

CONTRACT #



39th Annual AMERICA'S LARGEST CHRISTMAS BAZAAR

PORTLAND EXPO CENTER

FUN HOLIDAY SHOPPING

Nov 27th - Nov 29th and
Dec 4th - Dec 6th, 2020

Name _____
Business Name _____
Address _____
City _____
State _____ Zip _____
Daytime Phone _____
Email address _____
Website _____
Social Media _____

My booth requires that I have high sides to the front of the aisle. Please refer to paragraph 14 for further information.

BADGES: We provide **up to 4** badges per 10 x 10' booth. Please indicate the quantity needed: Badges will be sent two weeks before the show. Additional badges are \$10.00 each and can be added below.

Additional badges \$1000 _____

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	<input type="checkbox"/>	Christmas Bazaar Postcards	<input type="checkbox"/>	Fall Bazaar 2020 Postcards
	<input type="checkbox"/>	Christmas Bazaar Posters	<input type="checkbox"/>	Spring Bazaar 2021 Postcards

Send both copies (one will be returned to you) along with your check to:

Christine Palmer & Assoc | Fax: (503)282-2953
P.O. Box 820550 | Phone: (503)282-0974
Vancouver, WA 98682 | 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)

2019 LOCATION _____

NOTES: _____

PHOTO RECEIVED (All jewelry or handcrafted): _____

2020 LOCATION _____

REC'D BY: _____

SIGN PLEASE!

10 x 10' Booth (non-handcrafted) w/o tables **\$495⁰⁰** _____
 10 x 20' Booth (non-handcrafted) w/o tables **\$945⁰⁰** _____
 10 x 30' Booth (non-handcrafted) w/o tables **\$1260⁰⁰** _____
 10 x 10' Booth (all handcrafted) w/o tables **\$405⁰⁰** _____

INDICATE QUANTITY OF BOOTHS IN BOX

To qualify for the handcrafted discount, you must submit photos of you making your merchandise. All exhibitors must sell a tangible product. Photo required for ALL jewelry

DECORATING EQUIPMENT

Colors: If color is not selected we will match to backwall

Skirted tables (please indicate quantity)

White vinyl top, cloth skirting on three sides:

8' Skirted Tables **\$33 00** _____
 6' Skirted Tables **\$33 00** _____
 4' Skirted Tables **\$33 00** _____
 Red Green Blue White Black

Bare Tables (please indicate quantity)

8' Undecorated Tables **\$18 00** _____
 6' Undecorated Tables **\$18 00** _____
 4' Undecorated Tables **\$18 00** _____
 Add \$4.00 for each counter height table (42") **\$ 4 00** _____
(skirted or bare)

Booth Carpet Per 10 x 10 Booth (please indicate quantity)

9 X 10' **\$38 00** _____
 Red Green Blue White Black
 3' x 10' Fabric side wing divider(per side)... **\$15 00** _____
 Red Green Blue White Black
 4' x 8' Free Standing Pegboard (please indicate quantity) **\$40⁰⁰** _____
 Horizontal Vertical

Payment options:

POSTDATED CHECK (OCT. 13) CASHABLE CHECK

CREDIT CARD PAYMENTS: Your card will be processed when received. Charges will appear on your statement as **Christine Palmer & Associates**.

_____ - _____ - _____ - _____ - _____

Exp. Date _____ CVV # _____

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 or otherwise included in your contract information from our website or by email.

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 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 4:30pm on October 12th 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 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 12th. 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.

Initial

Name _____

AMERICA'S LARGEST CHRISTMAS BAZAAR

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. We don't want anyone to end up 20' away from someone selling a similar product. We need the most complete list you can provide. If you need to add product after you sign up, please contact us to make sure we can accommodate that product. We will close categories and stop taking reservations once we feel the category is full. Contracts submitted without product form may be delayed in being processed.

ITEM(S):

PERCENTAGE OF THIS PRODUCT
(Should total 100%)

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