

RESERVE YOUR COVINGTON 2024 BOOTH SPACE NOW. YOU MUST INCLUDE A DEPOSIT OF \$200.00 WITH THIS FORM. THIS WILL ASSURE YOUR SAME BOOTH LOCATION.



STEINHAUER PRODUCTIONS



CONTRACT FOR 2024 EXHIBIT SPACE

PRINT VENDOR NAME _____ COMPANY NAME _____

ADDRESS _____ PHONE () _____ CELL () _____

CITY _____ STATE _____ ZIP _____ EMAIL _____

TYPE OF ARTS & CRAFTS _____

SPECIALTY PRODUCTS _____

IS YOUR MERCHANDISE PRODUCED BY YOU? YES ____ NO ____ EXPLAIN _____

IMPORTANT! IMPORTANT! IMPORTANT!
A DEADLINE FOR EACH SHOW IS 35 DAYS PRIOR TO THE SHOW DATE. A LATE FEE OF \$25.00 WILL BE APPLIED TO BOOTH FEE AFTER THE DATE. IMMEDIATE CONTRACT COMMITMENT WOULD BE GREATLY APPRECIATED.

APPLICATIONS AND INFORMATION MAY BE PRINTED FROM OUR WEBSITE www.steinhauerproductions.com

1. Kenner and Coquille Shows requires a deposit of **\$100 per each booth.**
 2. Covington Show requires a deposit of **\$200 per each booth.**
 3. Remaining balances must be paid 35 days prior to show. By Check, M/O, or Venmo
 4. All booths in indoor shows will be piped and draped in red & white.
 5. You are allowed 20% commercial only if it complements your mainline.
- (We must be notified of any emergency situation that would void booth space contract.)**

33rd ANNUAL Christmas Magic In July #1 10X10 \$295.00 _____ Dep. \$ _____ Bal. \$ _____ Ck # _____ Pd. _____
July 13-14 (New Orleans Area) 10X15 \$443.00 _____ Electricity \$50.00 ___ Tab \$13.00 ___ Ch \$1.00 ___
 Pontchartrain Convention Center, Kenner, LA 10X20 \$590.00 _____ **All Booths are corners.**

9th ANNUAL Christmas Magic In July #2 10X10 \$250.00 _____ Dep. \$ _____ Bal. \$ _____ Ck # _____ Pd. _____
July 27-28 (Indoor Show, Covington, LA) 10X15 \$375.00 _____ Electricity \$40.00 ___ *Table/Chairs Not Available*
 Coquille Park and Recreational Center 10X20 \$500.00 _____ \$10 Occupational License Fee Pd. _____

32nd ANNUAL Fall & Christmas Market 10X10 \$295.00 _____ Dep. \$ _____ Bal. \$ _____ Ck # _____ Pd. _____
October 12-13 (New Orleans Area) 10X15 \$443.00 _____ Electricity \$50.00 ___ Tab \$13.00 ___ Ch \$1.00 ___
 Pontchartrain Convention Center, Kenner, LA 10X20 \$590.00 _____ **All Booths are corners.**

39th ANNUAL Christmas Extravaganza Expo
December 6-7-8 (FRI-SAT-SUN) 10X10 \$440.00 _____ Dep. \$ _____ Bal. \$ _____ Ck # _____ Pd. _____
 Covington Fairgrounds, **Discounted \$30.00 off** 10X20 \$850.00 _____ Electricity \$50.00 ___ **Dedicated Electricity \$80** ___
 Covington, LA **Discounted \$50.00 off** 10X30 \$1270.00 _____
ALL COVERED SHOW Discounted \$70.00 off 10X40 \$1690.00 _____

COMMERCIAL PRODUCTS 10X10 \$540.00 _____
 These products are related to boutique, healthcare, beauty products, home products, and specialty gifts, etc. **Discounted \$30.00 off** 10X20 \$1050.00 _____
Discounted \$50.00 off 10X30 \$1570.00 _____
Discounted \$70.00 off 10X40 \$2090.00 _____

Prices for Outdoor Booth 10X10 \$390.00 _____ 10X20 \$750.00 _____
Must supply own canopy **Discounted \$30.00 off second booth**

FOOD BOOTH - CHRISTMAS EXTRAVAGANZA 10X10 \$810.00 _____
 3 different food items • No duplications.

Occupational License Fee of \$10 is to be paid prior to the show with booth fee.
 _____ Paid.

Our Premier Show 500 Booths

• A three-sided display forming an "Individual setting" is required for all booths. We do not supply a side and backdrop for this show. **You must supply your own sides and backdrop. Canopies may be used for this to create your own setting and to secure your booth at night.**
 ★ **Booths are not all corners.**

MONEY ORDERS OR CHECKS MUST BE PAYABLE TO SUNDRA STEINHAUER.

BOOTH DISPLAY MUST BE ATTRACTIVE WITH SKIRTED TABLES AND COMPLY WITH BOOTH QUALIFICATIONS • 2 PHOTOS REQUIRED
 Sales tax will be collected one hour before the show ends of the last day. Electricity charge for booths range from \$40.00 to \$80.00 depending on the show and type of electricity needed. The Producer (STEINHAUER Productions will not be liable for refunds and/or any other liabilities whatsoever for the failure to fulfill this contract due to reasons of the enclosure in which the show to be produced being before or during the show is destroyed by fire or other calamity or by any act of God public enemy strikes statues ordinances or any legal authority or any other cause beyond the producers control. If Exhibitor cancels 40 days prior to a show, 50% of the deposit will be refunded or total of deposit will be transferred to another show if Exhibitor cancels after that period 100% of deposit is nonrefundable. Exhibitors are asked (not mandatory) to donate a small door prize when asked. A small admission fee will be charged at all shows. Show management reserves the right to restrict, modify or expel any exhibit that is deemed undesirable without refund. I have read and understood the terms of this contract and agree to apply fully with all rules and regulations. Covington, LA shows will require a \$10.00 occupational license. *Thank you for selecting our shows please sign and date contract.*

Signature _____ *Thank You!* Date _____



Booth Display

We encourage having attractive three-sided lighted displays. This will enhance your product and improve the overall show appearance. **No lawn chairs** are to be used in your booth. An attractive display can improve your location and overall sales.

Show Hours

Spring and Summer hours are 10:00 a.m. to 5:00 p.m.

Fall hours may differ.

Christmas Extravaganza Show hours are 9:00 a.m. to 5:00 p.m.

All event information and hours will be mailed in an information packet prior to each show.

OUR PLEDGE

There is no other company that appreciates their vendors more than we do. Entering our 39th year of producing successful shows, we pledge on the highest in advertising and professionally produced shows. Thank you for considering us.



Deposit

Kenner and Coquille Shows requires a deposit of \$100.00 per booth, Covington Show requires a deposit of \$200 per booth. Booth balance is to be paid in full, thirty-five (35) days prior to each Show. Each requires a money order, check or venmo for the balance of each show. If late, please notify our office. A late fee of \$25.00 will be charged to the booth balance. We try to be courteous to you by holding your booth as long as possible. Please ALWAYS contact us if you must cancel. THANK YOU.

Rules and Regulations

1. Eligibility - 20% commercial may be added to compliment your 80% handcrafted mainline items.
2. Tables must be covered to the floor on exposed sides with table skirting and attractive top or overlay (**a must**).
3. Entire display and chairs must be kept inside lines of their space.
4. Exhibitor's space must be kept clean and orderly at all times. (No garbage exposed.)
5. All vehicles are to be parked in designated area.
6. Sales tax will be turned in one hour before the show ends on the last day or picked up. Some shows require taxes to be mailed.
7. Occupational license fee must be sent in with booth fee. (Both Covington Shows.)
8. All booths must remain open and set up for the full duration of the Show. Positively **NO** early breakdowns.
9. Failure to occupy booth space may forfeit all future reservations and application acceptance for future shows.

Thank you, Sundra & Herman