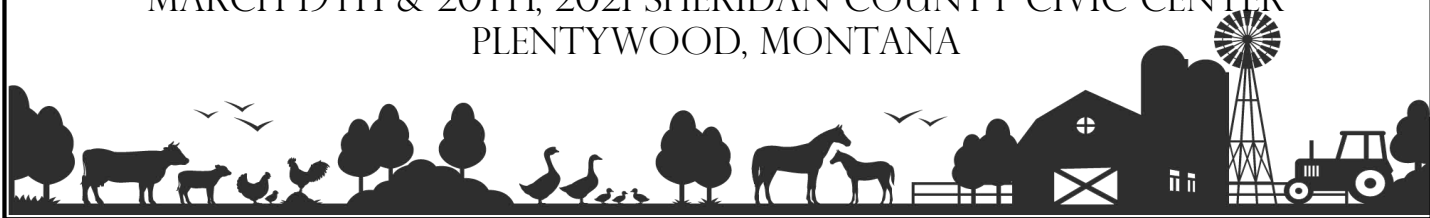


# 2021 KATQ NORTHEAST MONTANA FARM EXPO™

MARCH 19TH & 20TH, 2021 SHERIDAN COUNTY CIVIC CENTER  
PLENTYWOOD, MONTANA



August 2021

Dear Exhibitor,

Please mark your calendars for **March 19th & 20th, 2021** for the 38th annual N.E. Montana Farm Expo™ at the Sheridan County Civic Center in Plentywood, Montana. We are again contacting you early to give you adequate time to plan your trade show appearance for the upcoming season. Due to limited space, I encourage you to fill out the registration form and return it to KATQ, along with your payment, as soon as you can.

As you look through the registration, you will see there have been some changes made. Because almost all of our booths are sold by the 2nd week in January, our deadline for sending in your registration and payment is now **January 20th, 2021**. This year we will only offer one booth package. This will include your booth, print ad, and radio ads.

If you would like to purchase more ads, an exclusive advertising package at a discounted rate has been created only for KATQ Farm expo exhibitors. Please refer to the package, which is enclosed, as there are a limited number of these available to exhibitors. As a convenience to you, the exhibitor, the 2021 contract is available to you on our website, [www.katqradio.com](http://www.katqradio.com). A link exists on the home page. Click on that and it will take you to the form.

**ONLY CONTRACTS THAT ARE ACCOMPANIED WITH PAYMENT WILL BE CONSIDERED RESERVED.**

We do not want to risk selling your booth space, so remember to enclose your payment. We do have a waiting list of exhibitors wanting to get into the show, however, we will not give them that opportunity until after January 20th. This should provide you ample time to mail your contract and payment to us.

Looking forward to seeing you March 19th & 20th!

Sincerely,

*Bonnie Simon*

General Manager  
Radio International KATQ

Please contact KATQ at 406.765.1480 or [katq@nemont.net](mailto:katq@nemont.net) with any questions you may have.



## **Were almost there!**

It's hard to believe that fall is around the corner and the year 2020 is coming to a close along with its nightmares. We are looking forward to a great 2021. The Expo is scheduled for March 19<sup>th</sup> and 20<sup>th</sup>, at the Sheridan County Civic Center in Plentywood and we are excited that we will be able to once again see our regular exhibitors and meet new exhibitors there.

We want to remind you that when you submit your registration and payment, what you have done is purchase a radio advertising package with KATQ for your business and products. These ads will be used for pre expo and post expo advertising. If some situation should arise where you will need to cancel, you have until January 20<sup>th</sup> to do so for a refund. Any cancellations after January 20 will be non refundable.

Our Governor canceled all public events the week of the 2020 expo and almost all exhibitor ads had been aired, so KATQ did give all exhibitors 8 radio ads ( \$75 value) to be used for summer advertising.

**For the 2021 Expo, as a show of appreciation, KATQ will give 10 additional :30 sec radio ads (\$95.50 value) to all exhibitors who register before December 1st.**

Thank you for your continued support of the KATQ NE Montana Expo and we wish you much success and can't wait to see you in 2021.

Bonnie Simon, GM  
KATQ Radio

# 2021 KATQ EXPO REGISTRATION FORM

March 19th & 20th 2021

## Exhibit Space & Sponsorship Application/Contract Information

We understand this exhibit space application becomes a binding contract when accepted by KATQ. By signing below, we agree to abide by the rules and regulations.

Company Name: _____	Name of Salesperson(s) Attending: _____
Address: _____	Sales Person Cell Phone: _____
Phone: _____ Fax: _____	Email: _____
	Website: _____

**\*\*ALL sponsors MUST return space application, contract and full payment by January 20, 2021.\*\***

<u>Exhibitor Booth Package</u> Cost: \$450	<u>Available Upgrades</u>
Includes: <ul style="list-style-type: none"><li>• Booth area</li><li>• 1/4 page print ad in the Ag Expo supplement</li><li>• 40 Radio Ads (minimum of 10 must be used to promote your Expo appearance)</li></ul> <p><b>All radio ads must be used by September 30, 2021.</b></p>	Please check any that apply: All upgrades are at an additional cost. ____ Outdoor space <i>IN ADDITION</i> to your Indoor booth. <b>(Add \$100)</b> ____ 1/2 page print ad <b>(Add \$60)</b> ____ Full page print ad <b>(add \$115)</b> <b>Total Amount of Upgrades:</b> _____
If have added any upgrades, please be sure to include that with your booth payment.	
<b>Total Amount Enclosed:</b> _____	

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**TERMS & CONDITIONS:** Booth space is available on a first come first serve basis. Returning contract without payment does **NOT** guarantee booth space. Booth space may **NOT** be shared or subleased. Packages are **NOT** refundable after January 20, 2021. Signing contract means you have read and understand these terms and conditions.

Please mail payment to:  
**Radio International KATQ**  
112 Third Avenue East  
Plentywood, Montana 59254  
**\*\*US FUNDS ONLY\*\***

KATQ accepts the following credit cards:



There is a 3% processing fee on all credit card transactions.

If ads have not been received by February 1, 2021 KATQ will use previous years ad. If KATQ is unable to contact exhibitor regarding advertising exhibitor forfeits ALL radio and print advertising. Please be sure to fill out this form entirely.

<p><b>Radio Ad:</b>  <input type="checkbox"/> E-mailing and ready for broadcast  <input type="checkbox"/> I would like to use my Expo ad from 2019</p> <p><b>Radio Ad Use:</b>  <input type="checkbox"/> I want to use <input type="checkbox"/> pre-expo radio ads to promote my appearance at the expo.  <input type="checkbox"/> I want to use <input type="checkbox"/> post-expo radio ads to be used to promote my business. I understand that these ads MUST be used by <b>September 30, 2021</b>.</p> <p>Please note: If you do not specify the number of ads to air prior to the Expo we will schedule them <u>ALL</u> to air prior to the Expo.</p>	<p>I will need:  <input type="checkbox"/> electricity  <input type="checkbox"/> forklift  <input type="checkbox"/> internet access  <input type="checkbox"/> other  <input type="checkbox"/> 8 foot table (chairs will be included)  <b>**Please note: Shorter tables MUST be provided by exhibitor.**</b>          Other, please describe below:  <hr/>  <hr/> </p>
<p><b>Print Ad:</b>  <input type="checkbox"/> Use last years  <input type="checkbox"/> Mailing USPS ad slick  <input type="checkbox"/> Please find it enclosed  <input type="checkbox"/> Am e-mailing a new ad slick</p>	<p><b>Exhibitors/Businesses from whom we desire booth separation:</b>  <hr/>  <hr/>  <hr/> </p>

**Insurance Requirements:**

Certificate of insurance is required with this contract. Your company will not be allowed to move-in without proof of insurance. Return certificate with contract or fax to:

**Certificate Holder Information**

Radio International KATQ  
 112 Third Ave. East  
 Plentywood, MT 59254  
 Ph:406.765.1480  
 Fax: 406.765.2357

**Coverage & Limit Information**

Exhibitor shall provide a Certificate of Insurance to the Certificate Holder identified on the attached contract verifying the minimum coverage's below with an insurance carrier having a rating of A.M. Best of A-VIL or higher and all such insurance being primary and non-contributory: an Occurrence based ISO policy or its functional equivalent that includes contractual liability. : a minimum of \$1,000,000 Each Occurrence/\$2,000,000 General Aggregate/\$2,000,000 Products-Completed Operations Aggregate/\$5,000 Medical Expense (any one person).

**Additional Insured**

Sheridan County  
 100 West Laurel Ave  
 Plentywood, MT 59254  
 Ph:406.765.1480 Fax: 406.765.2357

Please mark the following dates on your calendar:

**KATQ NE MT FARM EXPO™**  
**PLENTYWOOD, MT**  
**March 19th & 20th, 2021**

Booth packages are NOT refundable  
 after: **January 20, 2021**

Deadline for radio & print ad  
 submission: **February 1, 2021**

**ALL PACKAGES MUST BE PAID FOR IN FULL! NO EXCEPTIONS!!**

# CONTRACT RULES AND REGULATIONS

## KATQ's 2021 NORTHEAST MONTANA FARM EXPO™

1. This show is sponsored and managed by Radio International KATQ.
2. Assignment of space—the exhibitor submitting completed contract and full payment of space cost will be assigned space based on seniority.
3. Use of space—the space contracted for is to be used solely for the Exhibitor whose name appears on the contract.
4. Cancellations: No refunds are available for cancellations received after January 20, 2021. You may call and cancel, but all cancellation notices must then be received in writing.
5. Full Payment for exhibit space/package must be received by January 20, 2021. No down payments or partial payments will be accepted.
6. Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury to Exhibitor's employees, agents or guests, or damage to Exhibitor's displays, equipment and other property brought upon the premises at exhibit area. Exhibitors shall indemnify and hold harmless the Sheridan County Civic Center, KATQ Radio, their agents and employees from losses, damages and claims inside or outside the Civic Center that may arise as a result of actions or omissions of the Exhibitor, its employees, agents. The Civic Center, and or KATQ will not be liable to the Exhibitor, its employees, agents or guests for any damages, loss or injury from fire, electricity, water, storm, riot, smoke, theft, accident or any other cause. Insurance protection against fire, theft or damage to the Exhibitor's materials must be carried at the Exhibitors expense.
7. ADA Compliance—the Exhibitor understands that the Americans with Disabilities Act requires that its display must be accessible to persons with disabilities and the Exhibitor agrees that it is solely responsible for assuring that its display complies with the ADA.
8. Dismantling—All exhibits must remain intact until the Expo is officially closed. Use of Aisles and Common Area—The aisles, passageways, and overhead spaces remain strictly under the control of KATQ Radio. Any and all advertising distribution must be made from the Exhibitors booth space. The Exhibitor will be responsible to abide by all fire and safety codes which may be in effect.
9. Changes in Floor Plan—KATQ reserves the right to make appropriate changes to the floor plan and booth locations at any time deemed necessary for the overall success of the Expo.
10. Outside Exhibits—Must be approved by KATQ radio 14 days before the first day of the Expo.
11. Exhibit Content and Manner of Use: All exhibits, displays, and demonstrations must be agri-business oriented. KATQ Radio reserves the right to make decisions relative to the show content and reserves the right to reject exhibits which it deems detrimental to the show.



### **2021 NE MT FARM EXPO™**

Radio International KATQ  
112 Third Avenue East  
Plentywood, Montana 59254