

Show Application:

Please type or print clearly.

Company Name _____ Primary Contact _____

Address _____ City _____ State _____ Zip _____

Work Phone _____ Home Phone _____

Cell Phone _____ Fax Number _____

E-mail Address _____ Web site _____

Company/Product Description _____

Booth/Display Description _____

Are your products: (circle one)

(1) Completely handmade by you (2) Semi-wholesale (3) Wholesale or imported

Show Dates:

_____ **Heart of Texas Arts & Crafts Show** **Application deadline for this show is Friday October 8, 2010**

October 15, 16 & 17th, 2010

Plano Centre, Plano, Texas 75088-0358

Booth Request:

_____ 10x5 Booth	\$165.00	_____ 1st Time Vendor Deposit (\$50 for 10X5, \$75 for Larger)
_____ 10x10 Booth	\$315.00	_____ Corner Premium \$30.00 (limited availability)
_____ 10x15 Booth	\$465.00	_____ Electricity \$35.00
_____ 10x20 Booth	\$590.00	_____ Table Rental \$12.00 per table
		_____ X _____ Back Drops will be provided for this show!

ID Badge Names of all attending _____

First two badges are no charge, \$5.00 per badge charge for additional.

Payment Options:

_____ Check or money order is enclosed for the full amount due as requested.

_____ Please charge my credit card for the full amount as requested.

Referral Program: Refer a vendor, both at the same show, get a 5% discount on booth fee only, refund day of show.

Referred vendor must include referring company name on application. You may submit up to 20.

Referred By: Company _____ Name _____

Credit Card: <u>MC</u> <u>Visa</u> <u>Discover</u> Check# _____ Total Amount Due _____
_____ / _____ / _____ / _____
Expiration Date _____ / _____ CID# _____
Name on Card _____ Address of Statement _____
Signature _____ Date _____

Send payment and all signed forms requested with a **self addressed stamped envelope** to:

Seasons Events
6911 Deer Trail
Quinlan, Texas 75474

For vendor information call: 903-217-8081

For visitor information call: 903-217-8082

www.HeartofTexasShow.com

I fully understand that all fees are nonrefundable once accepted into the show and will be deposited upon acceptance. Seasons Events reserves the right to accept or reject any application at its discretion. Only items presented in this application may be displayed for sale. **I have enclosed (2) 4x6 photos showing the details of my product or a detailed product description and (1) 4x6 photo showing presentation or booth setup, and a self addressed stamped envelope.** I understand that this information and photos will not be returned. My signature indicates acceptance of all terms set forth and that I am a ready, willing, and able participant in this event if accepted.

Signature _____ Date _____

Seasons Events

6911 Deer Trail
Quinlan, TX 75474

Seasons Events Contract

1. Application Process: To apply, return the application, contract, self addressed stamped envelope, (2) 4x6 photos showing product detail and (1) 4x6 photo showing booth setup/display, and payment in full. *All forms must be completed in detail, signed, and dated, with envelope and payment attached to be eligible for review.* Mail completed package to: Seasons Events, 6911 Deer Trail, Quinlan, TX 75474.
 2. Eligibility: Seasons Events reserves the right to accept products or companies that we feel will add variety and interest as well as compliment our other vendors. Selection of our vendors will be based on the quality of workmanship, originality, and professionalism of display.
 3. Deadlines: Applications are accepted until Friday October 8, 2010.
 4. Confirmation: Upon acceptance into a show, each vendor will receive a confirmation package with the details of each show. All fees will be deposited upon acceptance into the show.
 5. Location/Date: Plano Centre, 2000 East Spring Creek Parkway, Plano, Texas 75088-0358 – October 15, 16 & 17th, 2010.
 6. Show hours: Friday show hours are 3 pm-8 pm. Saturday show hours are 10am-5pm. Sunday show hours are 11am-4pm. **Vendors are required to be open for business during show hours.**
 7. Set-up/Breakdown: Setup begins Friday October 15th at 8:00 am and must be completed by 2:30 pm. Breakdown begins no earlier than 4 pm October 17th and must be completed by 8:00 pm. Failure to comply with these times will result in loss of vendor deposit, vendor ineligibility for future shows and/or loss of Preferred Vendor status.
 8. Tables: All tables must be covered to the floor. Plastic tablecloths are not permitted. No packaging or storage items may be visible. Tables are available to rent in varying shapes and sizes and are rented on a first come first serve basis on the application. Tables are limited.
 9. Backdrops: **Backdrops will be provided at this show.**
 10. Booth Subletting: Booths may not be shared or sublet without the written consent of Seasons Events. Any company found to be sharing a booth with out permission will be charged for two booths or be asked to leave the premises. No vendors may change location without management approval. Only approved products and displays are allowed.
 11. Show Layout: Company positioning will be determined by product, display, and application received date. Seasons Events reserves the right to make adjustments in the layout in the best interest of the vendors affected.
 12. Booth Space: Displays and/or products may not extend into the aisles or other vendor space. Vendors may not solicit, advertise, or hand out any information outside of their reserved spaces. No candles, flame or smoke emitting is permitted. No straw or hay is allowed in the facility.
 13. Discretion: Seasons Events reserves the right to remove or prohibit entry and/or attendance to any company in the best interest of the show. Vendors may be relocated should an unforeseeable circumstance occur.
 14. Sound: **No vendor may operate sound equipment of any kind that may disturb the customers or other vendors.** The use of sound equipment must be requested on the application for consideration.
 15. Electricity: 110V Electricity is available and must be requested and paid for on the application.
 16. Health Permits: No vendor may sell or hand out food or drink of any kind without proper health permits. Vendor, not Seasons Events is responsible for any fines incurred for noncompliance. Please request health permit information if needed.
 17. Security: Seasons Events will have a security presence at each show. It is the vendor's responsibility to prevent theft, damage, or accidents and no vendor shall hold Season Events responsible for such incidents.
 18. NSF Checks: All returned checks will result in a \$30 charge. Future events must be paid by money order only.
 19. **No Refunds: There will be no refunds for any reason. All fees will be deposited upon show acceptance.**
 20. Cleanup: All vendors are responsible for cleaning booth space. All objects must be removed.
 21. Advertising: Seasons Events is not responsible for errors or omissions in any advertisements. Vendors are encouraged to advertise their own products as well. Seasons Events does not guarantee vendor success and shall not be held liable.
 22. Seasons Events does not provide insurance for any vendor and will not be held liable for any accident, damage, injury, theft, or any other cause to products, displays, or persons. Vendor understands and agrees that Seasons Events does not offer or accept responsibility for persons or property at any time.
 23. Exclusivity: All efforts will be made to prevent direct competition; however, Seasons Events does not guarantee exclusivity.
 24. Indemnification: Vendor shall indemnify and hold Season Events harmless from any and all damages, losses, accidents, or liabilities resulting from any claims, demands, suits, or other legal actions based on, or arising out of vendors occupation or use of exhibit space, installation, operation, or removal of exhibits, including, but not limited to all claims and demands of vendors or any third party, their agents, employees, representatives, customers, and guests, for injury to persons or property (including theft or mysterious disappearance of persons or property) arising by virtue of any occurrence in the exhibit space or show site, including all parking areas in proximity to the show site during the terms of this contract and any period during which vendor is moving into or out of the show site.
- I have read, understood, and agree with this contract in its entirety.**

Signature _____ Printed Name _____ Date _____

Special Addendum for First time Vendors
This must be included with your application and contract

Seasons Events

6911 Deer Trail, Quinlan, TX 75474

We wish to thank you for selecting one of our shows to participate in. As a first time Heart of Texas Arts and Crafts Show vendor, we have some special information for you.

First, we require 2 pictures of your product(s) and one of your booth set up so that we can submit these to the jury. These can be sent by email or regular mail. Payment can be in the form of Credit Card (phoned into 903-217-8081) or check (mailed to Seasons Events, 6911 Deer Trail, Quinlan, TX, 75474. Once these requirements are met your application will be ready for jury and booth placement. After the jury process you will receive a notification of your show status. In the event you are not accepted all fees will be returned immediately.

Second, we will require a security deposit in the amount of \$50.00 for a 10X5 booth and \$75.00 for a 10X10 or larger booth. Please include this amount in your payment. This security deposit will be returned at the end of the show, provided the conditions of our contract are met. Please read our contract carefully. You may avoid this deposit with an acceptable positive referral from a known (by us) show promoter, whose show you have participated in during the last 12 months.

Any vendor out of compliance with any portion of the contract during the show will be given one opportunity to come into immediate compliance. While all terms of the contract are important we draw your attention especially to:

- a. The display or sale of merchandise not juried into the show based on the photographs and descriptions provided by the vendor. (contract item #2)
- b. No vendor may operate sound equipment of any kind. (contract item #14)
- c. Failure to stay within the confines of booth space. (contract item #12)
- d. Any violation of set up and break down times. (contract item # 7)
- e. The exhibition of any behaviors, physical or verbal, deemed detrimental to the show by Seasons Events personnel, will elicit immediate ejection of the individual from the show. The individual will be removed from the premises by uniformed security and only be permitted to return **after** show hours to remove the contents of the booth.(contract item #13)

I have read the Seasons Events contract and accept all terms and conditions therein contained. Further, I have read and understand all of the above.

Signature _____

Printed Name _____

Date _____

Food Vendor Notification

For All Shows, especially at the Plano Centre

As a food vendor, you know you are in a special category which, in most locals, requires licensing or permitting by local health authorities. While we understand that you are independent business people, failure to comply with local requirements has a direct impact on the Seasons Events shows.

In an effort to clearly state the position of Seasons Events on this issue, please carefully read the following:

1. In all venues in which Seasons Events operates and especially the Plano Centre, a health license/permit is required of **any and all** food vendors. If you sell, sample or in any way distribute **any** edible product, in **any** form, pre-packaged or not, it is strongly suggested you contact the local health authority for an understanding of and compliance to their requirements.
2. Most health departments require that the license/permit be obtained a certain length of time prior to the show. For this reason, food vendors for the Plano Centre location will not be accepted into the show for two (2) weeks prior to the deadline for the show. This will allow adequate time for the Plano Environmental Health Department to issue your license/permit.
3. In the event, the local authorities find that you are not in compliance with local licensing/permitting requirements, you may be asked to leave the show and/or suffer other consequences. Seasons Events will **NOT** refund any fees paid.
4. Seasons Events will not bear any responsibility for any fees, fines or consequences resulting from a vendor failure to be in compliance with any and all requirements of local health authorities, especially the Plano Environmental Health Department.

Below is the information for the Plano and Waxahachie Health Departments:

Plano: Environmental Health Department

PO Box 860358

Plano, TX 75086

Office 972-941-7143 FAX 972-941-7142

<http://www.plano.gov/Departments/Health/permits.htm>

Waxahachie, Texas:

Director of Health - Loran Wilson

Phone: (972) 937-7330 ext. 150

E-mail: swilson@waxahachie.com

This form must be signed and included with your show application.

I have read and understand all of the above. Seasons Events shall be free of any liability arising from my failure to be in compliance with local Health Department requirements and licensing/permitting regulations.

Print Name: _____

Signature: _____

Date: _____