

ChristmasFair 2017

at the Ohio Expo Center—LAUSCHE BLDNG.

717 E. 17th Avenue, Columbus, OH 43211

Saturday November 18th and Sunday November 19th

Name _____
Please print your name(s) exactly as you want it to appear in the program. (Note, business names will not be used in program).

Business Name _____ Ohio Vendors' License No. _____

Street _____

City _____ State _____ Zip _____

Phone No. _____ Cell Phone No. _____ Facebook Page _____

E-Mail Address _____ Web Address _____

Please check the space size you prefer. **Specific requirements must be submitted below at the time of application.**

SINGLE SPACE (10'x10')	\$260 _____
SPACE AND ONE-HALF (15'x10")	\$360 _____
DOUBLE SPACE (20'x10')	\$470 _____

I need tables: ___ 4'; ___ 6'; ___ 8' @ \$6 ea. \$ _____

(Please submit separate check) **JURY FEE \$ 5**

TOTAL \$ _____

\$100 deposit and a separate \$5 check for Jury Fee must accompany each application.

IF REQUIRED, ELECTRICITY MUST BE ORDERED USING PAGE 3 OF THIS APPLICATION. SEND PAYMENT DIRECTLY TO EXPO SERVICES.

Please list any special requirements here.

I AGREE TO RECEIVE **ALL** COMMUNICATIONS ABOUT CHRISTMASFAIR VIA MY EMAIL ADDRESS.

Vintage Promotions is not responsible for any damages to or loss of merchandise occurring as a result of ChristmasFair.

SIGNATURE _____ DATE _____

Please describe the types of items you will bring to the show and indicate their price range. **(MUST BE COMPLETED)**

How many postcard size advertising cards will you distribute?
 ___ 0 ___ 50 ___ 100 ___ 200 ___ Other

Indicate media in which to be juried

Please list the three largest 2016 arts and crafts shows in which you participated: _____

SEND IN: 1.COMPLETED APPLICATION 2. IMAGES VIA CD OR EMAIL 3. \$100 DEPOSIT 4. \$5 JURY FEE

Return this page with images, deposit and SEPARATE jury fee check; keep Page 2 for your records; and return Page 3 directly to Expo Services IF YOU NEED ELECTRICITY or other services no later than TWO WEEKS prior to the show.

Send Application to:

Vintage Promotions

3421 West Riverside Drive
Deborah Varner 614.579.8010

Ft. Myers FL 33901
Susan Picker 614.975-3385

Email: christmasfair@live.com

Website: christmasfairartsandcrafts.com

Entry

All exhibitors must submit 4-6 images of items representative of the quality of the work to be exhibited and sold. Images may be on a CD or slides. Please include an image of your booth set-up and **label all jury materials with your name**. Materials will be returned. Please do not send mail requiring signature for delivery. Applicants will be rated by a jury on the quality of their work. The promoters will then select applicants on the basis of the jury rating and the availability of openings in each category. Any jury materials submitted may be used for advertising unless exhibitor indicates otherwise. A valid vendor's license number must be included on the application.

Fees

See application form for fee schedule.

Applications must be accompanied by a \$100 deposit and a \$5 jury fee (separate checks please); the balance is due October 15, 2017. Checks are not deposited until exhibitor is accepted into the show. Please make checks payable to **Vintage Promotions**.

Deadlines

Applications will be accepted until the show is full. The jury will meet on April 15, 2017 and August 15, 2017.

expo SERVICES

CORPORATE OFFICE
PO BOX 2969
ZANESVILLE, OH 43702
740.454/1201

EXHIBITOR ORDER FORM
LAUSCHE BUILDING

ADVANCE RATE: ORDER MUST BE RECEIVED 2 WEEKS PRIOR TO OPENING DAY OF SHOW
ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE

RATES

Rates quoted below cover reasonable access to electrical circuit and DO NOT include connecting equipment or special wiring. All wiring and electrical work on exhibitor's display will be charged on a time and material basis.

Proper tagging of equipment indicating voltage, phase, current, etc. is the responsibility of the exhibitor.

SPECIAL WIRING

Electrical labor rate is \$50 per hour between 8am and 5pm. Double time rate applies after 5:30pm and on Saturday, Sunday and holidays. Labor billed at 1 hour minimum. Two weeks advance notice on all labor orders is required. All clean line requests will be done by quotation only.

ELECTRICAL OUTLET MAY BE ON PILLAR BEHIND BOOTH IF NOT IN BOOTH.

ELECTRICITY

QUANTITY	SINGLE PHASE	ADVANCE RATES	FLOOR RATES	TOTAL
	120 Volt 0-1000W	\$50.00 per outlet	\$75.00 per outlet	

PIPE AND DRAPE

\$20.00 _____ One Side	\$40.00 _____ Two Sides	TOTAL
------------------------	-------------------------	--------------

CARPET

SIZE	ADVANCE RATE	FLOOR RATE	SIZE	ADVANCE RATE	FLOOR RATE	TOTAL
9'X10'	\$75.00	\$90.00	9'X20'	\$150.00	\$180.00	

PLEASE MAKE CHECKS PAYABLE TO EXPO SERVICES

CHECKS—Please complete the following:

Check Number: _____ Dated: _____

Amount: _____

NOTE: All checks are deposited upon receipt. Do not post date. There is a \$25 charge for all checks returned by bank.

TOTAL: _____

CREDIT CARD—Please complete the following: VISA MC AM EX DIS
(Circle One)

Acct. Number: _____

Exp. Date: _____ I.D. Number _____ (3 or 4 digits on back of card)

Card Holder: _____

Signature: _____

PLEASE COMPLETE THIS PORTION—(FOR CREDIT CARD PAYMENTS, PROVIDE CREDIT CARD BILLING ADDRESS)

Name of Event: **ChristmasFair 2017**

Name: _____ Tel. Number: _____

Address: _____ City: _____ ST: _____ ZIP: _____

Signature: _____

50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE; PAYMENTS MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.

CREDIT CRDS unprocessed due to insufficient information or funds may not be eligible for Advance Rates.
THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED.