**
- These items can be added to a gift package or "package deal" if the value of the package is not significantly increased. Value-added items must be worth less than 50 % of the package's value (i.e., if your "package deal" or gift package is worth \$50, the price can be increased by no more than \$25 when including the value-added item for sale).

- Example: Company 123 grows and sells peanuts and offers gift baskets of different flavors for \$20. The company may include a nutcracker in its gift baskets and increase the sales cost by up to \$10 (which is 50% of the package's \$20 value).
- Specialized packaging, trays, baskets, etc. for gift packages are permitted.

### **Contesting Process**

If a member or a company interested in becoming a member disagrees with an action or decision of the North Dakota Department of Agriculture under these policies, the company may present its argument to the Pride of Dakota Advisory Council at the Council's next meeting. Presentation time and discussion will be limited to 15 minutes. The Council will discuss the matter and advise the North Dakota Department of Agriculture on whether to retract or enforce the initial decision. Final authority rests with the Agriculture Commissioner.



# 2024 Showcase Dates

## Pride of Dakota Showcases:

### **Dickinson – West River Ice Center - \$100**

Friday, September 13<sup>th</sup>                      3pm – 8pm  
Saturday, September 14<sup>th</sup>                      9am – 5pm

### **Minot – State Fair Center, Magic Place - \$150**

Friday, October 25<sup>th</sup>                      3pm – 8pm  
Saturday, October 26<sup>th</sup>                      9am – 5pm

## Holiday Showcases:

### **Fargo – Scheels Arena - \$225**

Friday, November 1<sup>st</sup>                      12pm – 8pm  
Saturday, November 2<sup>nd</sup>                      9am – 5pm

### **Grand Forks – Alerus Center - \$200**

Friday, November 22<sup>nd</sup>                      12pm – 8pm  
Saturday, November 23<sup>rd</sup>                      9am – 5pm

### **Bismarck – Event Center - \$225**

Friday, December 6<sup>th</sup>                      12pm – 8pm  
Saturday, December 7<sup>th</sup>                      9am – 5pm

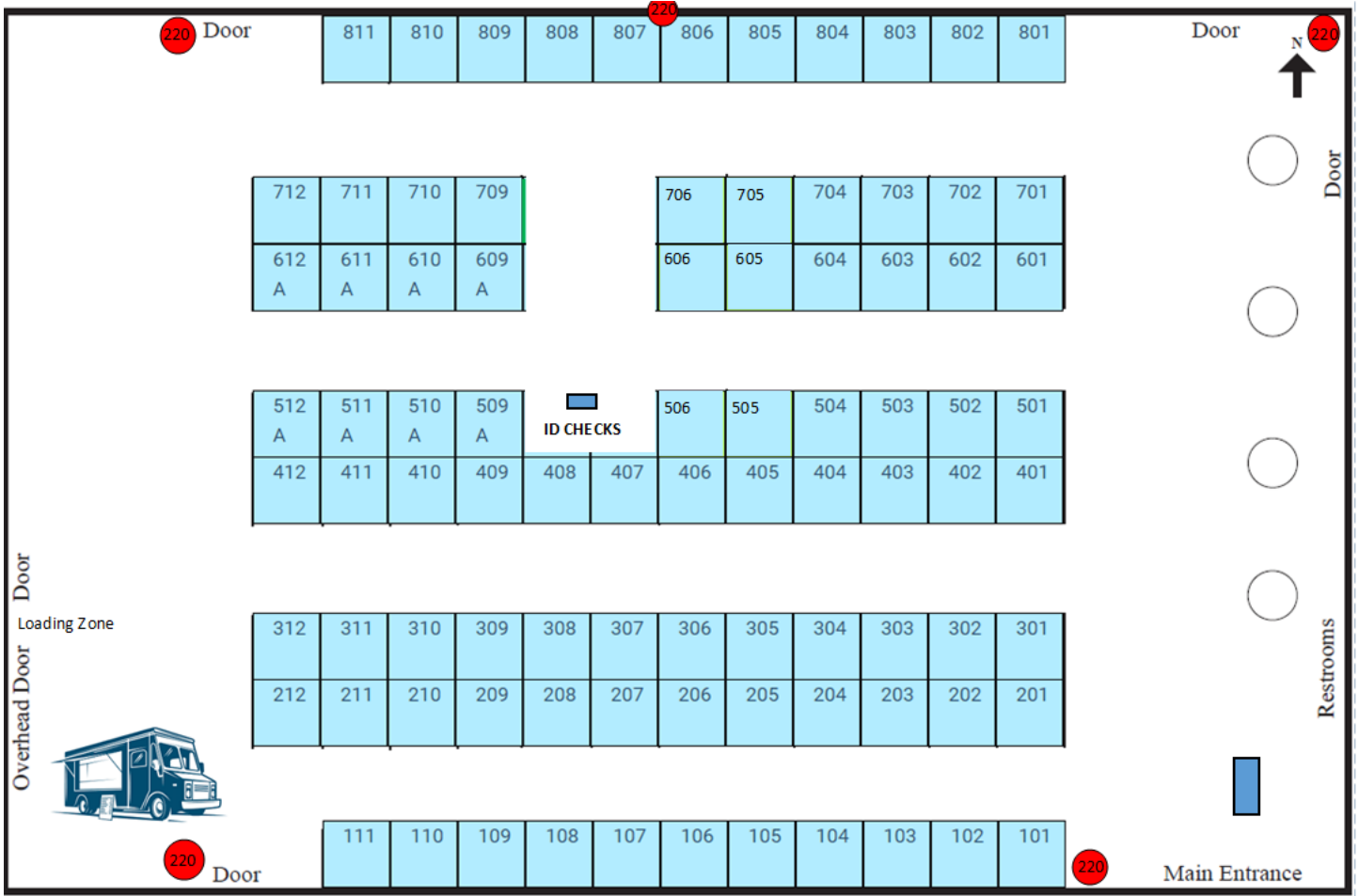
Booth spaces include: Pipe and drape, 2 chairs, & a company sign

Other amenities for purchase: Tables - \$15, Tablecloths - \$5, Electrical - \$25

*Please leave company sign in your booth after the showcase, as we use them show to show and year to year.*

You must have all your belongings moved in 1-hour prior and your booth set up a half hour prior to showtime.

# Dickinson Floor Plan



The booths marked with an "A" (Alcohol) must be separate from the other booths due to city ordinance.

We cannot provide electricity to the 400 and 500 booths.

## Attendance History:

- 2017 – 2,594 attendees – 64 booths
- 2018 – 2,419 attendees – 72 Booths
- 2019 – 3,119 attendees – 72 booths
- 2020 – 1,642 attendees – 41 booths
- 2021 – 2,350 attendees – 60 booths
- 2022 – 3,440 attendees – 59 booths
- 2023 - 2,255 attendees – 58 booths



prideofdakota.nd.gov

### SETUP TIMES

Thursday, Sept. 12 2 pm – 6 pm MT  
Friday, Sept. 13 8 am - 2 pm MT

### SHOW HOURS

Friday, Sept. 13 3 pm - 8 pm MT  
Saturday, Sept. 14 9 am - 5 pm MT

### SALES TAX

**6.5%**

### CONTACT

Katie Huizenga  
W: 701-328-2307  
C: 701-226-5619  
[kathuizenga@nd.gov](mailto:kathuizenga@nd.gov) or  
[pod@nd.gov](mailto:pod@nd.gov)

# DICKINSON

## PRIDE OF DAKOTA SHOWCASE PARTICIPANT LETTER

### WELCOME!

Thank you for registering for the Dickinson Pride of Dakota Showcase!

Below are details for the Dickinson Showcase held September 13<sup>th</sup> & 14<sup>th</sup> at the West River Ice Center, 1865 Empire Road in Dickinson.

Public admission is FREE thanks to a continued sponsorship with Bank of North Dakota College Save Plan.

Pride of Dakota shopping bags will be distributed to companies, while supplies last. We ask that you bring your own bags in case our supplies run out.

Remember to buy POD stickers online prior to the event if you need them.

### MAPS & PROVISIONS

**Map Review:** Map adjustments for tables and electricity must be emailed to Katie PRIOR to the showcase. There are no included covered tables this year. If you are wanting a table with a tablecloth, please make sure you sign up for one.

**Electrical Booth Notes:** Outlets are located along the outside walls. We are unable to run electricity to the 400 & 500 rows. If you requested electricity, your booth may have to be adjusted to accommodate your electrical needs as we will have to run electricity to you. You will need to bring your own extension cords (50 foot).

**Chairs:** Steel folding chairs are available at the facility. Carts will be on the show floor until 3 pm Friday for you to pick up a chair. Staff will not put out chairs.

**Moving Carts:** There are a few carts available at this facility. If possible, please bring your own cart for move-in/out.

**Load/Unload:** There are large overhead doors located on the West side of the building. This is where most companies load/unload. There are two doors on the south side of the building that can be used as well.

## HISTORY

Administered by the Business, Marketing and Information Division of the North Dakota Department of Agriculture, the Pride of Dakota program provides member companies with cooperative marketing and promotional events, such as in-store demonstrations, Pride of Dakota Day and the Holiday Showcases, Harvest Showcases and Spring Showcase. The program also provides educational opportunities and representation at regional, national and international marketing expositions. More than 500 North Dakota companies are Pride of Dakota members.



Agriculture Commissioner  
Doug Goehring

## THINGS TO REMEMBER

Booth space is 10x10 with blue draping. Please plan and staff your booth accordingly. Event staff will not provide breaks.

Overnight parking is not allowed on the Dickinson Rec Center Property.

To ensure patron safety, keep your product within your 10x10 booth space. This will be policed, and companies will be asked to correct any violations. Repeated violations may result in dismissal from future showcases.

## FOOD VENDORS

- Food vendors must comply with state and local health regulations.
- **If you are offering food/beverage samples, please complete the attached Food and Beverage Authorization Requests or you will not be able to give out samples.**
- Processed food products and beverages must be labeled with the company name on each item. If an item is processed or produced in North Dakota by a non-resident Pride of Dakota member, the product labeling must state "made/manufactured/processed/produced [as appropriate] in North Dakota."
- Fresh, raw, unprocessed foods (for example, produce items sold at farmers markets or CSAs) grown and sold by a Pride of Dakota member do not need to be labeled as "Grown in North Dakota."

## CONTRACT RULES

**Staffing/Attendance:** Booths must be set up by 2:00 p.m. Friday, September 13. Booths must be staffed during all show hours. Exhibitors must not dismantle booths before 5 p.m. Saturday, Sept. 14. Exhibitors that do may be subject to a \$100 fee. If the fee is not paid, the exhibitor may not be allowed to participate in future Pride of Dakota Shows.

**Booth Provisions:** Each booth will include: eight-foot back drapes, three-foot side drapes and rail, and a booth identification sign. Exhibitors are responsible for additional signage, materials, or equipment in their booth, including electricity, extra tables, and internet or phone access. Booth furnishings, displays, equipment, and carts may not be placed outside of the assigned booth area. Exhibitors shall not block aisles when visiting with customers. Loud noise, such as music or recorded advertisements, and other activities that the Ag Department considers distracting to other exhibitors or the public, or otherwise inconsistent with a professional and safe show, are prohibited.

**Pride of Dakota Exclusivity:** Exhibitors may only display and sell Pride of Dakota products made in North Dakota. No exceptions will be made. Product checks will be made by Agriculture Department staff during setup. Non-compliant products will need to be immediately removed. Failure to follow this guideline will result in dismissal from the Pride of Dakota Showcase.

**Show Manager Authority:** The Show Manager represents the Department of Agriculture and has the authority to set policies for the show. An exhibitor that does not follow the policies or the terms of the contract may be removed from the show and excluded from future Pride of Dakota shows.

## HOTELS

Please visit the following link to book your hotel room: [Dickinson, ND | Hotels & Motels \(visitdickinson.com\)](#)

## AUTHORIZATION REQUEST TO DISTRIBUTE FOOD AND/OR BEVERAGE SAMPLES

### FOOD AND/OR BEVERAGE VENDORS MUST COMPLETE THE FOLLOWING

This form must be completed and returned NO LATER THAN MIDNIGHT SEPTEMBER 1. This form must be received and approved before you will be allowed to sample your food and/or beverage products at the Showcase.

Please email or mail this form to: ND Department of Agriculture  
600 E Boulevard Ave, Dept. 602, Bismarck ND 58505-0020  
Email: [kathuizenga@nd.gov](mailto:kathuizenga@nd.gov)

Show 2024 Dickinson Harvest Showcase

Company \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

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

Products your company wishes to sample \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Size of portions to be sampled \_\_\_\_\_

Proposed method of dispensing \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where is your food prepared/processed? \_\_\_\_\_

Are you licensed by the state or by a local health district? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, where? \_\_\_\_\_





## Welcome to 2024 North Dakota Pride of Dakota!

Please work with the Office of State Tax Commissioner to obtain a North Dakota sales tax permit if you do not already have one. A sales tax permit is required prior to collecting and remitting taxes.

### **Do I need a sales tax permit?**

Any business or institution making taxable retail sales of tangible personal property or services is required to hold a North Dakota sales, use, and gross receipts tax permit. For more information on the state's sales and use tax laws, go to [www.tax.nd.gov/guidelines](http://www.tax.nd.gov/guidelines) for guidelines specific to your business.

### **Do I need to obtain the permit before making sales?**

Yes. You are required to obtain a sales tax permit prior to making the sales in North Dakota.

### **How do I register if I do not have a sales tax permit?**

Our application is available at [www.tax.nd.gov/tap/application](http://www.tax.nd.gov/tap/application).

### **I already have a sales tax permit. What do I need to do?**

Nothing. Report your sales as normal.

### **What is the tax rate in Dickinson?**

The sales tax rate for sales in Dickinson, ND is 6.5% which includes the State (5%), and Dickinson City (1.5%) taxes.

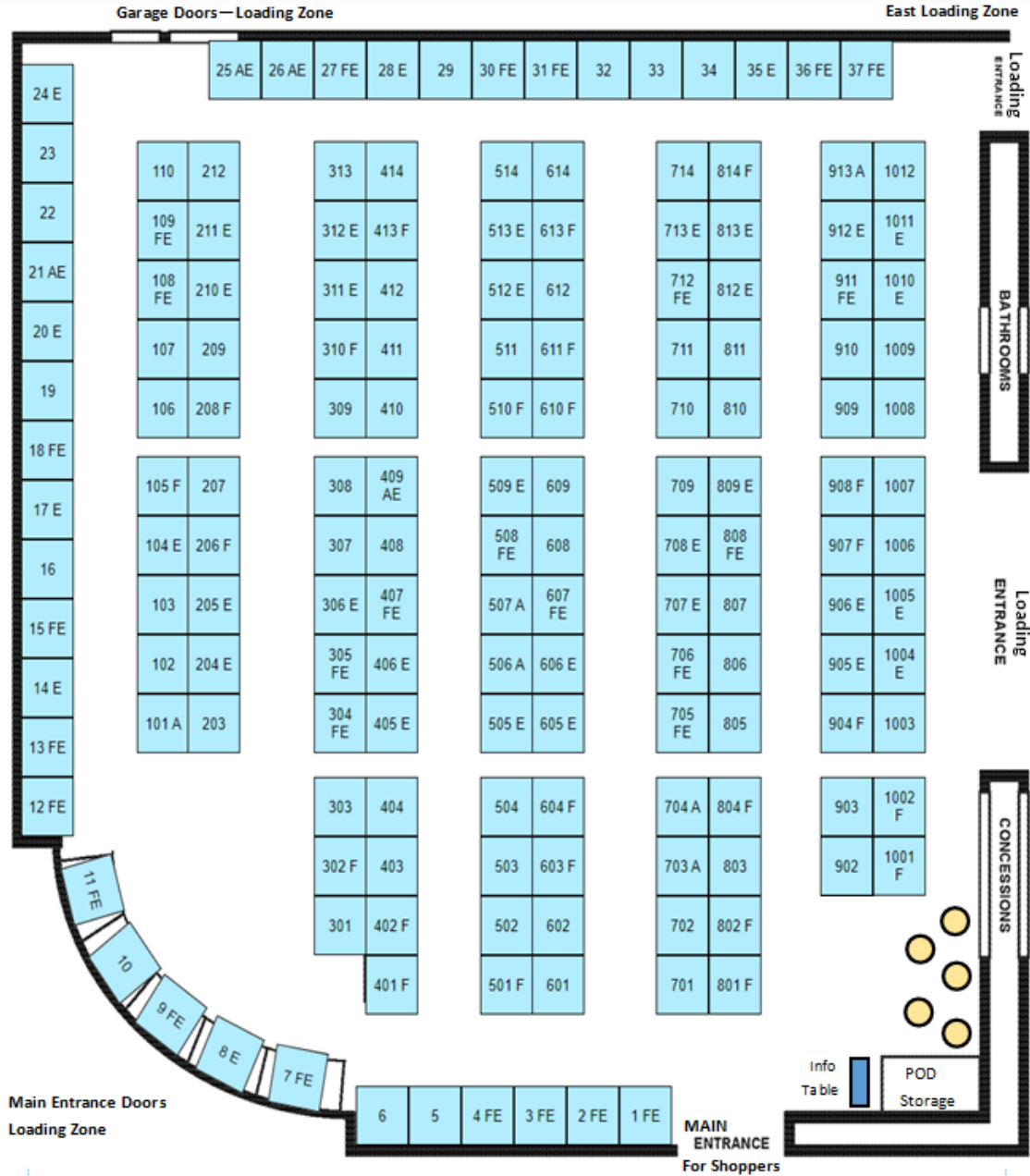
### **How do I submit my taxes?**

After you obtain your permit, we will mail you a new account letter which will state your return filing expectations.

### **Contact Information**

Registration Section  
Phone: 701-328-1241  
Email: [taxregistration@nd.gov](mailto:taxregistration@nd.gov)

# Minot Floor Plan



## Attendance History:

*Alcohol (A), Food (F), and Electrical (E) booths are subject to change. This map is to give you the general view of the layout.*

2017 – 5729 Attendees – 115 Booths

2018 – 8331 Attendees – 136 Booths

2019 – 8143 Attendees – 118 Booths

2020 – Cancelled      2021 – 4635 Attendees – 100 Booths

2022 – 5,197 Attendees – 110 Booths

2023 – 3,769 – 90 booths



## ND STATE FAIR CENTER

Magic Place  
2005 Burdick Expressway East  
Minot, ND

## SETUP TIMES

Thursday, Oct. 24	2 pm – 6 pm CT
Friday, Oct. 25	8 am – 2 pm CT

## SHOW HOURS

Friday, Oct. 25	3 pm – 8 pm CT
Saturday, Oct. 26	9 am – 5 pm CT

## SALES TAX RATE

**5.5% (Ward County)**

## CONTACT

Katie Huizenga,  
Pride of Dakota Specialist  
701-328-2307  
[kathuizenga@nd.gov](mailto:kathuizenga@nd.gov)  
[pod@nd.gov](mailto:pod@nd.gov)

[prideofdakota.nd.gov](http://prideofdakota.nd.gov)

# MINOT

## PRIDE OF DAKOTA SHOWCASE PARTICIPANT LETTER

### WELCOME!

Below are details for the Minot Pride of Dakota Showcase held October 25 & 26 in the Magic Place of the ND State Fair Center.

Public admission is FREE thanks to a continued sponsorship with Bank of North Dakota College Save Plan.

Pride of Dakota shopping bags will be distributed to companies. Please bring your own shopping bags in case we run out of supplies.

Remember to buy POD stickers online prior to the event if you need them.

### MAPS & PROVISIONS

**Map Review:** Please review your booth accommodations to be certain the correct number of tables & tablecloths are in your booth (they are not included with your registration), and you have an electrical hook up if you ordered one. Email changes PRIOR to the showcase.

**Electrical Booth Notes:** Electrical hubs are set up near your booth if you requested electricity, you must bring your own extension cords (50 foot).

**Moving Carts:** There are a few carts available at this facility. If possible, please bring your own cart for move-in/out.

**Wi-Fi:** Department will secure Wi-Fi and hand out cards with the login information.

**Load/Unload:** There is a garage door on the southeast corner of Magic Place where you can unload/load. You can also use the main entrance doors. There are doors along the southeast end of the event center after the garage door that are also available to load/unload.

Vendors are welcome to take their trailers to the area around Commercial 2, which is on the northeast area of the fairgrounds after you are done unloading.



## HISTORY

Administered by the Business, Marketing and Information Division of the North Dakota Department of Agriculture, the Pride of Dakota program provides member companies with cooperative marketing and promotional events, such as in-store demonstrations, Pride of Dakota Day, and the Holiday Showcases, Harvest Showcases and Spring Showcase. The program also provides educational opportunities and representation at regional, national, and international marketing expositions. More than 550 North Dakota companies are Pride of Dakota members.



Agriculture Commissioner  
Doug Goehring

## THINGS TO REMEMBER

- Booth space is 10' x 10' with blue back draping.
- Please plan and staff your booth accordingly. The event staff will not provide breaks.
- Overnight parking for trailers is permitted along the south edge of the parking lot.
- To ensure patron safety, please keep your products within your 10' x 10' booth space. This will be strictly policed, companies will be asked to correct any violations, repeated violation may result in dismissal from future showcases.

## FOOD VENDORS

- **Food and beverage companies are required to have a sampling license. Please contact Becky at the First District Health Unit at [bfred@nd.gov](mailto:bfred@nd.gov) or 701-852-1376 Ext. 121 for additional information.**
- Food companies must comply with state and local health regulations.
- Processed food products and beverages must be labeled with the company name on each item. If an item is processed or produced in North Dakota by a non-resident Pride of Dakota member, the product labeling must state "made/manufactured/processed/produced [as appropriate] in North Dakota."
- Fresh, raw, unprocessed foods (for example, produce items sold at farmers markets or CSAs) grown and sold by a Pride of Dakota member do not need to be labeled as "Grown in North Dakota."

## CONTRACT RULES

**Staffing/Attendance:** Booths must be set up by 2:00pm Friday, October 25<sup>th</sup>. Booths must be staffed during all show hours. Exhibitors must not dismantle booths before 5 p.m. Saturday, October 26<sup>th</sup>. Exhibitors that do may be subject to a \$100 fee. If the fee is not paid, the exhibitor may not be allowed to participate in future Pride of Dakota Shows.

**Booth Provisions:** Each booth will include: eight-foot back drapes, three-foot side drapes and rail, two chairs, and a booth identification sign. Exhibitors are responsible for additional signage, materials, or equipment in their booth, including electricity, extra tables, and internet or phone access. Booth furnishings, displays, equipment, and carts may not be placed outside of the assigned booth area. Exhibitors shall not block aisles when visiting with customers. Loud noise, such as music or recorded advertisements, and other activities that the Ag Department considers distracting to other exhibitors or the public, or otherwise inconsistent with a professional and safe show, are prohibited.

**Pride of Dakota Exclusivity:** Exhibitors may only display and sell Pride of Dakota products made in North Dakota. No exceptions will be made. Product checks will be made by Agriculture Department staff during setup. Non-compliant products will need to be immediately removed. Failure to follow this guideline will result dismissal from the Pride of Dakota Showcase. The Pride of Dakota logo shall not be affixed or affiliated with any products containing a copyrighted, registered, licensed, or trademarked brand, image or phrase or the likeness of a copyrighted, registered, licensed, or trademarked brand, image, or phrase without expressed written consent or license from the holder of that brand, image, or phrase. These products include but are not limited to: fabric items, embroidery, vinyl and sublimation processes, glass, metal and wooden items, etc. **Show Manager Authority:** The Show Manager represents the Department of Agriculture and has the authority to set policies for the show. An exhibitor that does not follow the policies or the terms of the contract may be removed from the show and excluded from future Pride of Dakota shows.

## HOTELS

Please visit the following link to book your hotel [Hotels - Visit Minot](#)



## Welcome to 2024 North Dakota Pride of Dakota!

Please work with the Office of State Tax Commissioner to obtain a North Dakota sales tax permit if you do not already have one. A sales tax permit is required prior to collecting and remitting taxes.

### **Do I need a sales tax permit?**

Any business or institution making taxable retail sales of tangible personal property or services is required to hold a North Dakota sales, use, and gross receipts tax permit. For more information on the state's sales and use tax laws, go to [www.tax.nd.gov/guidelines](http://www.tax.nd.gov/guidelines) for guidelines specific to your business.

### **Do I need to obtain the permit before making sales?**

Yes. You are required to obtain a sales tax permit prior to making the sales in North Dakota.

### **How do I register if I do not have a sales tax permit?**

Our application is available at [www.tax.nd.gov/tap/application](http://www.tax.nd.gov/tap/application).

### **I already have a sales tax permit. What do I need to do?**

Nothing. Report your sales as normal.

### **What is the tax rate at the State Fair Grounds?**

The sales tax rate for sales at the North Dakota State Fair Grounds is 5.5% which includes the State (5%) and Ward County (0.5%) taxes.

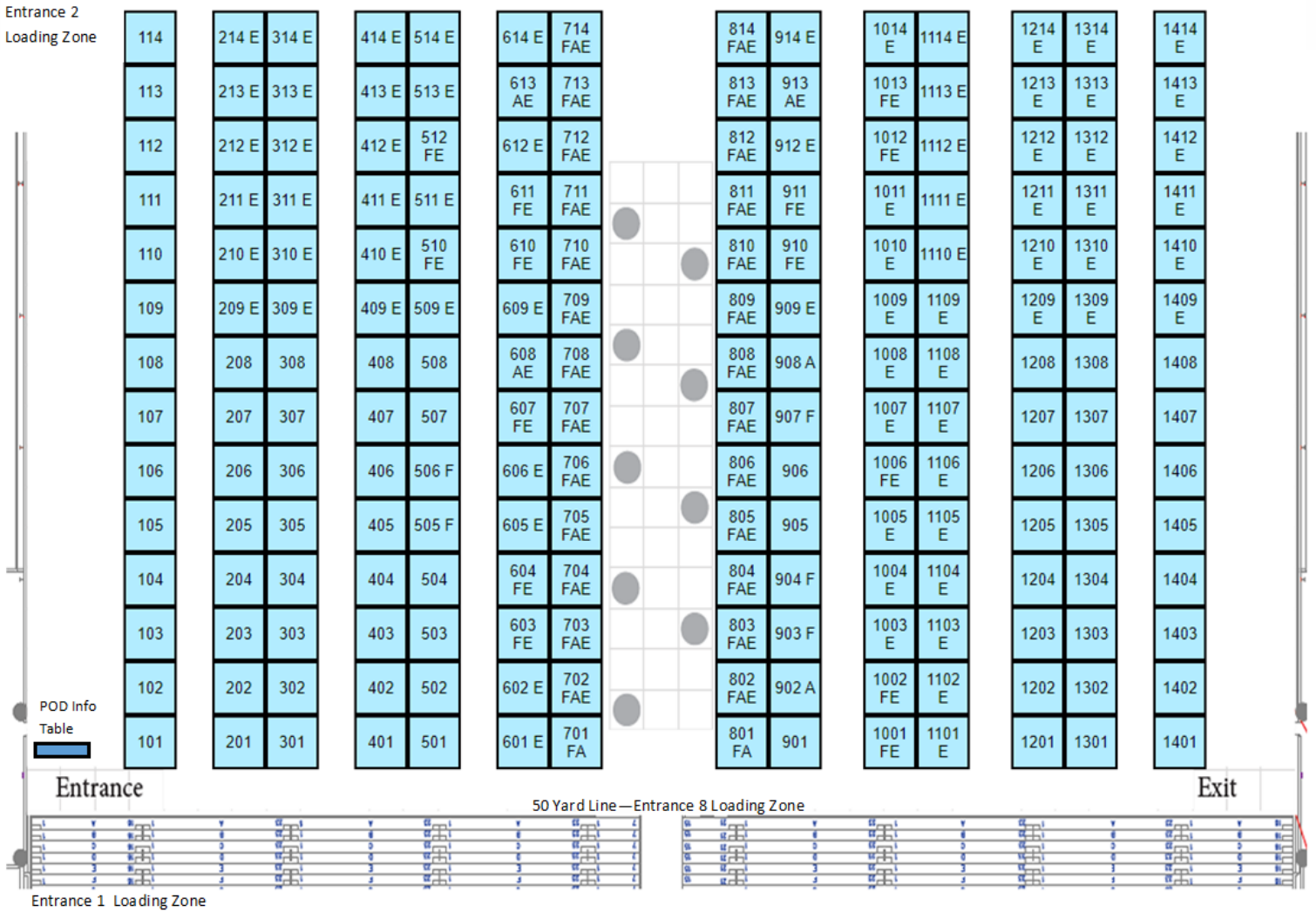
### **How do I submit my taxes?**

After you obtain your permit, we will mail you a new account letter which will state your return filing expectations.

### **Contact Information**

Registration Section  
Phone: 701-328-1241  
Email: [taxregistration@nd.gov](mailto:taxregistration@nd.gov)

# Grand Forks Floorplan



Alcohol (A), Food (F), and Electrical (E) booths are subject to change. This map is to give you the general view of the layout.

## Attendance History

2017 – 6202 Attendees – 114 Booths

2018 – 8019 Attendees – 130 Booths

2019 – 10427 Attendees – 134 Booths

2020 – 3139 Attendees – 89 Booths

2021 – 5800 Attendees – 114 Booths

2022 – 7,953 Attendees – 117 Booths

2023 – 8,110 Attendees – 122 Booths





# GRAND FORKS

## HOLIDAY SHOWCASE PARTICIPANT LETTER

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### WELCOME!

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Below are details for the Grand Forks Holiday Showcase held November 22nd & 23rd at the Alerus Center.

Public admission is FREE thanks to a continued sponsorship with Bank of North Dakota College Save Plan.

Pride of Dakota shopping bags will be distributed to companies, while supplies last. Please bring your own supply of shopping bags, in case our supplies run out.

Remember to buy POD stickers on-line prior to the event if you need them.

### MAP & PROVISIONS

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**Map Review:** Please review your booth accommodations to be certain the correct number of tables and tablecloths in your booth and you have an electrical hook up if you ordered one. Any changes to the map need to be emailed to Katie by 12pm on Monday, November 11th.

**Electrical Booth Notes:** Electricity is dropped from the ceiling in this facility. The Alerus staff drop the electrical hub near your booth if you requested electricity, you must bring your own extension cords (50 foot). We cannot make changes to electrical the day of the show, so please review the map and respond in a timely manner if you need electrical added to your booth.

**Moving Carts:** There are a few moving carts available, but please bring your own cart for move-in/out if possible.

**Load/Unload:** Entrance 1 (main doors), Entrance 2 (SW corner of building), and Entrance 8 (50-yard line)

### CHECKLIST

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- Check your booth amenities, respond with changes
- Food & Beverage companies, complete your Authorization request to distribute food and/or beverage samples
- Wine & Spirit companies, complete and return your Class 11 Alcoholic Beverage License.

### THINGS TO REMEMBER

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- Booth space is 10' x 10' with back draping and black table coverings.
- Please plan and staff your booth accordingly. The event staff will not provide breaks.
- Overnight parking for trailers is permitted along the south edge of the parking lot.
- To ensure patron safety, please keep your products within your 10' x 10' booth space. This will be strictly policed, companies will be asked to correct any violations, repeated violation may result in dismissal from future showcases.

### ALERUS CENTER

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1200 S 42<sup>nd</sup> St, Grand Forks, ND

### SETUP TIMES

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Thursday, Nov. 21    2 pm – 7:30 pm CT  
Friday, Nov. 22     7:30 am - 11am pm CT

### SHOW HOURS

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Friday, Nov. 22        12pm - 8 pm CT  
Saturday, Nov. 23     9 am - 5 pm CT

### SALES TAX RATE

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**7.25%**

### CONTACT

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Katie Huizenga, Pride of Dakota Specialist

701-328-2307

[kathuizenga@nd.gov](mailto:kathuizenga@nd.gov)

[pod@nd.gov](mailto:pod@nd.gov)

[prideofdakota.nd.gov](http://prideofdakota.nd.gov)

## HISTORY

Administered by the Business, Marketing and Information Division of the North Dakota Department of Agriculture, the Pride of Dakota program provides member companies with cooperative marketing and promotional events, such as in-store demonstrations, Pride of Dakota Day and the Holiday Showcases, Harvest Showcases and Spring Showcase. The program also provides educational opportunities and representation at regional, national and international marketing expositions. More than 550 North Dakota companies are Pride of Dakota members.



Agriculture Commissioner  
Doug Goehring

## FOOD & ALCOHOL VENDORS

- **Wine & Spirits vendors, you must complete a Class 11 liquor permit with the City of Grand Forks. Food vendors if you are giving out samples, you will need to fill out the food sampling form.**
- Food vendors must comply with state and local health regulations.
- Processed food products and beverages must be labeled with the company name on each item. If an item is processed or produced in North Dakota by a non-resident Pride of Dakota member, the product labeling must state "made/manufactured/processed/produced [as appropriate] in North Dakota."
- Fresh, raw, unprocessed foods (for example, produce items sold at farmers markets or CSAs) grown and sold by a Pride of Dakota member do not need to be labeled as "Grown in North Dakota."

## CONTRACT RULES

**Staffing/Attendance:** Booths must be set up by 2:00 p.m. Friday, Nov. 22nd. Booths must be staffed during all show hours. Exhibitors must not dismantle booths before 5 p.m. Saturday, Nov. 23rd. Exhibitors that do may be subject to a \$100 fee. If the fee is not paid, the exhibitor may not be allowed to participate in future Pride of Dakota Shows.

**Booth Provisions:** Each booth will include: eight-foot back drapes, three-foot side drapes and rail, two chairs, and a booth identification sign. Exhibitors are responsible for additional signage, materials or equipment in their booth, including electricity, extra tables, and internet or phone access. Booth furnishings, displays, equipment, and carts may not be placed outside of the assigned booth area. Exhibitors shall not block aisles when visiting with customers. Loud noise, such as music or recorded advertisements, and other activities that the Ag Department considers distracting to other exhibitors or the public, or otherwise inconsistent with a professional and safe show, are prohibited.

**Pride of Dakota Exclusivity:** Exhibitors may only display and sell Pride of Dakota products made in North Dakota. No exceptions will be made. Product checks will be made by Agriculture Department staff during setup. Non-compliant products will need to be immediately removed. Failure to follow this guideline will result dismissal from the Pride of Dakota Showcase.

The Pride of Dakota logo shall not be affixed or affiliated with any products containing a copyrighted, registered, licensed or trademarked brand, image or phrase or the likeness of a copyrighted, registered, licensed or trademarked brand, image or phrase without expressed written consent or license from the holder of that brand, image or phrase. These products include but are not limited to: fabric items, embroidery, vinyl and sublimation processes, glass, metal and wooden items, etc.

**Show Manager Authority:** The Show Manager represents the Department of Agriculture and has the authority to set policies for the show. An exhibitor that does not follow the policies or the terms of the contract may be removed from the show and excluded from future Pride of Dakota shows.

## HOTELS

Please visit <https://www.visitgrandforks.com/>



**CITY OF GRAND FORKS**  
255 N 4<sup>th</sup> Street, Grand Forks, ND 58203  
Phone: 701-746-2626 Fax: 701-795-3740

For Office Use Only:  
License #


## CLASS 11 APPLICATION FOR SPECIAL OR LIMITED LICENSE TO SELL ALCOHOLIC BEVERAGES AT DESIGNATED PREMISES

BUSINESS / ORGANIZATION INFORMATION:		
Licensee Name:		Local License #
		State License #
Address:		
City:	State:	Zip:
Business Phone Number:	Contact Person:	
Email Address:		
EVENT INFORMATION:		
Event Date(s)	Number of sites:	
November 22 & 23, 2024	1	
Event Name:	Pride of Dakota Showcase	
Event Location(s):	Alerus Center 1200 S 42nd St, Grand Forks - Arena Floor	
Description of Event:	A sales event, showcasing products made, manufactured, processed or produced in North Dakota.	
Day of Event Contact Person:	Phone Number at Site:	
Katie Huizenga, Pride of Dakota Specialist	701-328-2307	

**Fees: \$55 Per Event / Location**

Please complete form and submit with fee to: City of Grand Forks, Finance and Administrative Services, PO Box 5200, Grand Forks, ND 58206-5200.

License issuance is subject to inspection and approval of the City Attorney. Failure to comply with current regulations and codes for this license may result in revocation of license. By signing below I agree to abide by the regulations associated with this license.

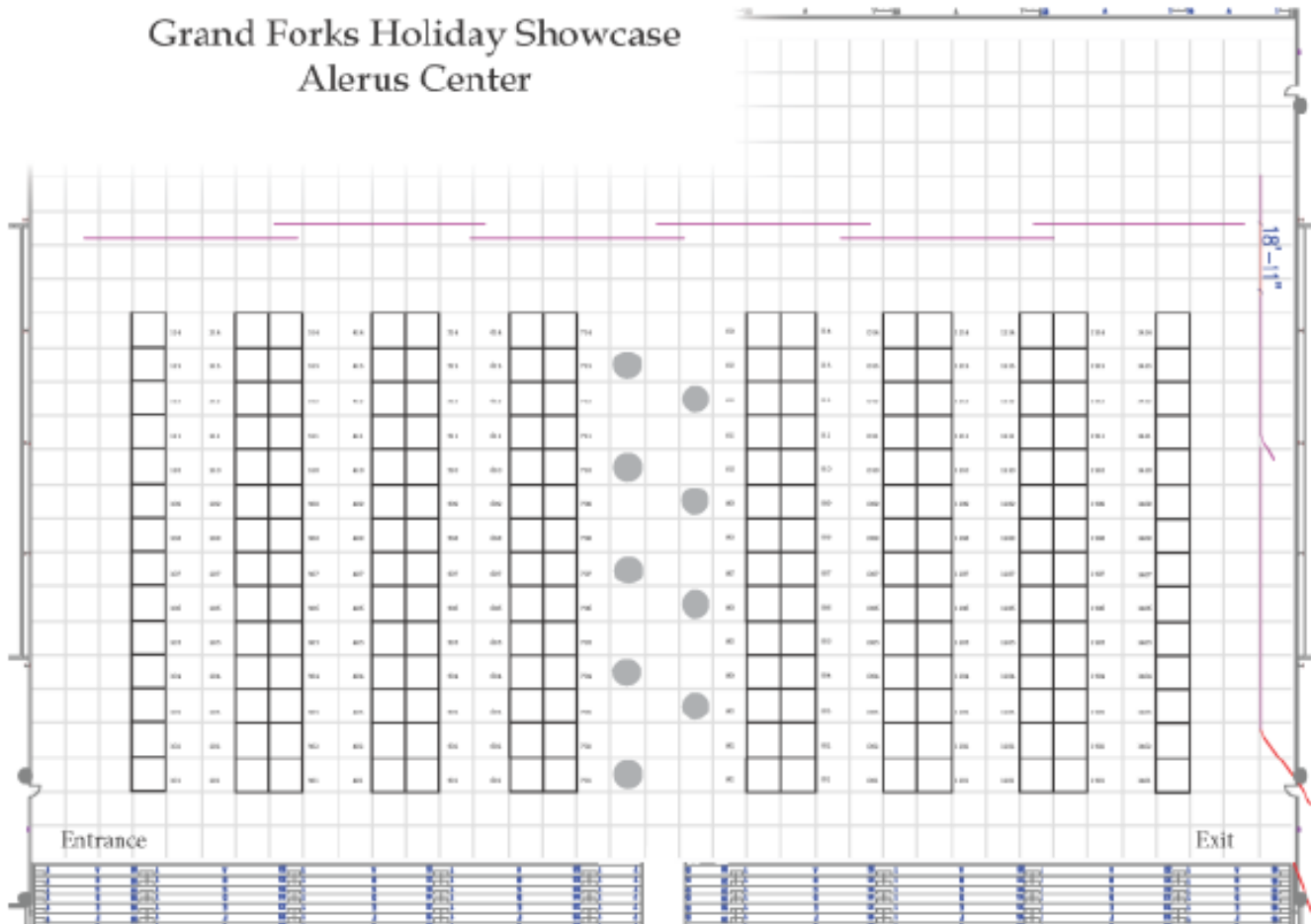
Signature 

### Premises Description:

Do Premises meet local and state requirements regarding sanitation and safety? Yes  No

Draw a clear and understandable floor plan of the premises. Show all exits, bars, dining areas (if any), beverage coolers and beverage storage areas. Indicate which are solid walls, half walls, dividers, and movable partitions. If any area is enclosed by fences or the like, explain type and height.

Grand Forks Holiday Showcase  
Alerus Center



What part of the building will be used for the alcoholic beverage business (sale of beverages and consumption of beverages sold)? All  Less than all

If less than all, fully explain and clearly indicate on the floor plan (outline with a different color)  
The only sale of alcohol is our beverage companies giving samples to their shoppers

Is there a dining area? Yes  No

If yes, will you serve alcoholic beverages in the dining area? Yes  No



Alerus Center provides its own Exclusive Food & Beverage Services. However, exhibitors for some events deem it necessary to provide samples of their food and/or beverage products which is allowed in strict adherence to the criteria and guidelines below. No one is permitted to bring any food and/or beverage into the facilities without expressed written consent from Alerus Center management.

### EXHIBITORS COMPLETE THE FOLLOWING

Event Name \_\_\_\_\_ Booth # \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

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

Contact \_\_\_\_\_ On-site Contact \_\_\_\_\_

Product(s) to be sampled (distributed) \_\_\_\_\_

\_\_\_\_\_

Portion size to be sampled (distributed) \_\_\_\_\_

\_\_\_\_\_

Proposed method of distributing \_\_\_\_\_

\_\_\_\_\_

1. Sampling is allowed only by producers, manufacturers, and exclusive distributors or retailers of the product to be sampled.
2. Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar services) must be purchased through Alerus Center Food & Beverage services - exhibitors may contact our Food & Beverage office for their needs or to request a menu.
3. Sample distribution authorization is granted only to exhibitors of event sponsoring organizations that have executed a Facility Use Agreement with Alerus Center.
4. All authorized samples are limited in size to "bite size" or 2 oz. by weight of food products and 2 oz. by volume of beverage products.
5. Any retail sales of food or beverages intended or readily construed to be for consumption on the premises must be conducted via a third party sales agreement made directly with Alerus Center. Interested exhibitors must contact the facility directly at 701.792.1200, Food & Beverage Department, for details; certificates of insurance will be required. Otherwise, retail sales of food or beverages intended or construed to be for consumption on the premises is strictly prohibited.
6. Exhibitors conducting retail sales of any item must secure the appropriate local, state, and federal certifications and/or licenses as required by law.
7. Certain guidelines and restrictions not contained here may be necessary and will be communicated to exhibitors that are granted authorization to distribute samples.
8. Authorization to distribute food and/or beverage samples must be made in writing on this form and signed by
9. Alerus Center management. Exhibitors should keep a copy of this approved form in their exhibit booth.
10. All distribution methods must adhere to local and state health codes as well as generally accepted sanitation standards.

After completion of this form, please save and email the completed form to  
HENNESSY.LOCSIN@OAKVIEWGROUP.COM





## Welcome to 2024 North Dakota Pride of Dakota!

Please work with the Office of State Tax Commissioner to obtain a North Dakota sales tax permit if you do not already have one. A sales tax permit is required prior to collecting and remitting taxes.

### **Do I need a sales tax permit?**

Any business or institution making taxable retail sales of tangible personal property or services is required to hold a North Dakota sales, use, and gross receipts tax permit. For more information on the state's sales and use tax laws, go to [www.tax.nd.gov/guidelines](http://www.tax.nd.gov/guidelines) for guidelines specific to your business.

### **Do I need to obtain the permit before making sales?**

Yes. You are required to obtain a sales tax permit prior to making the sales in North Dakota.

### **How do I register if I do not have a sales tax permit?**

Our application is available at [www.tax.nd.gov/tap/application](http://www.tax.nd.gov/tap/application).

### **I already have a sales tax permit. What do I need to do?**

Nothing. Report your sales as normal.

### **What is the tax rate in Grand Forks?**

The sales tax rate for sales in Grand Forks, ND is 7.25% which includes the State (5%), and Grand Forks City (2.25%) taxes.

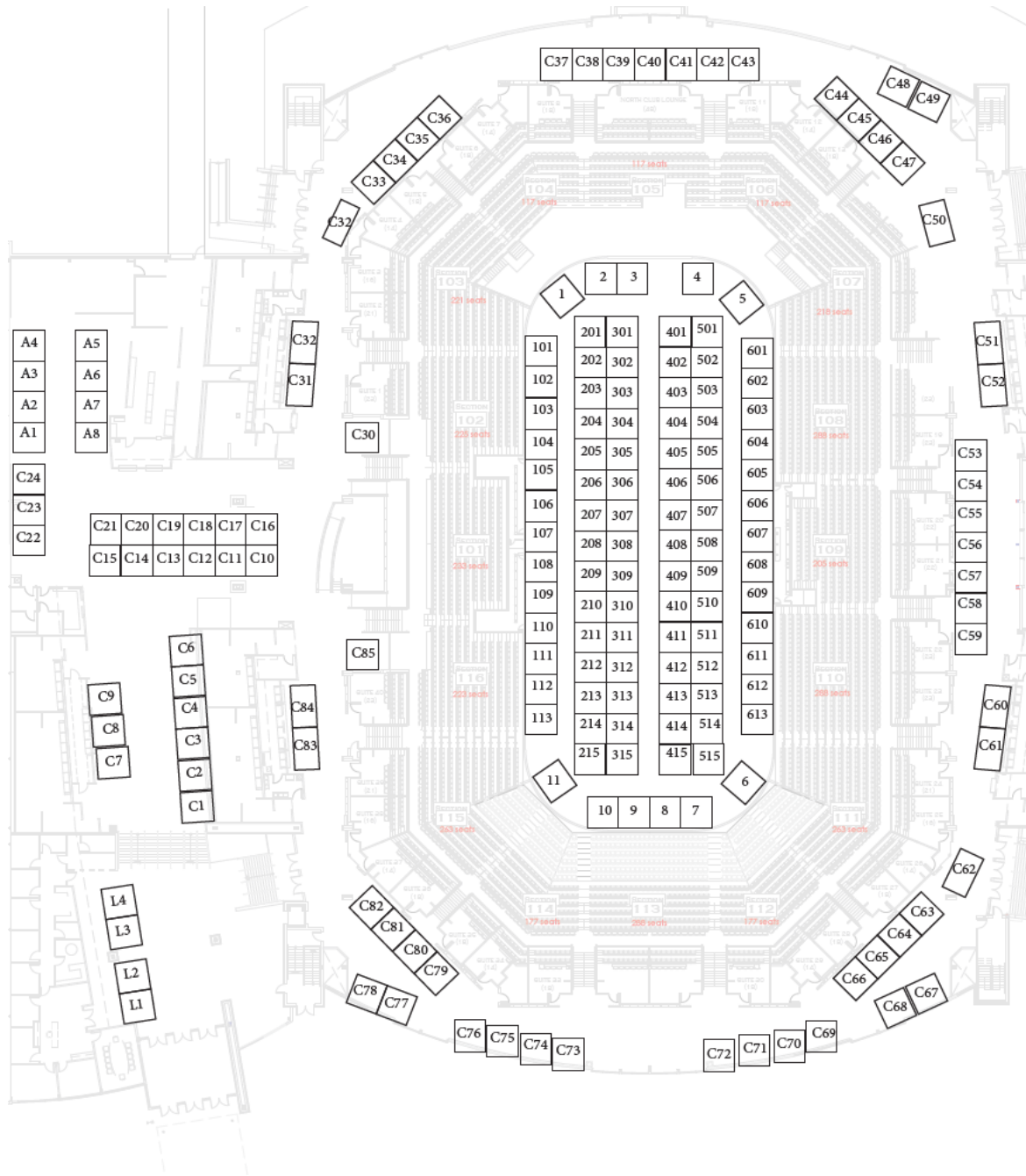
### **How do I submit my taxes?**

After you obtain your permit, we will mail you a new account letter which will state your return filing expectations.

### **Contact Information**

Registration Section  
Phone: 701-328-1241  
Email: [taxregistration@nd.gov](mailto:taxregistration@nd.gov)

# Fargo Floor Plan



Alcohol (A), Food (F), and Electrical (E) booths are subject to change. This map is to give you the general view of the layout.

ALL BOOTHS are 10x9, so therefore there are no tents allowed at this venue.

## Attendance History:

- 2017 – 10891 Attendees – 133 Booths
- 2018 – 10750 Attendees – 145 Booths
- 2019 – 13922 Attendees – 149 Booths
- 2020 – Cancelled
- 2021 – 9467 Attendees – 145 Booths
- 2022 – 9,965 Attendees – 135 Booths
- 2023 – 12,069 Attendees – 145 Booths



# FARGO

## HOLIDAY SHOWCASE PARTICIPANT LETTER

### SCHEELS ARENA

5225 31<sup>st</sup> Ave S  
Fargo, ND 58104

### SETUP TIMES

Thursday, Oct. 31 2 pm – 8 pm CT  
Friday, Nov. 1 7 am – 11 am CT

### SHOW HOURS

Friday, Nov. 1 12 pm – 8 pm CT  
Saturday, Nov. 2 9 am – 5 pm CT

### SALES TAX RATE

**7.5%**

### CONTACT

Katie Huizenga, Pride of Dakota  
Specialist

W: 701-328-2307  
C: 701-226-5619

[kathuizenga@nd.gov](mailto:kathuizenga@nd.gov)  
[pod@nd.gov](mailto:pod@nd.gov)

[prideofdakota.nd.gov](http://prideofdakota.nd.gov)

### WELCOME!

Below are details for the Fargo Holiday Showcase held November 1<sup>st</sup> & 2<sup>nd</sup> in the Scheels Arena.

Public admission is FREE thanks to a continued sponsorship with Bank of North Dakota College Save Plan.

Pride of Dakota will offer shopping bags this year. Bags will be distributed to companies while supplies last. Bring your own shopping bags in case we run out of supplies.

### MAPS & PROVISIONS

**Map Review:** Please review your booth accommodations to be certain the correct number of tables are in your booth, and you have an electrical hook up if you ordered one. Reminder that tables and tablecloths are not included with your registration. There are a limited number of tables, so you if you do not let me know that you need a table by 12pm on Monday, October 28<sup>th</sup> you may not get one.

**Electrical Booth Notes:** Electrical hubs are set up near your booth if you requested electricity, you must bring your own extension cords (50 foot) and power strip. This venue is very difficult to feed electricity to everyone. It is imperative you bring your own extension, multiple extension cords, and to sign up or let me know if you need electrical so we are not tripping power boxes. We are no longer able to run electricity to booths 200-515 on the ice.

**Tents:** No tents are allowed at this venue due to all booths being 10x9.

**Moving Carts:** There are NO moving carts available at this facility. If possible, please bring your own cart for move-in/out. We have hired Fettes Movers to help with load in and load out.

**Wi-Fi:** Wireless internet is available at no additional cost for the entire show. If you feel the available Wi-Fi is insufficient for you to operate, it is your responsibility to increase your band with or secure a secondary hotspot through your wireless carrier.

**Unloading/Loading:** You can unload/load at the main (front) entrance on the S side of the building, or at the NW corner of the building by the concourse-level ramp, or at the N side of the building with the large ramp that goes down to the lower ice level. If you are having deliveries made, please contact the Scheels Arena directly at 701-356-7656.



## HISTORY

Administered by the Business, Marketing and Information Division of the North Dakota Department of Agriculture, the Pride of Dakota program provides member companies with cooperative marketing and promotional events, such as in-store demonstrations, Pride of Dakota Day, and the Holiday Showcases, Harvest Showcases and Spring Showcase. The program also provides educational opportunities and representation at regional, national, and international marketing expositions. More than 550 North Dakota companies are Pride of Dakota members.



Agriculture Commissioner  
Doug Goehring

## CHECKLIST

- Check your booth amenities, respond with changes PRIOR to the show. We only have a certain number of tables at this venue, so if you ordered tables or need tables and they are not on the map you need to let me know or you may not get one.

## THINGS TO REMEMBER

Booth space is 10' x 9' with back draping and black table coverings. To ensure patron safety, please keep your products within your 10' x 9' booth space. This will be strictly policed, companies will be asked to correct any violations, repeated violation may result in dismissal from future showcases. There are no tents allowed at this venue due to booth spaces being 10' x 9'.

Please plan and staff your booth accordingly. The event staff will not provide breaks.

Those of you in the hockey arena level, you will want to dress in layers. There is an insulated floor covering the ice; however, we are in a hockey arena, so it may be a little chilly. Warm shoes, socks and feet warmers are advised.

Overnight parking for trailers is permitted along the south edge of the parking lot.

## FOOD VENDORS

**Food and beverage companies there is no additional paperwork required at this showcase.**

Food companies must comply with state and local health regulations. Processed food products and beverages must be labeled with the company name on each item. If an item is processed or produced in North Dakota by a non-resident Pride of Dakota member, the product labeling must state "made/manufactured/processed/produced [as appropriate] in North Dakota."

Fresh, raw, unprocessed foods (for example, produce items sold at farmers markets or CSAs) grown and sold by a Pride of Dakota member do not need to be labeled as "Grown in North Dakota."

## CONTRACT RULES

**Staffing/Attendance:** Booths must be set up by 11am on Friday, Nov. 1<sup>st</sup>. Booths must be staffed during all show hours. Exhibitors must not dismantle booths before 5 p.m. Saturday, Nov. 2<sup>nd</sup>. Exhibitors that do may be subject to a \$100 fee. If the fee is not paid, the exhibitor may not be allowed to participate in future Pride of Dakota Shows.

**Booth Provisions:** Each booth will include: eight-foot back drapes, three-foot side drapes and rail, two chairs, and a booth identification sign. Exhibitors are responsible for additional signage, materials, or equipment in their booth, including electricity, tables, and internet or phone access. Booth furnishings, displays, equipment, and carts may not be placed outside of the assigned booth area. Exhibitors shall not block



aisles when visiting with customers. Loud noise, such as music or recorded advertisements, and other activities that the Ag Department considers distracting to other exhibitors or the public, or otherwise inconsistent with a professional and safe show, are prohibited.

**Pride of Dakota Exclusivity:** Exhibitors may only display and sell Pride of Dakota products made in North Dakota. No exceptions will be made. Product checks will be made by Agriculture Department staff during setup. Non-compliant products will need to be immediately removed. Failure to follow this guideline will result dismissal from the Pride of Dakota Showcase.

The Pride of Dakota logo shall not be affixed or affiliated with any products containing a copyrighted, registered, licensed, or trademarked brand, image or phrase or the likeness of a copyrighted, registered, licensed, or trademarked brand, image, or phrase without expressed written consent or license from the holder of that brand, image or phrase. These products include but are not limited to fabric items, embroidery, vinyl and sublimation processes, glass, metal, and wooden items, etc.

**Show Manager Authority:** The Show Manager represents the Department of Agriculture and has the authority to set policies for the show. An exhibitor that does not follow the policies or the terms of the contract may be removed from the show and excluded from future Pride of Dakota shows.

#### **HOTELS**

Please visit <https://www.fargomoorhead.org/hotels/>

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## Welcome to 2024 North Dakota Pride of Dakota!

Please work with the Office of State Tax Commissioner to obtain a North Dakota sales tax permit if you do not already have one. A sales tax permit is required prior to collecting and remitting taxes.

### **Do I need a sales tax permit?**

Any business or institution making taxable retail sales of tangible personal property or services is required to hold a North Dakota sales, use, and gross receipts tax permit. For more information on the state's sales and use tax laws, go to [www.tax.nd.gov/guidelines](http://www.tax.nd.gov/guidelines) for guidelines specific to your business.

### **Do I need to obtain the permit before making sales?**

Yes. You are required to obtain a sales tax permit prior to making the sales in North Dakota.

### **How do I register if I do not have a sales tax permit?**

Our application is available at [www.tax.nd.gov/tap/application](http://www.tax.nd.gov/tap/application).

### **I already have a sales tax permit. What do I need to do?**

Nothing. Report your sales as normal.

### **What is the tax rate in Fargo?**

The sales tax rate for sales in Fargo, ND is 7.5% which includes the State (5%), Fargo City (2%) and Cass County (0.5%) taxes.

### **How do I submit my taxes?**

After you obtain your permit, we will mail you a new account letter which will state your return filing expectations.

### **Contact Information**

Registration Section  
Phone: 701-328-1241  
Email: [taxregistration@nd.gov](mailto:taxregistration@nd.gov)

# Bismarck Floor Plan



Alcohol (A), Food (F), and Electrical (E) booths are subject to change. This map is to give you the general view of the layout.

## Attendance History:

- 2017 – 12949 Attendees – 217 Booths
- 2018 – 15041 Attendees – 224 Booths
- 2019 – 14857 Attendees – 236 Booths
- 2020 – 7179 Attendees – 141 Booths
- 2021 – 14404 Attendees – 202 Booths
- 2022 – 14,176 Attendees – 196 Booths
- 2023 – 15,900 Attendees – 196 Booths





# BISMARCK

## HOLIDAY SHOWCASE PARTICIPANT LETTER

### WELCOME!

Thank you for registering for the Bismarck Holiday Showcase!

Below are details for the Bismarck Holiday Showcase held December 6 & 7 at the Bismarck Event Center.

Public admission is FREE thanks to a continued sponsorship with Bank of North Dakota College Save Plan.

### 2023 CONSIDERATIONS

POD shopping bags will be distributed to companies. Shoppers will receive a POD bag when they make their first purchase, while supplies last. Bring your own shopping bags in case we run out of supplies.

### MAPS & PROVISIONS

**Map Review:** Please review your booth accommodations to be certain the correct number of tables & tablecloths are in your booth and you have an electrical hook up if you ordered one. Reminder: Tables are not included with your registration. If there are changes that need to be made, let Katie know prior to the showcase.

**Electrical Booth Notes:** Electrical hubs are set up near your booth if you requested electricity, you must bring your own extension cords (50 foot) to plug into the hub.

**Moving Carts:** There are a few carts available at this facility. If possible, please bring your own cart for move-in/out.

**Wifi:** There are two separate Wifi cards that will be at the information desk. One that is used for financial transactions and one that is not used for non-financial transactions.

**Parking:** Vendors may park vehicles and restocking trailers ONLY in the east parking lot (Lot E between the building and 7th Street) . Cost is \$10/day and you can get your passes from the parking lot attendant on Thursday. You will need to reserve this spot with Katie. First come, first serve!

Trailers not used for restocking and overflow vendor parking is on the south end of Lot D.

**Handicap Parking Spaces:** If you have a handicap parking permit, you may request a reserved spot in Lot E for \$5 per day. You will pay and get your ticket from the parking attendant when you arrive. The Pride of Dakota Specialist does not keep a list for handicap parking. Please work with the parking attendant.

Companies can NOT move in/out of the front doors (E42). You need to utilize the garage door (Door E44) or the walk-thru doors (Door E45) next to the garage door on the west side of the building. On the east side of the building, they will use the garage door (Door E52).

### BISMARCK EVENT CENTER

315 S 5<sup>th</sup> St • Bismarck, ND

### SETUP TIMES

Thursday, Dec. 5      2 pm – 8 pm CT  
Friday, Dec. 6        7 am - 11 am CT

### SHOW HOURS

Friday, Dec. 6        12 pm - 8 pm CT  
Saturday, Dec. 7     9 am - 5 pm CT

### SALES TAX RATE

7%

### CONTACT

Katie Huizenga, Pride of Dakota Specialist

(w)701-328-2307

(c)701-226-5619

[kathuizenga@nd.gov](mailto:kathuizenga@nd.gov)

[pod@nd.gov](mailto:pod@nd.gov)

[prideofdakota.nd.gov](http://prideofdakota.nd.gov)



## HISTORY

Administered by the Business, Marketing and Information Division of the North Dakota Department of Agriculture, the Pride of Dakota program provides member companies with cooperative marketing and promotional events, such as in-store demonstrations, Pride of Dakota Day and the Holiday Showcases, Harvest Showcases and Spring Showcase. The program also provides educational opportunities and representation at regional, national and international marketing expositions. More than 550 North Dakota companies are Pride of Dakota members.



Agriculture Commissioner  
Doug Goehring

## THINGS TO REMEMBER

- Booth space is 10' x 10' with blue back draping and black table coverings.
- Please plan and staff your booth accordingly. The event staff will not provide breaks
- Sales tax in Bismarck is 7%.
- Overnight parking for trailers is permitted along the south edge of the parking lot.
- To ensure patron safety, please keep your products within your 10' x 10' booth space. This will be strictly policed, companies will be asked to correct any violations, repeated violation may result in dismissal from future showcases.

## FOOD VENDORS

- Food vendors must comply with state and local health regulations. See attached Health Dept paperwork for any companies wanting to give out food or alcohol samples. This must be filled out prior to the show or you will not be able to give out samples.
- Processed food products and beverages must be labeled with the company name oneach item. If an item is processed or produced in North Dakota by a non-resident Prideof Dakota member, the product labeling must state "made/manufactured/processed/produced [as appropriate] in North Dakota."
- Fresh, raw, unprocessed foods (for example, produce items sold at farmers markets orCSAs) grown and sold by a Pride of Dakota member do not need to be labeled as "Grown in North Dakota."

## CONTRACT RULES

Booths must be set up by 11am Friday, Dec. 6. Booths must be staffed during all show hours. Exhibitors must not dismantle booths before 5 p.m. Saturday, Dec. 7. Exhibitors that do may be subject to a \$100 fee. If the fee is not paid, the exhibitor may not be allowed to participate in future Pride of Dakota Shows.

**Booth Provisions:** Each booth will include: eight-foot back drapes, three-foot side drapes and rail, two chairs, and a booth identification sign. Exhibitors are responsible for additional signage, materials or equipment in their booth, including electricity, extra tables, and Internet or phone access. Booth furnishings, displays, equipment, and carts may not be placed outside of the assigned booth area. Exhibitors shall not block aisles when visiting with customers. Loud noise, such as music or recorded advertisements, and other activities that the Ag Department considers distracting to other exhibitors or the public, or otherwise inconsistent with a professional and safe show, are prohibited.

**Pride of Dakota Exclusivity:** Exhibitors may only display and sell Pride of Dakota products made in North Dakota. No exceptions will be made. Product checks will be made by Agriculture Department staff during setup. Non-compliant products will need to be immediately removed. Failure to follow this guideline will result dismissal from the Pride of Dakota Showcase.

The Pride of Dakota logo shall not be affixed or affiliated with any products containing a copyrighted, registered, licensed or trademarked brand, image or phrase or the likeness of a copyrighted, registered, licensed or trademarked brand, image or phrase without expressed written consent or license from the holder of that brand, image or phrase. These products include but are not limited to: fabric items, embroidery, vinyl and sublimation processes, glass, metal and wooden items, etc.

**Show Manager Authority:** The Show Manager represents the Department of Agriculture and has the authority to set policies for the show. An exhibitor that does not follow the policies or the terms of the contract may be removed from the show and excluded from future Pride of Dakota shows.

## HOTELS

Please visit: <https://www.noboundariesnd.com/wheretostay/>

A Bismarck temporary food license is required if:

- You are selling any perishable food (i.e.: food that requires temperature control) such as raw meats, cooked meats, food of animal origin, baked foods containing cream, etc.
- You are making/preparing food onsite at the event (Note: A food license is not required if you are only sampling food).

If you meet the criteria listed above, please review the attached temporary food requirements and complete and return the attached temporary food license application to me or our office at least one week prior to the event. If you already have a 2022 Bismarck food license your license is valid for this event, and you don't have to reapply.

Lastly, if you plan to offer food samples, you must follow the required sanitary practices:

- Bare-hand contact with ready-to-eat foods is not permitted; single use-gloves, tissue paper, clean tongs or other serving utensil shall be used when working with food samples.
- Samples shall be in single servings (a customer cannot dip a chip into a salsa; rather a pre-portioned chip and salsa sample must be served).
- Single use sampling utensils must be dispensed in a manner that prevents hand contact with the portion that enters a customer's mouth. In general, this means with handles up if stored in a cylinder or all handles closest to the customer if presented on a flat clean serving surface.
- Food samples shall be protected from contamination - the vendors shall closely monitor the food samples and discard all exposed foods if they get contaminated by environmental contaminants (coughing, sneezing, customer handling)

Feel free to respond this email or call me at 701-355-3401 if you have any questions.

Respectfully,

**Anton Sattler**

Environmental Health Administrator

**City of Bismarck – Bismarck/Burleigh Public Health**

500 E Front Ave

Bismarck, ND 58504

Office: 701-355-3401

Fax: 701-221-6883

Website: [bismarcknd.gov](http://bismarcknd.gov)



# Bismarck-Burleigh Public Health

500 E Front Avenue, Bismarck, ND 58504  
701-355-3400 • Fax: 701-221-6883 • Email: [bbph@bismarcknd.gov](mailto:bbph@bismarcknd.gov)

## FOR OFFICE USE ONLY:

Date Recvd: \_\_\_\_\_

Recvd by: \_\_\_\_\_

Assigned EHS: \_\_\_\_\_

## TEMPORARY FOOD LICENSE APPLICATION

This application must be submitted at least one week prior to the first day of the event unless other arrangements are made. Submit completed application with \$75.00/unit fee to: Bismarck-Burleigh Public Health (contact info at top of application). Checks are to be made payable to Bismarck-Burleigh Public Health. Incomplete applications will not be processed. Licenses will be issued upon application review and approval by Environmental Health staff.

\_\_\_\_\_ Number of units/booths/stands X \$75.00 = \_\_\_\_\_ Fee Total

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant's Name & Title: \_\_\_\_\_ Applicant's Phone #: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

List ALL events (dates & locations) that you will operate at: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all of your food suppliers (e.g.: grocery store, wholesaler, restaurant, etc.): \_\_\_\_\_  
\_\_\_\_\_

Food Preparation Site (All food must be prepared at a licensed kitchen or on-site at event):

- Off-site     On-site     Both off-site and on-site

Off-site prep kitchen name/address \_\_\_\_\_

Type of structure that will be used for food service (i.e.: permanent building, tent/booth, a mobile unit, etc.): \_\_\_\_\_  
\_\_\_\_\_

List all equipment (i.e.: cooking, hot holding and cold holding) that will be used onsite: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Food Transport Method:

- Ice Chest     Refrigerated Truck     Cambro     Other \_\_\_\_\_

Describe where & how will liquid waste be disposed of: \_\_\_\_\_  
\_\_\_\_\_

Menu Information - List food/beverage products that will be prepared, sold or given away. Use additional sheet if necessary

Food/Beverage Items	Describe preparation/cooking/cooling/reheating/etc. and where it will occur (onsite/off-site)	Hot or Cold Holding Method (if applicable)
Example: Pulled pork Sandwiches	Cook pork roast to 145F at restaurant. Shred pork and cool to 41F in shallow pan in walk-in cooler. Reheat to 165F using flat top grill onsite.	Hot hold in steam table at $\geq$ 135F

By my signature, I acknowledge that I have read Bismarck’s “Temporary Food Requirements” handout and agree to comply with these requirements and all other requirements of Bismarck’s Food Code. I understand that any changes to information I have supplied in this application must be pre-approved by Bismarck’s Environmental Health Division and that unauthorized changes or Food Code violations may result in the suspension or revocation of my temporary food license.

License Holder’s Name (Print) \_\_\_\_\_

License Holder’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Welcome to 2024 North Dakota Pride of Dakota!

Please work with the Office of State Tax Commissioner to obtain a North Dakota sales tax permit if you do not already have one. A sales tax permit is required prior to collecting and remitting taxes.

### **Do I need a sales tax permit?**

Any business or institution making taxable retail sales of tangible personal property or services is required to hold a North Dakota sales, use, and gross receipts tax permit. For more information on the state's sales and use tax laws, go to [www.tax.nd.gov/guidelines](http://www.tax.nd.gov/guidelines) for guidelines specific to your business.

### **Do I need to obtain the permit before making sales?**

Yes. You are required to obtain a sales tax permit prior to making the sales in North Dakota.

### **How do I register if I do not have a sales tax permit?**

Our application is available at [www.tax.nd.gov/tap/application](http://www.tax.nd.gov/tap/application).

### **I already have a sales tax permit. What do I need to do?**

Nothing. Report your sales as normal.

### **What is the tax rate in Bismarck?**

The sales tax rate for sales in Bismarck, ND is 7.0% which includes the State (5%), Bismarck City (1.5%) and Burleigh County (0.5%) taxes.

### **How do I submit my taxes?**

After you obtain your permit, we will mail you a new account letter which will state your return filing expectations.

### **Contact Information**

Registration Section  
Phone: 701-328-1241  
Email: [taxregistration@nd.gov](mailto:taxregistration@nd.gov)



# Waiver of Liability Forms

This form needs to be signed every year by anyone who works in your booth at the showcases. All participants in your booth only need to sign the form once and it will cover the whole showcase season. One form per company is preferred. If you have a minor working in your booth, please see attached form for minors.

---

## WAIVER OF LIABILITY, INDEMNIFICATION, AND MEDICAL RELEASE

To be signed by adults participating in the event.

### *Acknowledgment and Assumption of Risk*

I am aware of the dangers and the risks to my person and property involved in participating in the Pride of Dakota 2024 showcase events.

Dickinson, Sept. 13 & 14  
Grand Forks, Nov. 22 & 23

Minot, Oct. 25-26  
Bismarck, Dec. 6-7

Fargo, Nov. 1 & 2

I voluntarily elect to participate in this activity with knowledge of the danger involved, and I hereby agree to accept and assume any and all risks of property damage, personal injury, or death.

### Waiver of Liability and Indemnification:

In consideration for being allowed to voluntarily participate in the above-referenced event, on behalf of myself, my personal representatives, heirs, next of kin, successors, and assigns, I hereby:

a. **waive, release and discharge the State of North Dakota and its agencies, officers, and employees from any and all liability for my death, disability, personal injury, property damages, property theft or claims of any nature which may hereafter accrue to me, and my estate as a direct or indirect result of my participation in the activity or event; and**

b. **indemnify, save, and hold harmless the State of North Dakota and its agencies, officers, and employees of, from and against any and all claims of any nature including all costs, expenses and fees arising out of or resulting from my actions during this activity or event.**

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident or illness during this activity or event. This release, indemnification, and waiver shall be construed broadly to provide a release, indemnification, and waiver to the maximum extent permissible under applicable law.

I, the undersigned participant, affirm that I am at least 18 years of age and am freely signing this agreement. I have read this form and fully understand that by signing this form I am giving up legal rights and/or remedies which may otherwise be available to me regarding any losses I may sustain as a result of my participation. I agree that if any portion is held invalid, the remainder will continue in full legal force and effect.

**READ BEFORE SIGNING THE BACK OF THIS DOCUMENT**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Witness: \_\_\_\_\_ **Shows:** Dickinson Minot Grand Forks Fargo Bismarck

---

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Witness: \_\_\_\_\_ **Shows:** Dickinson Minot Grand Forks Fargo Bismarck

---

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Witness: \_\_\_\_\_ **Shows:** Dickinson Minot Grand Forks Fargo Bismarck

---

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Witness: \_\_\_\_\_ **Shows:** Dickinson Minot Grand Forks Fargo Bismarck

---

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Witness: \_\_\_\_\_ **Shows:** Dickinson Minot Grand Forks Fargo Bismarck

---

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Witness: \_\_\_\_\_ **Shows:** Dickinson Minot Grand Forks Fargo Bismarck

---

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Witness: \_\_\_\_\_ **Shows:** Dickinson Minot Grand Forks Fargo Bismarck

---

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Witness: \_\_\_\_\_ **Shows:** Dickinson Minot Grand Forks Fargo Bismarck

---

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Witness: \_\_\_\_\_ **Shows:** Dickinson Minot Grand Forks Fargo Bismarck

---

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Witness: \_\_\_\_\_ **Shows:** Dickinson Minot Grand Forks Fargo Bismarck

**PARENT'S OR GUARDIAN'S AGREEMENT OF  
WAIVER OF LIABILITY, INDEMNIFICATION, AND MEDICAL RELEASE**

*To be signed by adult/legal guardian of a participant under 18 years of age.*

***Acknowledgment and Assumption of Risk***

The undersigned parent and/or legal guardian does hereby acknowledge that he/she is aware of the dangers and the risks to the participant's person and property involved in participating in the Pride of Dakota Showcases to be held at the West River Ice Center on September 13 & 14, 2024 or the NDSF Center on October 25 & 26, 2024. The Holiday Showcases to be held at the Scheels Arena on November 1 & 2, 2024; the Alerus Center on November 22 & 23, 2024; and the Bismarck Event Center on December 6 & 7, 2024.

Nevertheless, the undersigned parent and/or legal guardian acknowledges that the participant voluntarily elects to participate in this activity with knowledge of the danger involved, and the undersigned parent and/or legal guardian hereby agrees to accept and assume any and all risks of property damage, personal injury, or death.

**Waiver of Liability, Indemnification, and Medical Release:**

In consideration for being allowed to voluntarily participate in the above-referenced event, on behalf of the participant, his/her personal representatives, heirs, next of kin, successors and assigns, the undersigned parent and/or legal guardian forever:

a. waives, releases, and discharges the State of North Dakota and its agencies, officers, and employees from any and all liability for the participant's death, disability, personal injury, property damages, property theft or claims of any nature which may hereafter accrue to the participant, and the participant's estate as a direct or indirect result of participation in the activity or event; and

b. indemnifies, saves, and holds harmless the State of North Dakota and its agencies, officers, and employees of, from and against any and all claims of any nature including all costs, expenses and fees arising out of or resulting from participant's actions during this activity or event.

Consent is given for the participant to receive medical treatment, which may be deemed advisable in the event of injury, accident or illness during this activity or event. This release, indemnification, and waiver shall be construed broadly to provide a release, indemnification, and waiver to the maximum extent permissible under applicable law.

I, the undersigned parent and/or legal guardian, affirm that I am at least 18 years of age and am freely signing this agreement. I have read this form and fully understand that by signing this form I am giving up legal rights and/or remedies which may otherwise be available to the minor participant regarding any losses the participant may sustain as a result of his/her participation. I agree that if any portion is held invalid, the remainder will continue in full legal force and effect.

***READ BEFORE SIGNING***

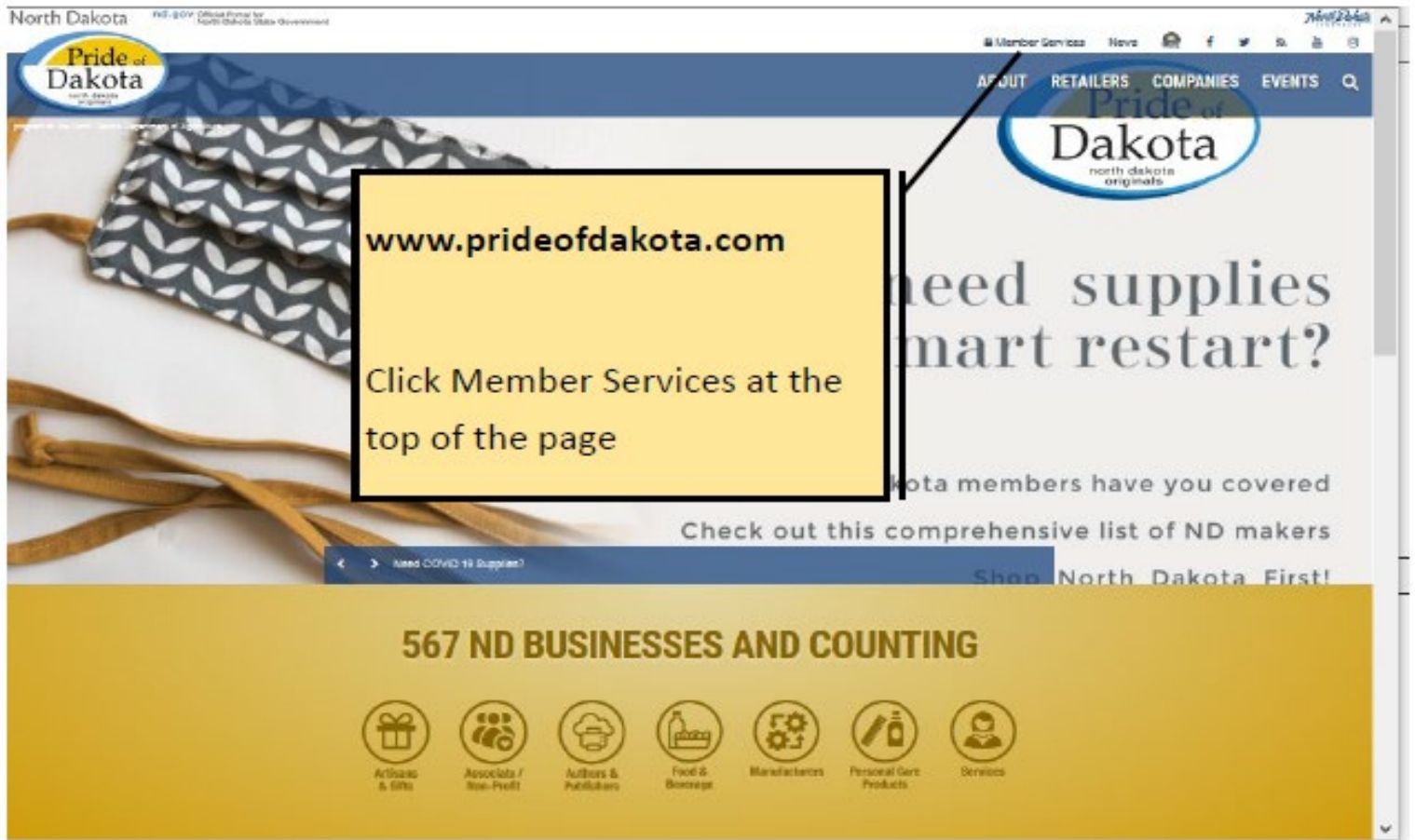
Printed Name of Minor: \_\_\_\_\_ Age of Minor: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_

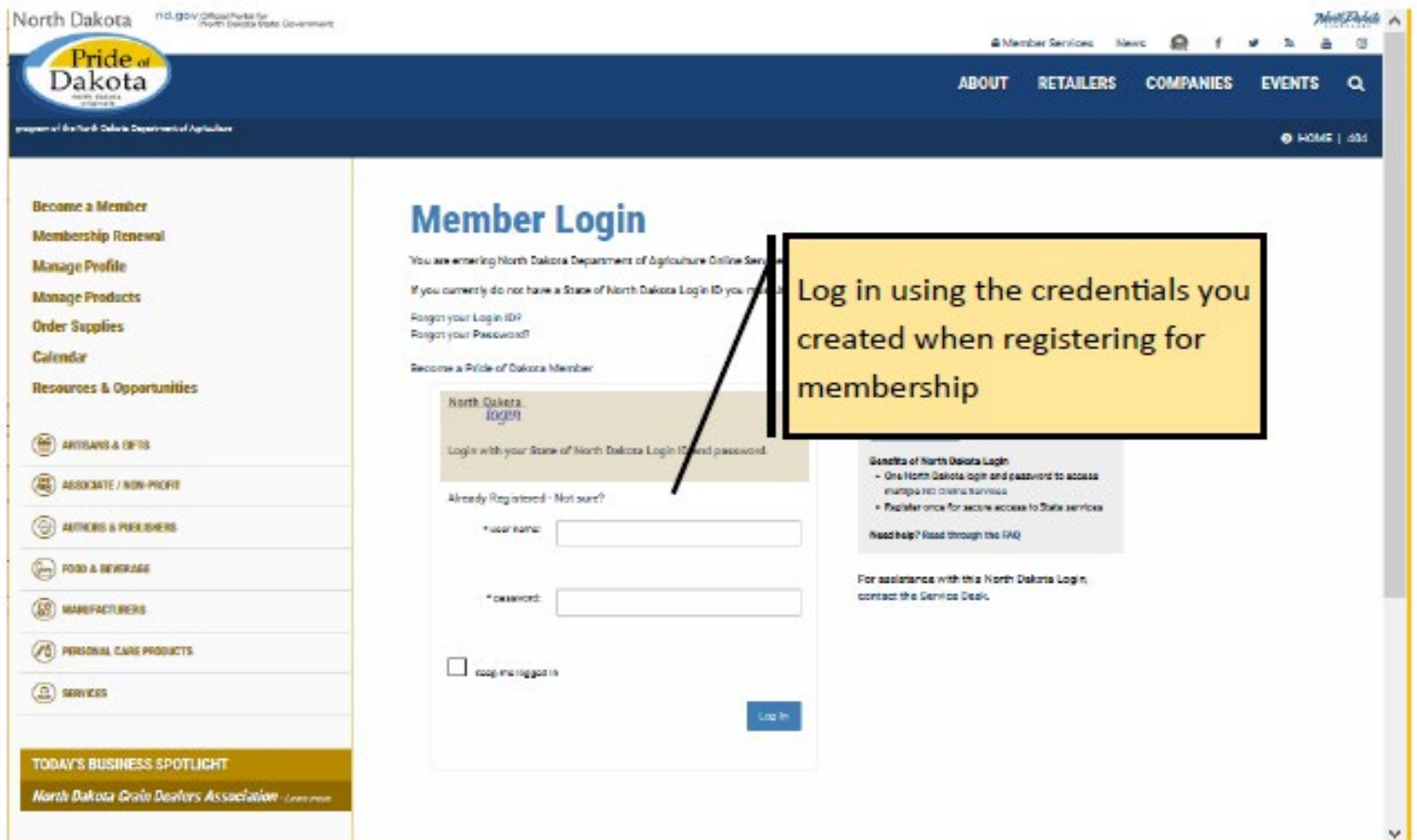
POD Company: \_\_\_\_\_ Witness: \_\_\_\_\_ Date \_\_\_\_\_





www.prideofdakota.com

Click Member Services at the top of the page



Log in using the credentials you created when registering for membership

# Welcome to your membership landing page!

Using the tabs under Manage Profile you can:

- review your products
- Modify your profile
- see when you last renewed your membership
- review product orders
- see what events you have registered for

There is also a menu of items along the left side of the page to get you to Member Only areas of the webpage including:

- Ordering Supplies
- Calendar/Registration
- Resources & Opportunities

To get to the event registration area, click on Calendar on the left side of the page

North Dakota nd.gov Official Portal for North Dakota State Government

Member Services News Log Out

ABOUT RETAILERS COMPANIES EVENTS

HOME | MEMBERS | MANAGE PROFILE

## Become a Member

Membership Renewal

## Manage Profile

Manage Products

Order Supplies

Calendar

Resources & Opportunities

ARTISANS & GIFTS

ASSOCIATE / NON-PROFIT

ARTISTS & PUBLISHERS

FOOD & BEVERAGE

MANUFACTURERS

PERSONAL CARE PRODUCTS

SERVICES

## TODAY'S BUSINESS SPOTLIGHT

*Maile's Taste of Home* [Learn more](#)

# Manage Profile

View/Print Certificate

Company Information Products Modify Profile Membership Payments Orders Event Sign Up

### Your Company Profile

Current Status:	Active Visible in the company list
Company Name:	Pride of Dakota
Contact Name:	Kara Hall
Internal Email:	khall@nd.gov
Mailing Address:	600 E Boulevard Ave Dept 602 Bismarck, ND 58505
Phone Number:	701.328.2307

Click Calendar to get to events

SIGN UP FOR PRIDE OF DAKOTA EMAIL UPDATES

Close your email Show



- Become a Member
- Membership Renewal
- Manage Profile
- Manage Products
- Order Supplies
- Calendar

Event Registration

Resources & Opportunities

- ARTISANS & GIFTS
- ASSOCIATE / NON-PROFIT
- AUTHORS & PUBLISHERS
- FOOD & BEVERAGE
- MANUFACTURERS
- PERSONAL CARE PRODUCTS
- SERVICES

TODAY'S BUSINESS SPOTLIGHT

# Calendar



Click Event Registration



NOV 8, 2020

NOV 14, 2020

NOV 20, 2020



- Become a Member
- Membership Renewal
- Manage Profile
- Manage Products
- Order Supplies
- Calendar

Event Registration

Resources & Opportunities

- ARTISANS & GIFTS
- ASSOCIATE / NON-PROFIT
- AUTHORS & PUBLISHERS
- FOOD & BEVERAGE
- MANUFACTURERS
- PERSONAL CARE PRODUCTS
- SERVICES

TODAY'S BUSINESS SPOTLIGHT

# Event Registration



## Attention Members

## Read this first!!

- Pride of Dakota gladly accepts Visa, Mastercard and Discover cards and check ACH as forms of payment.
- Be certain the address and zip code you enter on the credit card page matches the address your credit card company has on file for that card.
- Failure to provide the correct address and zip code will result in your transaction being voided.

## Payment Processing

- As of July 1, 2019, the Department of Agriculture...
- Credit cards will still be accepted...
- We are now accepting Facebook...
- These fees will go directly to the...
- The percentage amount of the...

These three links are helpful when registering.

- Available Events are events you have not yet registered for.
- You may need to click on Pending Registration to pay off a started or waitlisted registration.
- Click Events You Have Registered For to review your registrations.

- Available Events
- Pending Registrations
- Events You Have Registered For

## Available Events

To complete an available registration,

Click the box by Register me for this event then fill in the rest of the boxes.

Scroll to the bottom of the page and find the blue Next box.

### 2020 Bismarck Holiday Showcase

Date(s): Friday, December 04, 2020 - Sunday, December 06, 2020

Register me for this event

Click this box for the event you want to register for.

Number of Booth Spaces 10x10' (max 2, includes 1 draped table per booth) - \$225 each

Quantity: 1

Do you want the included table? Do you want it draped?

Yes/No

Additional undraped tables? (\$10 each)

Quantity: 0

Additional draped tables? (\$15 each)

Quantity: 0

Number of Electrical Outlets Needed (110 volt) - \$15 each

Quantity: 0

Will you be sampling food/beverages?

No/Yes please list

Special Requests

Complete the questions

By clicking 'Next' you are agreeing to the terms located below.

Next

Pride of Dakota Events Contract

The Exhibitor agrees to the following terms: (Please Read Carefully)

Click 'NEXT' to proceed to summary page prior to payment

1. **Space Reservations:** Requests for booth space will be considered on a first-come, first-served basis. Once the Department of Agriculture a



Click it and you will be taken out to a event summary page. Confirm all of the information is correct. Click Proceed to Checkout to pay.

If it isn't, do not click proceed to checkout.

- Click Event registration again on the left

North Dakota nd.gov Official Website for North Dakota State Government Member Services News Log Out

**Pride of Dakota** ABOUT RETAILERS COMPANIES EVENTS SEARCH

HOME | MEMBERS | CALENDAR | EVENT REGISTRATION

---

**Become a Member**

- Membership Renewal
- Manage Profile
- Manage Products
- Order Supplies
- Calendar
  - Event Registration**

**Resources & Opportunities**

- ARTISANS & GIFTS
- ASSOCIATE / NON-PROFIT
- AUTHORS & PUBLISHERS
- FOOD & BEVERAGE
- MANUFACTURERS
- PERSONAL CARE PRODUCTS
- SERVICES

**TODAY'S BUSINESS SPOTLIGHT**

*Prairie Fairy Designs* Learn More

## Event Registration

2020 Dickinson Showcase

Question	Answer	Cost
Number of Booth Spaces 10x10' (max 2, includes 1 draped table per booth) - \$100 each	1	\$100.00
Do you want the included table? Do you want it draped?		\$0.00
Additional undraped tables? (\$10 each)	0	\$0.00
Additional draped tables? (\$15 each)	0	\$0.00
Number of Electrical Outlets Needed (110 volt) - \$15 each	0	\$0.00
What will you be plugging in?		\$0.00
Will you be sampling food/beverages? (Yes or No)		\$0.00
Special Requests		\$0.00

Score of ND Login ID: prideofdakota  
*\*\* please note you will need this information during the checkout process*

[PROCEED TO CHECKOUT](#)

**Proceed to Payment**

**Important credit card information for North Dakota Department of Agriculture:**

*As of July 1, 2019, the Department of Agriculture (NDDA) will no longer pay the convenience fees associated with processing credit cards. Credit cards will still be accepted but a convenience fee of 2.5% of the charge on the credit card will be assessed per transaction. We are now accepting #check (USD). A convenience fee of \$1.00 per transaction will be assessed. These fees will go directly to the credit card processing vendor, NDDA will not profit from any of these fees. The percentage amount of the fees is set by the credit card processor and not NDDA.*

Thank you for your understanding.



# Pending Registrations Area

If you started your registration, clicked next then the website locked up or didn't take you to the summary page. When you return to 'event registration' that event will no longer be in the list. It will be listed here in **Pending Registrations**.

Things you can do here:

- If you started a registration and changed your mind, you can cancel it here.
- If the data in the registration was incorrect in the event summary page (prior to payment) was incorrect, come here to cancel the registration and then start it over.
- If you were on a waiting list for an event, when you are approved for a space, your registration will appear here while it is waiting for payment.
- You can proceed to payment for events in this list.

If you need assistance, contact Katie at 701-328-2307

The screenshot shows the website's navigation bar with the North Dakota logo and 'Pride of Dakotas' branding. The main content area is titled 'Event Registration' and includes a 'STOP' sign icon. Below this, there are sections for 'Attention Members' and 'Payment Processing', both with bulleted instructions. The 'Pending Registrations' section lists a registration for the '2020 Dickinson Showcase' with a 'Proceed to Payment' and 'Cancel' button. A 'Proceed to Payment for ALL Pending' button is also visible. Yellow callout boxes with black borders point to the 'Click Pending Registration' button in the 'Available Events' menu, the 'Proceed to Payment' button, and the 'Cancel' button. A 'Cancel the Registration' callout box is positioned at the bottom of the page.

North Dakota nd.gov Official Portal for North Dakota State Government

Member Services News Log Out

ABOUT RETAILERS COMPANIES EVENTS

HOME MEMBERS CALENDAR EVENT REGISTRATION

## Event Registration

**STOP**

### Attention Members Read this first!!

- Pride of Dakotas gladly accepts Visa, Mastercard and Discover cards and check ACH as forms of payment.
- Be certain the address and zip code you enter on the credit card page matches the address your credit card company has on file for that card.
- Failure to provide the correct address and zip code will result in your transaction being voided.

### Payment Processing

- As of July 1, 2019, the Department of Agriculture will no longer pay the convenience fees associated with processing credit cards.
- Credit cards will still be accepted, but a convenience fee of 2.5% of the charge on the credit card will be assessed per transaction.
- We are now accepting Echeck (ACH). A convenience fee of \$1.00 per transaction will be assessed.
- These fees will go directly to the credit card processing vendor, NDSD will not profit from any of these fees.
- The percentage amount of the fees is set by the credit card processor and not NDSD.

Available Events

Pending Registrations

Events You Have Registered For

### Pending Registrations:

2020 Dickinson Showcase	5/20/2020 9:07:25 AM	Proceed to Payment	Cancel
-------------------------	----------------------	--------------------	--------

Proceed to Payment for ALL Pending

Click Pending Registration

Proceed to Payment

Cancel the Registration

# Event Guidelines

In order to keep Pride of Dakota showcases professional, clean and safe, we ask that you follow the reminders below:

- You must have all your belongings moved in one hour prior to showtime and your booth set up a half hour prior to showtime. If you are not set up a half hour to showtime, you will be asked leave and come back in the following day to finish set-up.
- If you are late to the showcase, (we close all move in doors one hour prior to show time) you will not be allowed to set up and a refund will not be given.
- Purchase tables and electrical at registration time or let the Pride of Dakota Specialist know prior to the showcase if any tables or electrical need to be added to your booth. This helps with knowing where to string electrical, prevents electrical boxes from tripping, and respects Department staff time.
- Always bring an extension cord if you have requested electrical as it is not the Department's responsibility to supply you with one.
- After the showcase, please cut down all your boxes and put them by a garbage or off to the side against a wall. Throw any garbage from your booth in the proper receptacles.
- Do not tear down your booth early. All carts and dollies must remain off the floor until the close of the showcase for the safety of your shoppers. Tearing down early will result in a fee or being excused from doing future showcases.
- Bring backup shopping bags as we have a limited supply at each location.
- Do not bring your vehicle to the loading dock until your booth is all packed up and ready to be loaded. This will prevent the loading dock from being blocked for companies who are ready to move their belongings out.
- ALL items in your booth must be made, manufactured, processed, or produced in North Dakota. You cannot re-sell non-Pride of Dakota items. If we find you are selling non-Pride of Dakota items at your booth, you will be asked to stop and remove them from your booth.
- Distasteful, lewd, or risqué items will not be approved as Pride of Dakota products and cannot be sold at Pride of Dakota-hosted events.
- If you are running under the cottage food act, the following statement must be displayed in your booth or on all your products: "This product is made in a home kitchen and is not inspected by the state or local health department."
- If you bring your own tablecloths instead of renting ours: We ask that they are skirted on all four sides. We prefer they are black, but you can have tablecloths that match your color scheme.
- All your items must stay within your 10x10 booth space. Items cannot encroach into the aisles.
- No pets or emotional support animals are allowed at the showcases, service dogs are welcome.
- Dress code: Please dress in professional attire as you are representing not only your company but the Pride of Dakota brand.

We thank you for being part of the Pride of Dakota program and we wish you a great showcase season!