



### IMPORTANT DATES:

**Early Bird registration - \$50 off total booth fee if registered on or before: June 15, 2016 by 5 pm**

**Application/Vendor Fee deadline: October 4, 2016 by 5 pm**

### Show Dates:

**Friday & Saturday, November 18<sup>th</sup> & 19<sup>th</sup>, 10 am - 7 pm**

**Vendor Set up: Thursday, November 17<sup>th</sup>, 12 - 9 pm**

## EXHIBITOR APPLICATION/CONTRACT FORM

**Booth Name** \_\_\_\_\_

As you want it to appear in advertising and signage

**Exhibitor Contact Name** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Phone** (\_\_\_\_) \_\_\_\_\_ **Alternate Phone** (\_\_\_\_) \_\_\_\_\_

- Please list two phone contact numbers

**Fax** (\_\_\_\_) \_\_\_\_\_ **E-mail Address** \_\_\_\_\_

**Website** \_\_\_\_\_ **Facebook Page** \_\_\_\_\_

- Help us know your product better by describing the merchandise to be sold and the price range

\_\_\_\_\_  
If you do not have a Facebook page or website please send us photographs (all photographs will become the property of the "Holly Jolly Holiday Show" Committee).

**Booth Size: 10' x 10' or 10' x 8'; multiple booth spaces are available**

10' x 10' Corner \_\_\_\_\_ \$300

10' x 10' Single \_\_\_\_\_ \$250

10' x 8' Single \_\_\_\_\_ \$200

Additional 8' Tables # \_\_\_\_\_ needed @ \$20 per table/Additional Chairs# \_\_\_\_\_ needed @ \$2 per chair

Electrical \_\_\_\_\_ \$25 additional fee

WiFi availability is included in registration fee.

**APPLICATION FEES: ALL FEES MUST BE PAID BY October 4, 2016.** A \$100 deposit is due with the application. The \$100 deposit will be forfeited for all registrations should cancellation from the event become necessary as long as cancellation is prior to October 4, 2016. CANCELLATION AFTER October 4, 2016 WILL RESULT IN FORFEITURE OF ALL FEES.

**CHECK ALL CATEGORIES THAT APPLY TO YOUR BOOTH PRODUCTS:**

- ☐ Art: Paintings, prints, pottery, glass, wood, fiber arts, etc.
- ☐ Books
- ☐ Children's Items (other than clothing)
- ☐ Christmas/Holiday Specialties
- ☐ Clothing - Adult\_\_\_\_, Men\_\_\_\_/Women\_\_\_\_
- ☐ Clothing - Children \_\_\_\_, Boys\_\_\_\_/Girls\_\_\_\_
- ☐ Culinary
- ☐ Collectibles
- ☐ Floral Accents
- ☐ Food Specialties
- ☐ Garden/Outdoor Accents
- ☐ Handbags/Purses
- ☐ Household Accents
- ☐ Jewelry (handcrafted)
- ☐ Jewelry (production)
- ☐ Ladies Gifts (other than clothing)
- ☐ Leather Goods
- ☐ Men's Gifts (other than clothing)
- ☐ Monogramming
- ☐ Music
- ☐ Novelty Items
- ☐ Photography & Videography
- ☐ Sporting Goods
- ☐ Toys
- ☐ Wine or Beer
- ☐ Other \_\_\_\_\_

**PLEASE REMEMBER THAT  
ALL VENDOR SALES ARE  
SUBJECT TO NC SALES TAX**

A block of **overnight lodging rooms** has been arranged at a special rate for our vendors at the Hampton Inn, 1382 Hwy 258S, Kinston, NC 28504 252-523-1400. You may access this rate by stating that you are with the "Holly Jolly Holiday Show".

**Set-Up Information:** Thursday, November 17<sup>th</sup> from 12 – 9 pm. ALL booths must be set up and ready to go for opening of show on Friday, November 18<sup>th</sup>.

**BOOTH LOCATION CHOICES:** See floor plan enclosed; booth spaces will be assigned on a first come, first serve basis and in consideration of the products sold; your selections are not guaranteed, however the show committee will make every effort to comply with your choices.

1<sup>st</sup> Choice - Booth # \_\_\_\_\_ 2<sup>nd</sup> Choice – Booth # \_\_\_\_\_ 3<sup>rd</sup> Choice – Booth # \_\_\_\_\_

**BOOTH ASSIGNMENT: (FOR EVENT COMMITTEE USE ONLY) BOOTH # \_\_\_\_\_**

**Booth Name:** \_\_\_\_\_

**Special Considerations:**

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## VENDOR CONTRACT

I, \_\_\_\_\_, representative of \_\_\_\_\_ agree to secure booth space during the "Holly Jolly Holiday Show" at the Woodmen Community Center, 2602 W. Vernon Ave., Kinston, NC 28504 to be held on Friday, November 18th through Saturday, November 19th, 2016. **I hereby pay \$100 per booth space as a non-refundable deposit to hold the space for the 2016 show. I agree to pay in full \$\_\_\_\_\_ (balance) prior to October 4, 2016 BY 5:00PM as the total fee for booth space rental.** This deadline is essential to accurately promote and advertise the show. Exhibit space(s) will not be reserved until the total fees are received in full and the signed exhibitor contract has been received. **SUB-RENTAL OF BOOTHS IS NOT PERMITTED.** All booth rentals will contract with the Community Council for the Arts, 400 N. Queen St., Kinston, NC 28501. Any change in merchandise to be sold as described must be approved by the "Holly Jolly Holiday Show" Committee 30 days prior to the show. Each booth will include one 8' covered and skirted table, two chairs, and a limited amount of decorative curtains. Electricity and additional tables and chairs are available at an additional cost to the exhibitor. Exhibits must be setup by 9 pm Thursday, November 17, 2016 and must be staffed for ALL "Holly Jolly Holiday Show" events. **Exhibits cannot be dismantled before 7:00pm on Saturday, November 19<sup>th</sup>, 2016.**

I release the "Holly Jolly Holiday Show" Committee, the Community Council for the Arts and the Woodmen Community Center of any responsibility for personal injury, damage, or loss of merchandise or personal property while exhibiting at the "Holly Jolly Holiday Show". The "Holly Jolly Holiday Show" Committee reserves the right to accept or refuse any vendor based on repletion of or acceptability of merchandise.

**Deposits:** A non-refundable deposit of \$100/booth must be received with the vendor application; the balance of all fees is to be received no later than 5:00pm, October 4, 2016. On October 5, 2016 all spaces not paid in full will be available to others. **ALL DEPOSITS ARE NON-REFUNDABLE. NO EXCEPTIONS. NO COURTESY PHONE CALL REMINDERS OR EMAILS WILL BE MADE.**

**Cancellation:** The \$100 deposit will be forfeited for cancellation of contracts prior to October 4, 2016. The total booth fee will be withheld for cancellation of contracts following October 4, 2016. All refunds will be requested in writing – letter or email.

### Return Contract With Payment To:

Community Council for the Arts (CCA) 400 N. Queen Street, Kinston, NC 28501

**Mail: Check, Cashiers Check or Money Order payable to Holly Jolly Holiday Show**

Credit cards accepted (Circle one): MasterCard, VISA & Discover Exp Date: \_\_\_\_ / \_\_\_\_

- Name (as it appears on card) \_\_\_\_\_
- Billing Address: \_\_\_\_\_ Last 4 # on card: \_\_\_\_\_
- PayPal Payment: [www.kinstoncca.com](http://www.kinstoncca.com) OR call: 252-527-2517

A \$35 fee will be charged for the handling of any returned payment item

**PAYMENT IN FULL DEADLINE: Tuesday, October 4, 2016**

\_\_\_\_\_  
Signature of Exhibitor Date

\_\_\_\_\_  
Signature of Event Committee Date

\_\_\_\_\_  
Deposit Rec'd/Date/Initials

\_\_\_\_\_  
Full Payment Rec'd/Date/Initials

# \_\_\_\_\_  
Booth Assignment