



North Dakota Association of Fairs
PO Box 223 Valley City, ND 58072
ndfairs@gmail.com www.ndfairs.org
701-845-1281 or cell 701-840-2607

August 6, 2018

To: All Associate Members of the NDAF

RE: 2018 Dakota Fairs & Celebrations Convention Registration Material

The Dakota Fairs & Celebrations Convention will be held on November 15-17 at the Ramkota Best Western Hotel in Bismarck, ND. Enclosed please find the registration material and other information pertaining to the convention.

- Convention registration form-**Registration fee is \$135.00. After November 5 the fee goes to \$155.00**
- Hotel reservation forms for the Ramkota Hotel-In order to secure a room at the hotel you must be a member of the association. The hotel will have a list of our members. Hotel reservations must be made on the enclosed form and received by the hotel by October 29, 2018. Otherwise, there is no guarantee of a room at the host hotel. Room rates are \$99 per night (\$114 for Pool Courtyard rooms) per night plus tax. The reservation form must be secured with a credit card. More information on that is included on the hotel room reservation form. **All room are non-smoking. *As in the past I will be assigning all associate rooms. Please send the hotel reservation form to the hotel and one copy to me. I will be giving preference, as in the past, by taking into consideration seniority. If you have had a courtyard room in the past and now don't desire one, please let me know. If you don't have your hotel reservation into the hotel and me by October 29 you may risk losing your priority.***
- Membership application form-Our membership year runs from October 1 through September 30. Please fill out the membership form in its entirety and return with the membership fee. **Membership dues are \$80.00 per year** and include membership in both North and South Dakota Associations.
- We will again have a tradeshow this year in the Courtyard. The cost for an 8-foot booth will be \$80.00 and will include draping and a table.
- Hall of Fame nomination form and rules-Every year the convention is held in North Dakota we induct one or more of our members into the North Dakota Association of Fair's Hall of Fame. This is basically a lifetime achievement award and is based on a lifetime of contributions to the fair industry. Please return any nominations you may have to me by October 15.

Please remember to drop off your auction item at the registration table when you first get to the convention. This year we will be selling some of the items on a silent auction, which will cut down on the length of the auction.

All of these forms listed are also on our website: www.ndfairs.org in a PDF format and can be downloaded for your convenience.

If you have any questions, please feel free to contact me by one of the ways mentioned in the letterhead. We have a great convention scheduled for this year and I hope you are able to join us in Bismarck.

Executive Secretary/Treasurer

REGISTRATION FORM

2018 Dakota Fairs & Celebrations Convention
November 15-17, 2018 at Ramkota Best Western Hotel in Bismarck, ND

Associate Members

Associate Name _____

Address & Phone No _____

Registration Fee Paid Prior to November 5, 2018 is \$135.00 (\$125 if no Thurs. meal) After November 5th the fee is \$155.00 (\$145 if no Thurs. meal)			
Name <small>Please print clearly. This name will be used on the name badge</small>	Address	\$135 <small>With meals</small>	\$125 <small>No Thurs. evening meal</small>
Totals			

Total Convention Registration	\$ _____
Showcase Fees (Details on Back)	\$ _____
Trade Show Fees (Details on Back)	\$ _____
Total Amount Due	\$ _____

Checks should be made payable to "North Dakota Association of Fairs" and sent to:
North Dakota Association of Fairs-PO Box 223-Valley City, ND 58072
 (Additional Registration information is on the reverse side)

Registration Information

Please complete this form and your check for the registration amount and return postmarked by November 5, 2018 in order to receive the reduced registration rate of \$135.00.

Please type or print the first and last names of everyone registering for the convention. This information is necessary to print the name badges. Your convention packet will be prepared and waiting for you at the registration desk at the convention.

Everyone attending the convention must be registered. You **MUST** wear your name badge to be admitted into any of the activities or meetings. Tickets will be required for all meals and they will be included in your convention packet.

The registration fee is \$135.00. After November 5 the registration fee is \$155.00. If you decide not to attend the Thursday evening "Get Acquainted Party" is registration fee is \$125.00 The regular registration fee includes the "Get Acquainted Party", two lunches, one banquet, a buffet breakfast and all refreshment breaks.

If you would like a vegetarian or gluten free meal, please make that known on the registration form by either a "V" for vegetarian or "G" for gluten free behind their name.

The registration fee does not include your membership dues. Your dues should be paid separately. Please see that the dues are paid, either prior to the convention or as you first come to the convention. **Dues must be paid before you can pick up your registration packet.**

Please note: No refunds will be made after November 5th. However, you can change the names on the registration.

Showcase Information: Linda Rohde will be handling all of the showcase information. Please contact her at 218-791-7380 or by email at: lmrohde47@gmail.com with any questions on this matter. Showcase fee is \$100.00 per regular act or \$50 for a video showcase.

Trade Show Information: We will be having a trade show in the Courtyard again this year. The cost for an 8-foot booth is \$80 and this fee will include all draping and a table. The Trade Show fees should be included with this reservation form.

We look forward to seeing each of you at the 2018 Dakota Fairs & Celebrations Convention in Bismarck. If you have any questions please call Dale Hildebrant, Executive Secretary/Treasurer of the North Dakota Association of Fairs at **701.845.1281, cell phone at 701.840.2607** or by email at: ndfairs@gmail.com.

More convention information can be found on our website: www.ndfairs.org

ROOM RESERVATION FORM-ASSOCIATE MEMBERS
Dakota Fairs & Celebrations Convention
November 15-17, 2018
Ramkota Inn - Bismarck, ND

Associate Member: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Email _____

Phone No.: _____ Fax: _____ No. of Rooms: _____

Confirmation Desired: Yes _____ No _____

**Room Reservations must be received by the hotel by October 29, 2018
or the rooms will be made available to the general public**

Name	# of Persons Occupying Room	Arrival Date	Departure Date	Two Double Beds	King Bed

Note: Hotel policy requires a credit card number or direct billing arrangements be made before confirmation

Credit card information: Visa Master Card Discover American Express

Card #: _____ Exp. Date: ____/____/____

Signature _____

Phone number hotel can call for direct billing arrangements: _____

Please mail or fax this form to:

Ramkota Inn - 800 South Third St. - Bismarck, ND 58504

Telephone: 701.258.7700 Fax: 701.355.4417 email: bcermak@ramkotabismarck.com

(Hotel Reservation Rules are listed on the reverse side)

Hotel Reservation Rules 2018 Dakota Fairs Convention

In order to insure that all fairs and celebrations and associate members will have some rooms at the convention hotel, the following rules were adopted by the North Dakota Association of Fairs board of directors to govern the hotel reservations for the 2018 convention.

- All room reservations shall be made through the Ramkota Inn. Contact information is as follows:
Mailing Address: **800 South Third Street-Bismarck, ND 58504** **Attention: Becky Cermak**
Phone Number: **701.258.7700** Fax Number: **701.355.4417**
Becky's email address: bcermak@ramkotabismarck.com
- A copy of the room reservation form should also be mailed to Dale Hildebrant, North Dakota Association Secretary, at PO Box 223-Valley City, ND 58072, or emailed to: ndfairs@gmail.com
- **All reservations need to be made by October 29, 2012**
- Only written reservations will be accepted
- Hotel policies require credit card information or an arrangement for direct billing in order to make a reservation. For those not wishing to include their credit card information with the registration form, a call can be placed to Becky Cermak, hotel sales executive, at 701.355.2031 and give her the required information by phone. This same information can be phoned into the Ramkota's main desk at 701.258.7700. Those wishing to set up a direct billing account should call Becky Cermak at her phone number or email address listed above. Please allow a couple of days for the mail to deliver your reservation request before calling the hotel with your credit card information.
- The secretary of the North Dakota Association of Fairs will provide to the Ramkota Inn a complete list of associate members
- **All rooms are non-smoking**
- The room rate is \$ 99 per night (**\$114 per night for courtyard rooms**) plus tax
- Room reservations will be dated by the hotel when received and room assignments, except for courtyard rooms, shall be given priority in accordance with that date. Confirmation will be emailed to the associate member by the secretary.
- The secretary-treasurer of the association shall be responsible for assigning all associate rooms.