



IMPORTANT DATES:

\$50 Non-Refundable deposit deadline: August 15, 2018 by 5 pm

Vendor Balance deadline: September 28, 2018 by 5 pm

Show Dates:

Friday, November 16, 10 am – 6 pm

Saturday, November 17, 10 am - 4 pm

Vendor Set up: Thursday, November 15, 8 am - 8 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 _____ \$200

10' x 10' Single _____ \$150

10' x 8' Single _____ \$100

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 September 28, 2018. A \$50 deposit is due with the application. The \$50 deposit will be forfeited for all registrations should cancellation from the event become necessary as long as cancellation is prior to September 28, 2018. CANCELLATION AFTER September 28, 2018 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 15TH from 8 am – 8 pm. ALL booths must be set up and ready to go for opening of show on Friday, November 16th.

BOOTH LOCATION CHOICES: See floor plan enclosed. Floor plan is subject to change upon vendor request for multiple booth spaces. 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.

1st Choice - Booth # _____ 2nd Choice – Booth # _____ 3rd Choice – Booth # _____

BOOTH ASSIGNMENT: (FOR EVENT COMMITTEE USE ONLY) BOOTH # _____

Booth Name: _____

Special Considerations:

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 16th through Saturday, November 17th, 2018. I hereby pay \$50 per booth space as a non-refundable deposit to hold the space for the 2018 show. I agree to pay in full \$_____ (balance) prior to September 28, 2018 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.** 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 8 pm Thursday, November 15, 2018 and must be staffed for ALL "Holly Jolly Holiday Show" events. **Exhibits cannot be dismantled before 4:00pm on Saturday, November 17th, 2018.**

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 \$50/booth must be received with the vendor application; the balance of all fees is to be received no later than 5:00pm, September 28, 2018. On September 29, 2018 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 \$50 deposit will be forfeited for cancellation of contracts prior to September 28, 2018. The total booth fee will be withheld for cancellation of contracts following September 28, 2018. All refunds must 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. For credit card payments, we will invoice you through Paypal. Call the Arts Center at 252-527-2517 to request invoicing.

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

PAYMENT IN FULL DEADLINE: Friday, September 28, 2018

Signature of Exhibitor

Date

Signature of Event Committee

Date

Deposit Rec'd/Date/Initials

Full Payment Rec'd/Date/Initials

#_____
Booth Assignment