



# CLASSROOM RENTAL AGREEMENT

2024 WATERTOWN WINTER FARM SHOW

FEBRUARY 7-10, 2024

EVENT LOCATION – CODINGTON COUNTY EXTENSION COMPLEX 1910 W KEMP AVE – WATERTOWN, SD 57201

The Watertown Area Chamber of Commerce Agriculture Committee is in the process of lining up educational classroom sessions for the 2024 Watertown Winter Farm Show and we invite you to take advantage of this great opportunity. Farm Show dates are February 7-10 and classrooms are available to rent Wednesday through Saturday from 9:00AM to 3:00PM.

Is your business new to town, engaging in new technologies or have health talks you want to share? Classrooms B and C will be available in the Codington County Extension Complex and this is a great time to promote your business and share your knowledge with the Farm Show attendees.

Please return your completed form along with payment to the Watertown Area Chamber of Commerce, at the address below, by November 17<sup>th</sup>, 2023 to ensure your classroom session will be listed on the schedule printed in the Farm Show catalogs. We want to fill all our time slots and will take forms up until January 29<sup>th</sup>, 2024 but note that your classroom *will not be listed* in the catalog if forms are received after November 17<sup>th</sup>, 2023. Businesses that have been accepted into a booth space will have their classroom rental fee waived.

## Classroom Information

- Classroom B is 34 x 25. It does have a screen.
- Classroom C is 33 x 25. No screen but portable screens are available.
- No food or beverage is allowed. We do make exceptions for refreshments such as coffee, rolls, or cookies. We do not allow meals served or brought into the classrooms.
- Presenters must bring their own computers, projectors and extension cords.
- Classrooms B & C can be used together and fit about 90 people when using the tables and chairs.

**Classroom space will be allotted on a first come, first served basis so send your rental agreement today!!**

## Watertown Area Chamber of Commerce

ATTN: Watertown Winter Farm Show

PO Box 1113

Watertown, SD 57201

If you have questions, please contact Kelsey Becking at the Watertown Chamber at 886-5814 or email at [kelsey@watertownsd.com](mailto:kelsey@watertownsd.com).

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FEBRUARY 7-10, 2024

BUSINESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TITLE OF PRESENTATION: \_\_\_\_\_

NAME AND TITLE OF SPEAKER: \_\_\_\_\_

## SELCT FROM THE FOLLOWING:

CLASSROOM B (SEATS 70)	\$75/HOUR	LENGTH OF PROGRAM	
CLASSROOM C (SEATS 50)	\$75/HOUR	1 HOUR	2 HOURS
CLASSROOM B/C (SEATS 90)	\$100/HOUR	**TIME RESERVED INCLUDES SETUP AND CLEANUP TIME**	

## DATE/TIME PREFERENCE (PLEASE CIRCLE TOP 3 CHOICES)

- 1) WED 2/7    THURS 2/8    FRI 2/9    SAT 2/10    AT \_\_\_\_\_ AM / PM
- 2) WED 2/7    THURS 2/8    FRI 2/9    SAT 2/10    AT \_\_\_\_\_ AM / PM
- 3) WED 2/7    THURS 2/8    FRI 2/9    SAT 2/10    AT \_\_\_\_\_ AM / PM

## PAYMENT

CLASSROOM PRICE: \$ \_\_\_\_\_

DURATION: \_\_\_\_\_

TOTAL DUE: \$ \_\_\_\_\_

CASH

CHECK # \_\_\_\_\_

CARD # \_\_\_\_\_

EXP \_\_\_\_\_ CVV \_\_\_\_\_



1 EAST KEMP AVE | WATERTOWN, SD 57201 | KELSEY@WATERTOWNSD.COM