

2020  
It's a Woman's World  
Shopping Extravaganza  
May 30-31, 2020  
Roosevelt Park  
Devils Lake, ND



Business Name. \_\_\_\_\_

Contact. \_\_\_\_\_

Address. \_\_\_\_\_

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

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

Any updates to the show will be sent via email.

ND Sales Tax Permit # \_\_\_\_\_

Brief description of products. \_\_\_\_\_

Booth Space.

Number of booth spaces requested \_\_\_\_\_ @ \$50/booth space - \$ \_\_\_\_\_

Number of tables requested (1 table/booth space available) \_\_\_\_\_ @ \$10/table - \$ \_\_\_\_\_

Total Enclosed \$ \_\_\_\_\_

Paypal Payment is available. Please contact Tara Rogness for more info.

Other (Please check any that may apply)

\_\_\_\_\_ I will need electricity.

\_\_\_\_\_ Please include my webpage on the website \_\_\_\_\_

Comments. \_\_\_\_\_

Thank you for taking part in this year's show. I will do my best to accommodate reasonable requests.

We hope to make this the best show yet!

Please make checks payable to Tara Rogness and mail to:

Tara Rogness  
521 SUNSET DR  
Devils Lake, ND 58301

If you have any questions, please call 701-351-6587 or send an email to

[itsawomansworld2011@hotmail.com](mailto:itsawomansworld2011@hotmail.com). You will receive a confirmation email once payment is received.

Signature. \_\_\_\_\_ Date. \_\_\_\_\_

**Show Hours and Location:** Advertised show hours will be Saturday from 10am to 6pm and on Sunday from 10am to 3pm. The Bill Jerome Arena is located inside Roosevelt Park in Devils Lake, ND. It is at the junction of Highways 2 and 19 across from the Cenex station and the John Deere dealer.

**Set-up:** The arena will be open at noon on Friday from 10:00am until 6:00pm. The doors will lock promptly at 6:00pm. Set-up on Saturday will begin at 7:00am. Vendors may use the large garage door on the north side of the building to unload but please be considerate of others as there are many vendors that will be unloading at the same time. The door on the south side of the building can be used as well.

**Vendor Parking:** After unloading, vendors are asked to park on the north side of the building. The parking lot next to the playground should not be used to allow for more spaces for our customers.

**Space Rental:** Spaces will be approximately 10' wide by 8' deep. Registration fee is \$50/booth space. In addition to the leased space, "It's a Woman's World" Shopping Extravaganza will provide: planned advertising, promotion and publicity covering the show and a listing of all vendors. **Chairs will not be provided for vendors, please make sure to bring your own. Tables can be rented at an additional fee of \$10 per table (limit 1 table per booth space).**

**Electricity:** Limited spaces with electricity are available on a first come-first serve basis. You must provide your own extension cords. Vendors will be asked to unplug all electrical cords each night for safety reasons.

**Website:** "It's A Woman's World" Shopping Extravaganza has set up a website for this year's show. Please check out [www.itsawomansworld-dl.com](http://www.itsawomansworld-dl.com) for additional information. There is also a page for vendors. If you would like to be listed on the website, please indicate this on your registration form as well as your web address.

**Lodging:** Hotels in Devils Lake fill up VERY quickly for the Devils Run weekend. Please make arrangements as soon as possible to ensure that you have a place to stay. Visit our website to get a list of hotels in the area. If you need assistance finding a place to stay, call me and I will try to help.

**Camping is available on-site but arrangements need to be made with the Devils Lake Park Board at 701-662-8243 prior to May 22, 2020.**

**Security:** There are security cameras inside the arena and all doors will be locked promptly after set-up on Friday and after the show on Saturday evening.

**Food:** There will be food on sale throughout the day inside the arena and throughout the park. Complimentary coffee will be provided for crafters in the mornings.

**Building Regulations:** No smoking is allowed inside the arena.

**Courtesy:** Vendors must stay within their designated space markers. Small children must be attended at all times for their safety as well as out of respect for the property of other exhibitors. Vendors are asked to dispose of all trash in their areas and return any rented tables to the garage area at the conclusion of the show.

**Cancellations:** Refunds will not be given after April 1, 2020. If you do need to cancel, you will be allowed to transfer your booth space to another vendor. However, the event coordinator must be contacted as soon as possible and **must approve the transfer** of the booth space based on the nature of the products of the new vendor.

**ALL VENDORS ARE RESPONSIBLE FOR THEIR OWN DISPLAYS AND WILL NOT HOLD TARA ROGNESS OR THE DEVILS LAKE PARK BOARD LIABLE FOR LOSS OR THEFT OF THEIR MERCHANDISE.**