

Christmas In October

INFORMATION SHEET

2024

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 Thursday will forfeit their booth and fees unless prior arrangements have been made with registrar.

CHILDREN: Children under 12 will not be permitted in the exhibit hall or the loading dock area during set-up.

ELECTRICITY: Please bring extension cords (25') and power strips. Be aware neighboring vendors may run extension cords through your booth to access electricity.

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: This year we are providing pipe and drape backdrop for each space; the cost is covered in your booth fee. We are providing backdrop ONLY. No other pipe and drape is required (e.g. for the sides). **Vendors wanting additional pipe and drape must make their own arrangements to order, pay, pick up, set up, tear down, and return any pipe and drape not included in the booth fee.**

INTERNET SERVICE: Free WI-FI is available. If hard wiring is needed, contact the Civic Center at 806-378-4297 for an internet line to plug directly into your device, and to determine cost.

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: Baked goods such as fudge, bread, pies, cakes, or anything that competes with our bake sale is not permitted. Authorized vendors will only be allowed to sell items in quantities of 8 oz. or greater, and in sealed packages. Vendors are responsible for contacting the Civic Center at 806-378-4297 to get food items approved. The Civic Center concessionaire may charge a commission of your sales if not pre-approved. Vendors not in compliance may be required to leave. Food permits are required for all vendors selling or giving food samples. Contact the Environmental Health Office at 806-378-9472 for permit.

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 or TAPE ANY DOORS OPEN.** Vendors found to be propping or taping doors open may be asked to leave.

MONEY AND PETTY CASH: Vendors must provide their own petty cash.

VENDOR BADGES: Vendors renting a 10x10 booth are provided two (2) FREE badges, and vendors renting a 10x20 booth (or larger) are provided four (4) FREE badges. Additional badges are \$5.00 each and may be purchased at check-in the day before the show. All vendor reps must wear badges while on site during the show.

ITEMS FOR SALE: We reserves the right to ask vendors not to sell an item that we deem offensive. Sharing Hope Ministry is a Christian organization supporting women recovering from addiction. We ask that no products associated with addiction be sold. This includes alcohol and CBD products.

PAYMENT POLICY: Once the application is approved and you receive confirmation via email of your approval, you will have 48 hrs to submit payment to the Sharing Hope Ministry Office. Once payment is received, our registration coordinator will assist you in booth selection. We do not hold booth spaces before payment has been made.

If you would like to mail a check as form of payment, please notify our registration coordinator upon approval of your application and arrangements will be made to allow time for mailing.

CANCELLATION POLICY: No registration fees will be refunded. Those canceling on or before October 1st will be provided 48 hours before your space is offered to another vendor. Any cancelations after October 1st will result in your space being 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: Booth rental costs, minus processing fees, will be refunded if the show is canceled.

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 CHARGED AN ADDITIONAL FEE THAT IS EQUAL TO HALF OF YOUR BOOTH RENTAL FEE IF YOU BEGIN PACKING UP YOUR BOOTH PRIOR TO THE CLOSE OF THE SHOW.

I understand this is only an application and not an actual contract:

X

Signature

Date

OPTIONAL PHOTO/VIDEO RELEASE

Upon acceptance to the show, 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: _____

A marketing packet will be provided with instructions on how vendors can participate with the marketing of this show.

You may also submit your form & logo via email to: CNO.registration@yahoo.com