

# Christmas In October

## Gift and Craft Show

Benefiting:



Proceeds will allow Sharing Hope Ministry to continue providing Bibles and study materials for women who are incarcerated or in recovery facilities.

### REGISTRATION FORM

Contact Person's Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Best Phone # to Reach You: \_\_\_\_\_ Email Address: \_\_\_\_\_

Items for Sale (*Baked goods not permitted. Items not listed cannot be displayed at event.*): \_\_\_\_\_

Food for Sale (*Baked goods such as fudge, bread, pies, cakes, etc are not permitted. Most prepackaged mixes are allowed.*): \_\_\_\_\_

List Specific Brand of Merchandise if applicable (i.e. Avon): \_\_\_\_\_

Please list any special needs or booth requirements (*Please let us know if your set-up has solid walls*): \_\_\_\_\_

DESCRIPTION ( <i>Tables are NOT included in booth rental</i> )	COST	QUANTITY	AMOUNT
10'X10' Inside Booth	\$145.00		
10'X10' Corner Booth	\$155.00		
10'X20' Inside Booth	\$290.00		
10'X20' Corner Booth	\$300.00		
10'X20' (2) Corner Booths	\$310.00		
8' Tables (Must be ordered by October 11th)	\$5.00/ea		
Chairs (Must be ordered by October 11th)	No Charge		No Charge
Optional Charitable Donation to Sharing Hope Ministry	\$	N/A	
<b>TOTAL REMITTED</b>			

**No registration fees will be refunded. Subleasing of booths is not allowed.**

*All unused fees will be designated as a charitable contribution to Sharing Hope Ministry, Inc*

**Please read and sign page 2. Unsigned forms will be returned.**

#### Event Schedule:

**Friday, October 25:** 10:30AM to 6:30PM Set up in Civic Center South Exhibit Hall. Please check in at the Information Table.

**Saturday, October 26:** Show hours will be 9AM to 5PM. You may arrive as early as 7:30 AM. Please park on the east or north side of the Civic Center complex to allow parking space for shoppers. The Loading Dock will not be open on Saturday.

**Sunday, October 27:** Show hours will be 10AM to 3PM. You may arrive as early as 8:30 AM. Break down begins at 3PM.

**Make Checks Payable to:**

**Sharing Hope Ministry**

**P.O. Box 7160**

**Amarillo, TX 79114**

#### OFFICE USE ONLY:

Date Payment Rec'd: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

Amount Rec'd: \_\_\_\_\_ Amount Owed: \_\_\_\_\_

Circle One: CASH CK # \_\_\_\_\_ CC

Entered: \_\_\_\_\_

#### Registration Questions?

[www.ChristmasInOctoberTX.org](http://www.ChristmasInOctoberTX.org)

[CNO.Registration@yahoo.com](mailto:CNO.Registration@yahoo.com)

(806) 358-7803

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## INFORMATION SHEET

***I understand that booth fees are non-refundable and non-transferable. Should I cancel, I understand that my forfeited fees will be designated as a charitable contribution to Sharing Hope Ministry, Inc.***

**BOOTH FORFEITURE:** Vendors who have not arrived by 5:30PM on Friday will forfeit their booth unless prior arrangements have been made with registrar. Registration fees will not be refunded. Subleasing of booths is not allowed.

**LOADING DOCK PROCEDURE:** Unload your vehicle at Loading Dock #1, then move your vehicle to the north parking lot to allow others access to the loading dock. **DO NOT LEAVE VEHICLES PARKED IN DOCK AREA AFTER UNLOADING.** You are responsible for unloading and setting up your own booth. Please bring a dolly if you need one; we have limited access to Civic Center equipment. **For safety purposes, children under 12 will not be permitted in the dock area.**

**CHILDREN: NO YOUNG CHILDREN WILL BE PERMITTED IN THE EXHIBIT HALL DURING SET-UP.**

**ELECTRICITY:** If you need electricity, bring necessary extension cords (we recommend 25') and power strips. Someone may have to run an extension cord through your booth to supply electricity to their booth. Electricity is free to exhibitors.

**TABLES AND CHAIRS: Standard set-up DOES NOT INCLUDE tables or chairs.** These must be pre-ordered. Extra charges will apply for any tables requested on set up day. Vendor is responsible for setting up their own tables if not pre-ordered.

**PIPE AND DRAPE:** We do not provide pipe and drape. Vendors will not be authorized to order pipe and drape through the civic center. If you would like pipe and drape please call one of the following: Display Concepts at 806-734-1135; Amarillo Classic Events at 806-331-2444; or Parties and Events at 806-355-7763. Vendor is responsible for the cost, pick up, set up, tear down, and return of pipe and drape.

**INTERNET SERVICE:** Free WI-FI is available. Connect to "CC-guest", open a browser and accept the terms & conditions. If you need a hard line (a port in your device to plug in an internet line), you may contact the civic center at 806-378-4297 to make arrangements (rates begin at \$150).

**TEXAS SALES & USE TAX PERMIT:** The state requires any vendor selling tangible personal property or taxable service to obtain a Texas Sales and Use Tax permit. You will need your permit with you throughout the show. For questions, call the Amarillo Enforcement office at 806-358-0148.

**FOOD SALES:** The Amarillo Environmental Health Department requires the purchase of a permit if you plan to sell food or drink items. You are responsible for obtaining this permit. Contact the Environmental Health Office at 806-378-9472 at least one week in advance. Permits range from \$15 to \$25. Failure to obtain a health permit is cause for forfeiture of booth fees.

**SECURITY:** Limited security is provided through the Amarillo Civic Center. Sharing Hope Ministry is not liable for any items left unattended.

**MONEY AND PETTY CASH:** Bring plenty of change; we do not provide cash to make change.

**EXHIBITOR BADGES:** Each Exhibitor will receive two Exhibitor Badges. Extra badges are available for \$5.00 each. Badges must be worn for access to the Lounge Area and for free admission to the show. Exhibitors not wearing a badge will be charged admission.

**ITEMS FOR SALE:** Sharing Hope Ministry reserves the right to ask Vendors not to sell an item that we deem offensive.

**PACKING UP:** On Sunday, all Civic Center tables and chairs must be available for collection no later than 4:00 PM. Do not begin packing up your booth prior to 3:00 PM on Sunday. This will be considered a policy violation. You are required to give Sharing Hope Ministry a credit card to have on file below. You will not be allowed in the show without giving Sharing Hope Ministry a credit card to have on file. If you choose to pack up early you will be charged an additional fee that is equal to half of your booth rental fee. If we have to charge your credit card you will also not be invited to future shows.

Please give a credit card for Sharing Hope Ministry to have on file.

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVC code \_\_\_\_\_

### CIVIC CENTER GUIDELINES:

- No taping to walls, curtains, columns, or metal frames (Command hooks are acceptable).
- No items may be suspended from the ceiling.
- No nails, staples, or pins are to be used to attach items to any area of the Civic Center.
- No helium balloons.

**I have read and agree to all the requirements within this registration contract:**

**X** \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

### OPTIONAL MARKETING

Please provide the following information if you would like to be featured on the event website, Facebook, Twitter or other such advertising efforts made by Sharing Hope Ministry.

Business Website or Facebook page: www. \_\_\_\_\_

### OPTIONAL PHOTO/VIDEO RELEASE

I hereby give permission for the images of me and/or my booth captured during Christmas in October through video or camera, to be used solely for the purposes of Sharing Hope Ministry promotional material and publications, and waive the rights of compensation or ownership thereto.

**X** Signature of Participant: \_\_\_\_\_

**You may also submit your form & logo via email to: [CNO.registration@yahoo.com](mailto:CNO.registration@yahoo.com)**