

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	\$150.00		
10'X10' Corner Booth	\$160.00		
10'X20' Inside Booth	\$300.00		
10'X20' Corner Booth	\$310.00		
10'X20' (2) Corner Booths	\$320.00		
10X10 additional booth (creates a 10X30)	\$145.00		
10X20 additional booths (creates a 10X40)	\$290.00		
8' Tables (Must be ordered by October 8th)	\$5.00/ea		
Chairs (Must be ordered by October 8th)	No Charge		No Charge
Optional Charitable Donation to Sharing Hope Ministry	\$	N/A	
TOTAL REMITTED			

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 22: 10:30AM to 6:30PM Set up in Civic Center South Exhibit Hall. Please check in at the Information Table.

Saturday, October 23: Show hours will be 10AM to 5PM. You may arrive as early as 8AM. 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 24: Show hours will be 11AM to 4PM. You may arrive as early as 9AM. Break down begins at 4PM.

Make Checks Payable to:

Sharing Hope Ministry

Mail checks to: PO Box 7160, Amarillo TX 79114

Drop off at: 2300 SW 7th Ave, Amarillo TX 79106

OFFICE USE ONLY:

Date Payment Rec'd: _____ Rec'd by: _____

Amount Rec'd: _____ Amount Owed: _____

Circle One: CASH CK # _____ CC

Entered: _____ Time Rec'd _____

Registration Questions?

www.ChristmasInOctoberTX.org

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. You may contact event rental businesses if you need some. Vendor is responsible for the cost, pick up, set up, treat 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. Please see **The Sale of Food and Beverages** on The Amarillo Civic Center website.

SECURITY: Limited security is provided through the Amarillo Civic Center. Sharing Hope Ministry is not liable for any items left unattended. During show hours vendors should only use the show entrance doors. **DO NOT PROP OPEN ANY DOORS.**

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

VENDOR BADGES: Each Vendor will receive 2-4 Vendor Badges depending on booth size. Extra badges are available for \$5.00 each. Badges must be worn for free admission to the show. Vendors 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. We are a Christian organization supporting women coming out of addiction so we ask that no products associated with addictive products be sold. This includes alcohol of any kind and CBD products.

CANCELLATION POLICY: No registration fees will be refunded. If you have to cancel on or before October 1st you will have a 48 hour grace period to change your mind before we offer your space to another vendor. Canceling October 2nd-October 15th you will have a grace period of 24 hours to change your mind. Canceling any time after October 15th you will have no time to change your mind and your space will be offered immediately to another vendor.

PROCESSING FEE: A \$5 processing fee was added to your booth rental fee for every 10X10 booth that you purchased with a maximum of \$10 for larger booth rentals. These fees are non-refundable, even in the event that the show has to be canceled.

SHOW CANCELLATION: In the event that the show has to be canceled for reasons that are out of our control, we will refund booth rental fees with the exception of the built in processing fee that you have been charged.

COVID GUIDELINES: You agree to follow COVID guidelines set by the Civic Center at the time of the show. More information on if there will be any guidelines in place will be available as we get closer to the show.

PACKING UP: On Sunday, all Civic Center tables and chairs must be available for collection no later than 5PM. Do not begin packing up your booth prior to 4PM; this will be considered a policy violation. 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.

CREDIT CARD ON FILE: YOU WILL NOT BE CONFIRMED FOR A BOOTH WITHOUT GIVING SHARING HOPE MINISTRY A CREDIT CARD TO HAVE ON FILE. YOU WILL BE GIVEN FURTHER INSTRUCTION FOR PROVIDING CREDIT CARD INFORMATION TO HAVE ON FILE THROUGH COMMUNICATION WITH THE REGISTRATION CHAIR.

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
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