Welcome to America’s Largest Christmas Bazaar!

Enclosed is your exhibitor information for the 35th Annual America’s Largest Christmas Bazaar at the Portland Expo Center. The dates of the show for 2016 are November 25, 26, 27 and the following weekend, Dec. 2, 3 & 4. We’re already looking forward to this annual holiday tradition as well as seeing you all again. I’d like to thank all of you who have been with us for our first 34 years and also welcome those who are new to the Bazaar.

Juried handcrafted booths are in two large, central areas, one in each hall. To qualify as handcrafted, we require a photo of the crafter as they make their product. Please see below for our definition of a handcrafted product.

Paid attendance at the 2015 show was 30,000 (audited). To maintain that level of attendance, it is necessary to invest in advertising. Our budget is $180,000.00 and is spent on broadcast media (radio & TV), print (newspapers), digital advertising, social media, Internet and direct mail. The names & addresses of previous attendees are an important asset which we use to make sure to invite them to the show.

Your part in bringing people to the show is the distribution of postcards & posters to put out at your corner store, hairdresser, county fairs & Farmer’s Markets. So please request them. Postcards are available at no charge (you can request them on your contract) and posters will be available in August. Again, these are mailed at no charge to you. The other important ingredient is Facebook. We urge you to like us and even more importantly, share our posts with your friends. You’ll find us by entering the show name: America’s Largest Christmas Bazaar. These efforts do bring people to YOUR booth!

Our tag line for the 2016 show is again Buy Local, Spend Less. We’re not implying that we’re a bargain opportunity and our customers don’t take it that way. The show offers unique and unusual products and our loyal customers know that. We do welcome selected commercial products as well as handcrafted. We do offer reduced booth rent to handcrafted exhibitors because of the many hours of labor that crafters put into their product compared with the typical commercial vendor.

Jewelry is a very popular product for this show (a good thing!). Although we do limit the number of jewelry exhibitors it is very important that all jewelry vendors include a photo of your product. That way we can offer separation between, for example, beaded jewelry from other types. We will close that category when we reach the same number of jewelry vendors as we had last year.

Our definition of handcrafted is: a product that you make by yourself. The vendors’ work must be predominant and the starting materials must be significantly altered and/or enhanced by the vendor. This can include embellished items such as sweatshirts that your own design has been hand applied to. It can include high quality reproductions of your own original work. Some things that we don’t consider handcrafted are computerized printouts of, as an example, an original print or personalized book. Imported items do not qualify.

In order to qualify for the handcrafted rate and so we can place you away from a competitor, you must submit photos of your items and photos of you making your product along with your contract. In lieu of mailed or emailed photos, you can qualify yourself by providing us with your web address or if you sell on an online store like Etsy, give us the easiest way to find you on that site.

Briefly, our policies regarding duplicate commercial booths is that we limit the number of identical commercial products to one per hall. Those who sold those products last year will have first option to return. If we already have, for instance, two Tupperware booths, we will have no choice but to return your contract. We also structure the show to look appealing and to provide something different than what you would find at a fair or in a mall, therefore there is a definite limit on ‘hot’ commercial products. Last year we had to refuse about 70 booths because by the time the exhibitor contacted us, we were full on the product or we felt that the product didn’t fit within the vision of the show which is to offer compelling, interesting items.

It is very important to fill out the enclosed list for products. Some of you may only have one easily defined product and that’s fine, but for those that sell a variety, we need to know what is going to be in your booth. We’ve had some problems in the past with items that we didn’t know were going to be there and rather than asking you to pull the product, we can offer separation with similar items. If you add product, please give us a call to make sure there’s no conflict.
If you are a returning exhibitor, we need to receive your contract no later than **September 15th** to ensure placement in the booth that you had last year. We will begin the process of assigning booth locations promptly on September 15th. If you sold with us in 2015, you will be returned to the same booth unless you have a written location request (feel free to attach a note). If you are new to the show, we recommend an early reservation if you have a request. We do have space available after the deadline. The above only applies to those who are returning from last year.

Regarding location requests/corner booths: We have a high number of exhibitors returning to their regular locations. The Christmas Bazaar is held in two modern, square shaped attached halls with paid entrances at each one. Each booth is very equal to another. Which leaves only the corner booths: Due to the obvious advantages of being in a corner booth and because we do not charge any additional, we have many requests for them (almost every exhibitor). After we’ve accommodated those who had them last year, we take written requests (just put a note anywhere on your contract). However, we do look at booth presentation and, assuming there are no near competitors, are inclined to place a more attractive booth in such a prominent location. We do strongly advise that you not wait until the deadline if you have a location request. The earlier you sign up the better the chances are that you’ll get what you want.

We provide a booth sign, one electrical outlet with access to 600 watts of electricity and an 8’ high fabric backdrop behind the space. There are no fabric side wings as dividers between each booth, but if you wish, they may be rented for $15.00 each side. A natural division is made once the booth is set up, and most decide they don’t need the side wings. Other equipment, such as table skirting, counter height tables and booth carpet is available on the contract. We encourage you to bring your own lighting and props, so that you can show your products to their best advantage and help create a holiday environment.

Exhibitor set-up takes place on Wednesday, Nov. 23rd from 10am to 8pm. We are closed on Thanksgiving Day. If you can set up in less than two hours, you’ll have from 8am to 10am on Friday, Nov. 25. We recommend that you bring handcarts or dollies since the show only has about 20 carts for your use. Show hours are Fridays and Saturdays from 10am to 6pm and Sundays from 10am to 5pm. **Staffing your booth during all hours is mandatory.** After the show closes on the first Sunday (Nov. 27), all you need to do is cover your merchandise. Security will be in the building 24 hours a day, every day. For the second weekend, exhibitors are admitted at 8am on Friday, December 2.

Booth and signage height restrictions: **Sides:** If your booth set-up requires a solid wall or lattice filled with product or any other impediment to your neighbors booth, **please check the box on the contract and you will be placed in one of several areas in the show that we devote to exhibitors whose booths need high sides.** This does not apply to you if your booth conforms to the following: **your booth is as high as 8’ in back and goes 6’ out on the side, but the last 4’ between you and your neighbor is no higher than three feet** (please see the diagram at the end of this letter for illustration of our booth sides policy). This is so that no exhibitor with a small booth (10 x 10’}) spends 6 days sandwiched between two neighbors with high sides that go all the way to the front of the aisle. These exhibitors deserve the same visibility to the oncoming customer as you would want. Please take a moment before you send in your contract to think about your set-up and whether you need to check the high-sides box. **Back of the booth: No higher than the pipe & drape. The same with signage, which cannot be any higher 8’ (the height of the pipe & drape).** And lastly, no signs can jut out into the aisles such as trade show flags and banners.

By order of the Fire Marshall, straw and hay are considered extremely flammable and are not allowed in the show. Helium balloons are also not allowed. Incense may not be burned inside the show. Candles cannot be lit at all. Canopies are fine unless you are cooking samples or warming items, in which case a fire extinguisher is required. If you use a canopy that has sides and a top, you will need a fire extinguisher.
If your product utilizes more than the 600 watts of power that we provide such as grinders, T-shirt transfer equipment, electric cooking equipment, irons, microwaves and others, please contact our office and we’ll send you an order form for additional power from Hollywood Lights. They are well aware of appliances that use more than 600 watts, so if you know you need additional power, order it in advance to avoid the floor order price. Please contact our office and we'll send you the information you need to order more power.

We accept checks that are postdated for October 17th. We also accept currently dated checks and VISA/Mastercard. If you postdate your check, please make sure that October 17th is on your check, as we will deposit any check with the current date on it! Sorry, but we cannot take postdated credit card payments.

If you find that you need to cancel, we will refund all but a $50 cancellation fee once you've signed up. However, cancellations made after 4:30pm on October 11th are not subject to any refund. All cancellations must be made with a phone conversation with staff. Cancellations by voice mail or email are not valid.

Looking for extra exposure? The Christmas Bazaar Program Guide is distributed to all buyers as they enter the show. It contains the map of the show and list of exhibitors. If you are interested in advertising, please give our office a call and we’ll be glad to send you a copy of the rate sheet.

Our knowledgeable staff is dedicated to helping to make your experience at the Christmas Bazaar a pleasant and profitable one. Our office hours are Monday through Friday from 9am to 4:30pm. We can be reached by phone at (503)282-0974 or email at elves@expochristmasbazaar.com. If you’d like to see photos of the 2015 Christmas Bazaar or need directions, hotel, weather or other information, check out our website at www.expochristmasbazaar.com.

Sincerely,

The Elves at America’s Largest Christmas Bazaar
(Tisha, Katie, Vanessa and Chris)

GOOD NEIGHBOR BOOTH SIDES

SIDE VIEW OF BOOTH
TERMS AND CONDITIONS / SHOW RULES

1. The Exhibitor agrees to occupy exhibit space as assigned, and to be open and staffed during all show hours. If the booth is not staffed during all hours, the exhibitor and product will be removed from the show. If exhibitor does not occupy assigned space for any reason, the Promoter of the Christmas Bazaar, hereafter referred to as ALCB, is authorized to occupy said space in such a manner as it may deem for the best interests of the show. It is required that you sell a tangible product. Booths used solely for the purposes of building a mailing list or booths rented solely for the purposes of selling a product for which a monthly payment is the entire reason for doing the show (i.e. some health supplements) are not allowed and will be asked to leave during the show. There will be no refund whatsoever to the Exhibitor for violation of the above policies. Management reserves the right to approve the contents and character of all exhibits and reserves the right to prohibit or expel any exhibit or exhibitor which, in its judgment, is out of keeping with the character of the show. This includes signs and the placement of signage.

2. All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed. The Fire Marshall requires that no electric lighting may be used on live trees. Lights are permitted on artificial greenery. No hay, straw or any other flammable props are allowed. It is required that exhibitors must stay within the 10’ depth of their booth. No chairs or merchandise is allowed in the aisles. Non-compliance after notification by our staff will result in the immediate expulsion of said exhibitor, with no refund.

3. Regarding food at the Christmas Bazaar: In compliance with the Expo Center rules that no food is to be sold that can be eaten on the premises. The concessionaire has the exclusive right to sell food to be eaten at the building. **There is a $3.00 minimum per item sold.** No individual servings of any food product may be sold or given away. Exempt are ingredients for cooking; honey, jams & jellies and other foods that couldn’t be eaten at the Expo Center. All food must come from a certified/licensed kitchen. Food vendors shall provide a license or a copy of a license upon request. All meat products must have the FDA logo.

4. Cancellation: Once you have signed up for the show, if you need to cancel, we charge a $50 cancellation fee. However, **cancellations made after 4:30 pm on October 11th are not subject to any refund.** All cancellations must be made with a phone conversation with staff. Cancellations by voicemail or email are not valid. If for any reason there is still a balance owed for the booth and/or equipment, the balance is still outstanding and you are responsible for payment even if the cancellation is received after October 11th. You are not allowed to ‘give’ your booth to another vendor.

5. Checks that are returned to the Christmas Bazaar for insufficient funds will be charged $19.00 each time they are returned.

6. All business and displays must be within your designated space. No soliciting in the aisles, entrance or parking lot is allowed. Costumed personnel must stay within the assigned space, as do personnel handing out flyers or information. Anyone using a microphone must keep the volume to a level that doesn’t interfere with neighboring exhibitors. They should be able to conduct business in a normal tone of voice.

7. Any noise making devices used for music, videos, microphones, etc., must be at such a volume level as not to disturb the other exhibitors. It should be only heard from within your assigned space. Show management reserves the right to eliminate overbearing amplification. If there have been two warnings from management, the third offense will cause the offending noise to be removed from the booth.

8. HOLD HARMLESS: This request to reserve vendors space constitutes an express contractual agreement between myself and Palmer/Wirfs & Associates, Inc. dba Christine Palmer & Associates and it is understood and agreed that by signing this agreement I fully and finally release and hold harmless both Palmer/Wirfs & Associates, Christine Palmer & Associates, its agents, and employees, the Portland Expo Center and its agents and employees from any and all liability for all claims of every nature and kind whatsoever, including death, personal injury, loss, theft, or damages to personal property, whether or not caused by Palmer/Wirfs & Associates, Christine Palmer & Associates or the Expo Center’s own negligence or the negligence of their agents and employees. Exhibitor is responsible for obtaining his or her own insurance coverage to insure against theft, fire, smoke, flood, or any other loss or casualty.

9. Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in exhibitors’ booths or displays. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs, or other artistic works without first presenting to America’s Largest Christmas Bazaar proof satisfactory that the exhibitor has, or does not need, a license to use such music or copyrighted material. ALCB reserves the right to remove from the show all or any part of any booth or display which incorporates music, photographs or other copyrighted material for which the exhibitor fails to provide proof that the exhibitor holds all required licenses. The exhibitor shall remain liable for and shall indemnify and hold ALCB, their agents and employees, harmless from all loss, cost, claims, causes of action, suits, damages, liability expenses and costs including reasonable attorney’s fees, arising from or out of any violation or infringement (or claimed violation or infringement) by exhibitor, exhibitor’s agents or employees of any patent, copyright or trade secret rights or privileges.

10. The Handcrafted special booth rent price applies to individuals who hand-make their own product (does not include imported ‘handmade’ items). Photos showing the exhibitor actually making the product are required in advance to determine eligibility for the reduced rate. Handcrafted products will be verified at the show. For a further definition of handcrafted product, please see paragraph seven in the accompanying letter.

11. Assembled booth is **not to exceed 8 feet in height at the back.** Side walls no higher than 8’ for the first 6’ from the back of the booth, and not over 3’ high the last 4’ forward to the front of the booth. Booths may be ordered modified at the show if not in compliance. We will grandfather in exhibitors who have been side by side for many previous years with the same exhibitor provided that exhibitor agrees to have a high-sided neighbor.

12. Cancellation or rescheduling of the show – In the event of cancellation or interruption of the event due to fire, strikes, government regulations, war, act of God, or any other cause that makes it impossible to conduct the show, your contract will terminate and the exhibitor will waive any claim for damages.

13. Subletting or donation of full or partial space is not permissible without the written consent of the show management.
As you can imagine, with a show of this type, it is very important that we know what will be in each booth. This is for your sake. It wouldn’t be fair for you to end up 20 feet away from someone with a very similar product. And even big categories fill up and we stop taking reservations for certain items.

So please provide a list of things that will be in your booth. As an example, if you’re selling toys, please list all types that will be in the booth (plush, remote control, puzzles, etc). The same with jewelry (chain by the inch, gold, costume, beaded, etc). On the other hand, if you’re selling only fudge, that’s all you need to list. But we need the most complete list you can provide. If you add a product after you sign up, please contact us to make sure we can accommodate that product. If you have multiple booths in different locations, we need to know which booth will have what product in it. Write all you want!

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Name ____________________________
Business Name ____________________________
Address ____________________________________________
City ____________________________ State __________________________________ Zip ____________
Daytime Phone ____________________________ Email address ____________________________
Website ____________________________________________

My booth requires that I have high sides to the front of the aisle. Please refer to paragraph 10 for further information.

BADGES: We provide up to four badges per 10 x 10’ booth. Please indicate the quantity needed: [________]. Badges will be imprinted with your business name & location and will be sent two weeks before the show. Additional badges are $10.00 each.

What wonderful things are you bringing to the show? We require that you complete the attached sheet with a list of items you’ll be bringing. That way we can make sure there is separation between similar products.

One of the most effective means of advertising is the distribution and display of posters and postcards. They are free of charge and we appreciate your help!

INDICATE QUANTITY POSTCARDS POSTERS
Send both copies (one will be returned to you) along with your check to:
Christine Palmer & Assoc | Fax: (503)282-2953
4001 N.E. Halsey #5 | Phone: (503)282-0974
Portland, OR 97232 | Web: www.expochristmasbazaar.com
Email us at: elves@expochristmasbazaar.com

The information below will be completed by our office and returned to you by return mail as your confirmation:

CONFIRMATION

BOOTH SIZE: ____________________________
DECORATING: ____________________________

DATE REC’D: ____________________________ AMT. REC’D: $ ____________

POSTDATED CHECK CASHABLE CHECK
CREDIT CARD (Receipt enclosed)

2014 LOCATION ____________________________
NOTES: ____________________________

PHOTO RECEIVED (All jewelry or handcrafted): ____________________________

2015 LOCATION ____________________________ REC’D BY: ____________________________
(Will know after SEPT. 15)

□ Additional badges .......................... $10.00

DECORATING EQUIPMENT

Please note that our tables are 30” wide - two 8’ tables will only fit parallel.

Skirted tables (white vinyl top, cloth skirting on three sides):

INDICATE QUANTITY

□ 8’ Skirted Tables .......................... $32.50
□ 6’ Skirted Tables .......................... $32.50
□ 4’ Skirted Tables .......................... $32.50

Red Green Blue White Black Silver

Bare Tables:

INDICATE QUANTITY

□ 8’ Undecorated Tables .......................... $17.00
□ 6’ Undecorated Tables .......................... $17.00
□ 4’ Undecorated Tables .......................... $15.00

Add $4.00 for each counter height table (42") (skirted or bare) $4.00

Booth Carpet:

INDICATE QUANTITY

□ 9’ X 10’ .......................... $35.00
□ 9’ X 20’ .......................... $65.00
□ 9’ X 30’ .......................... $95.00

Colors: If color is not selected for tables & carpet, we will match to backwall
Red Green Blue Silver

Payment options:

□ POSTDATED CHECK (OCT. 17) □ CASHABLE CHECK

CREDIT CARD PAYMENTS: Your card will be processed when received. Charges will appear on your statement as Palmer/Wirfs & Associates. Use name as it appears on card (very important).

□ Visa □ Mastercard

Exp. Date

Grand Total Enclosed ......................... $ ____________

Your Signature

In signing this form, it is understood that you agree to abide by the show terms and conditions/regulations printed on the reverse side of this form. Please read carefully before signing. Unsigned contracts will be returned.