

# Brownwood Rotary Club Arts & Crafts Show—2009

DATE: Nov. 14 & 15, 2009

TIMES: Saturday 10-5; Sunday 11-4;

LOCATION: Brownwood Coliseum

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Home Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Description of merchandise: \_\_\_\_\_

**Vendor Spaces**—Spaces may not be shared without prior permission from the event committee. Vendors must fit within the confines of the space - no aisle space may be utilized. Banners or lightweight signs may be hung directly above the vendor spaces, but not in any other area of the arena. Hooks for hanging these items are provided. Due to the risk of damage, please do not attach anything to the drape with tape, pins or other means. Height of the vendor spaces may not exceed 8'. The Chamber, Rotary Club and the Coliseum are not responsible for damage or loss. No smoking, no incense, no loud music and no pets are allowed in Coliseum.

**Juried Show**— Since we are anticipating a full show, the Arts & Crafts Committee reserves the right to select participants and to request that items not fitting the criteria be removed. Only original arts, crafts and individually produced items may be displayed and sold. No mass-produced retail items will be allowed without prior permission. This includes "distributors."

**Food items**—Food items are limited to pre-packaged items for sale to avoid a conflict with the coliseum's paid vendor. Food items are not to be eaten except in concession area. (Free samples are acceptable.)

**Photographs**—**Digital or actual photos (not copies) are required to be submitted with application.** Photos are used in two ways: in jurying the show and in publicity. Copies of photos cannot be used for newspaper articles or on the website. Photos will be returned at the show.

**Sales Tax**—Exhibitor is responsible for collecting and paying Texas Sales Tax on taxable items sold. For a one-time sales tax permit, call 1-800-252-5555 and request packet #289.

**Booths are assigned on a "FIRST COME" BASIS**—upon receipt of contract, photographs and payment. Booth assignments will be provided upon check-in at the event. *Special placement request: Adjacent to: \_\_\_\_\_ OR \_\_\_\_\_ Same as last year*

**Set up and removal**—The Coliseum will be open for set up from Noon to 6 PM on Friday, November 13, 2009 and 7 AM - 9:30 AM on Saturday, November 14, 2009. Vendors should be set up and ready no later than 9:30 AM on Saturday. There will be no set-up or tear-down during show hours; this disrupts fellow vendors and customers. Vendors set up at their own risk and expense. All Vendors are required to remain until 4:00PM on Sunday. Vendors who leave early will not be invited to participate in future shows. All items must be removed from the Coliseum by 6 PM on Sunday.

**Cancellation/no-show**- Vendor fee will be refunded if cancellation is received in writing by October 15, 2009. Any exhibitor not present the day of the show forfeits booth fees and will not be invited to future events. If the Rotary Club cancels the show because of a condition making it impossible to hold the event, full fees will be refunded.

**Payment:** Contract is not valid unless accompanied by payment and photographs.

- Send contract and payment to: **Brownwood Rotary Club, PO Box 701, Brownwood, TX 76804.**
- Space is not considered reserved without payment, photographs, and signed contract.
- There will be a \$25.00 charge on all returned checks.
- All applications must include two color photographs depicting the actual entries.
- Photographs may be used in pre-event publicity.

## **Booth Fees and Optional Equipment**

My Request...

___ 8' deep X 10' wide standard space	\$ 85
___ 8 X 10 corner space	\$ 95
___ 10 X 10 Lobby Space	\$ 95
___ 8-foot draped tables	\$ 10
___ Chairs	\$ 5
___ Electricity 1-110 volt outlet	\$ 30

*I have read and agree to abide by the terms of this contract:*

Total Amount Enclosed \$ \_\_\_\_\_

Signature of Vendor: \_\_\_\_\_

Date: \_\_\_\_\_