

VENDOR APPLICATION and EXHIBITOR AGREEMENT

Event: WENATCHEE CONVENTION CENTER GREAT HOLIDAY CRAFT SHOW

Date/time: Saturday, November 21st, 2020 9:00AM - 3:00 PM
Saturday, December . 5 ,2020 9:00AM - 3:00 PM

Address: Wenatchee Convention Center
121 N Wenatchee Ave,
Wenatchee, WA 98802

Setup: Friday, Nov. 20 from 4:00 -7:00 pm and Friday, Dec. 4th from 4:00 -7:00 pm

Registration and Fees:

- **Registration contracts are due no later than November 16, 2020.** You will receive a confirmation email when your contract is received. Late contracts are accepted only as space permits.
- **All booth fees are non-refundable. * should there be any Event Cancellations due to COVID-19 all fees will be refunded**
- **CC Card Payments will be processed 2 days before the event.**
- **Tables are NOT provided** but are available for an additional charge of \$20 (size 8' X 30").
- Electricity is available for an additional charge of \$20. Booths with electricity are available on a first come first-served basis, and the number available depends on how they fit into the floor plan.
- **Food will be available on site for purchase.**

General Information:

- Individual booth size is 10-feet wide by approx. 8-feet deep (depth depends on location).
- **All items must be handcrafted by the vendor.**
- You are responsible for supplying any display props, shelves, tablecloths, etc. that you may want to use. **All fixtures and all products must fit within your allotted booth area.** It is not possible to display merchandise on the floor in front of or adjacent to your booth space or to block the aisles. This will be strictly enforced due to fire codes and heavy attendance.
- Tables will not be covered or skirted by WCC. You may not damage walls, floors, tables or other WCC property. No nails or tacks can be placed in the walls, and signs can only be hung on the pipe and drape.
- You are responsible for staffing your table throughout the event.
- You are responsible for cleanup and removal of your merchandise at 3 p.m. You may not begin to disassemble until that time. Cleanup must be completed by 6 p.m. Please ask for assistance if needed.
- Any items left behind will become the property of WCC.

Great Holiday Craft Show will be responsible for:

- Listing the Great Holiday Craft Show in local publications.
- Placing signs/banners around the Wenatchee areas.
- Providing you with electronic flyers for your distribution.

Liability Limitations:

- WCC will not be held responsible for losses, including but not limited to the following:
 - Merchandise or any display items that may be lost, stolen, or damaged in any way.
 - Personal injury to the customer or exhibitor during setup, cleanup or during bazaar hours.
 - Merchandise destroyed by fire or other

For any questions please contact Mayra Avina at 509.6998375 or mayraa@weantcheecenter.com

I have read and understand the Exhibitor Agreement, including the Liability Limitations, and agree to abide. I agree to donate one raffle item, per booth.

Signature: _____ Date: _____

Wenatchee Convention Center Great Holiday Craft Show

Vendor Application

Applications and check payment are due by **November 16th 2020**

Payment Type: **CASH** **CC (please fill out attached CC form)**

Please drop off payment and application at the **Wenatchee Convention Center Office**
M-F between 9-3 pm.

Applications can be mailed to: **WCC Holiday Craft Show 3016 Kona St. Malaga 98828**

Your Name: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Description of your products: _____

Please circle which Craft Show Date you are interested in participating in:

November 21st

December 5th

Both Dates

Description	Cost	Nov. 21 st	Dec. 5 th	Both Dates
Single Booth (approx. 10 x 8)	\$75			
Both Dates (one single booth each date)	\$140			
8 ft Table	\$20			
Electricity	\$20			
TOTAL DUE				

Please see the attached Room Diagram and let us know your top 3 booth locations

Note: We cannot guarantee your requests, but we will do our best

FOR OFFICIAL USE ONLY

Date Received: _____ Payment Type : _____ Amount: _____

Authorization of Credit Card Charges

Name: _____

Company Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Card Type: Visa MasterCard

Card Number: _____

Expiration Date: _____

Name as it appears on the card: _____
