

RETURNING ARTISTS
 (Those who participated in the Pasco, WA 2019 Spring Show)

OFFICE USE ONLY

◆ **What is your art/craft product description?**

◆ **New product for screening (photo required)**

Reserve the same space Request a space change

◆ **Space change requests:** (1 exhibit display picture required)
 Send payment in full for the space you are requesting.
 If the space is not available, you will be placed in a similar location or your most recent space assignment.

1st _____ 2nd _____ 3rd _____

◆ **Submit application and payment in full before the deadline date of July 1, 2019.**

Exhibit Space Fees: _____

No. of Tables _____ @ \$15.00ea. : _____

Total Due: _____

Checks Payable To: JIM CUSTER ENTERPRISES, INC.
 (Payment in full required! No post-dated checks!)

Visa or MasterCard Only Amt. to Charge \$ _____

Cardholder's Name _____

Credit Card Number _____

Exp. Date (MM/YY) _____ CVV # (3 digit on back) _____

Signature _____
 (Credit Card will be charged upon receipt of this application).

ALL OTHER APPLICANTS
 (Those who did not participate in the Pasco, WA 2019 Spring Show)

OFFICE USE ONLY

◆ **What is your art/craft product description?**

◆ **Indicate your space size preferences:**

10' x 10' In-Line 10' x 10' Corner

10' x 15' In-Line 10' x 15' Corner

Special Combination Explain _____

◆ I will need to rent _____ tables

◆ **Submit 2 photos of your work and 1 photo of your exhibit display. Photos WILL NOT be returned.**

◆ **DO NOT SEND PAYMENT.**

◆ **Submit application to our office before the deadline date of July 1, 2019.**

◆ **You will be notified of your placement status by July 26, 2019 and, if placed, billed at that time.**

R A T E S	{	10' x 10' In-Line	\$290.00
		10' x 10' Corner (grey on map).....	\$315.00
		10' x 15' In-Line (light green on map)	\$420.00
		10' x 15' Corner (dark green on map).....	\$445.00
		Table Rental (8' x 30").....	\$15.00

Space Cancellation Policy: Cancellations occurring up to 31 days prior to the show will receive a refund of 50% of the fees paid. Cancellations occurring 0-30 days prior to the show will receive NO REFUND!

I hereby apply for exhibit space at Custer's Christmas Arts & Crafts Show, November 8-9-10, 2019, at the HAPO Center in Pasco, WA and have read and understand all items on this application, including the Page 2 Rules and Regulations. In signing this application, I agree to comply with the Rules and Regulations as terms of participating in this show.

PERSONAL NAME/S _____

BUSINESS NAME _____ WA. UBI TAX # _____ - _____ - _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE: Business (_____) _____ - _____ Cell/Home (_____) _____ - _____

WEBSITE _____ E-MAIL _____

SIGNATURE _____ **DATE** _____



P.O. Box 14987
Spokane, WA 99214
(509) 924-0588
www.CusterShows.com

Total Due \$ _____ Amt. Pd. \$ _____ Date Pd. _____ Bal. Due \$ _____ Date Pd. _____ Refund \$ _____ Date Pd. _____	Office Use Only
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RULES GOVERNING EXHIBITS AND EXHIBITORS AT JIM CUSTER ENTERPRISES, INC. ARTS & CRAFTS SHOWS

1. Exhibit space is offered to returning exhibitors with the understanding that management has the final decision for acceptance and placement. Management reserves the right to modify the space plan as necessary for appearance or general display guidelines, or in order to conform with all City, County, State and Federal laws and regulations, or building requirements.
2. Absolutely no imports, buy/sell, partially completed items or kits. If during move-in or during the show, any of these types of items are discovered in an exhibitor's booth, management will insist that the items be removed from the booth immediately. The immediate removal of items also includes art/craft work that was not previously screened per contract regulations prior to the show. Failure of the exhibitor to abide by the decision so made shall constitute forfeiture of all rights obtained by the provisions of this agreement and forfeiture of all rentals paid or owing by the terms of this agreement.
3. You are required to register with the Washington State Dept. of Revenue and to collect sales tax at any of our shows held in Washington State. If you do not have a tax registration number (UBI number), you may call the Telephone Information Center toll free at 1-800-647-7706. A state law requires that the show promoter verify this information and you will be unable to participate in the event without a UBI number. Any fines incurred from the Washington Dept. of Revenue by the exhibitor's failure to register will be levied against the exhibitor.
4. Food Items: Only "Specialty Gift Foods" are allowed and must have approval of management. You may not add any foods to an art/craft exhibit space without show management approval. Temporary food permits are required from the Benton/Franklin County Health District for all exhibitors who will be distributing food samples to the public. Call (509) 582-7761 or (800) 814-4323.
5. No vehicles or trailers are allowed in the buildings at any time during move-in or move-out. All exhibits must be in place by 8:00pm Thursday (move-in day). Under no circumstances will you be allowed to begin setting up on Friday morning (opening day). No exhibits may be dismantled or moved prior 4:00 p.m. on Sunday (closing day). If you begin to tear down prior to the show closing, you will be escorted by security from the buildings and not allowed back in until after the show closes. We will not be responsible for your items being unattended during your removal from the premises.
6. No exhibits higher than 8 feet without special permission from show manager. Tent canopies are not allowed (framework is fine) due to fire codes. All table coverings must be at least 6 inches off the floor. No nailing, drilling or doing anything to change the appearance of the walls or floors. Any damage found will be charged to the exhibitor responsible.
7. **Updated Electric Requirements:** From the Fire Marshal - Only approved and grounded electrical extension cords are allowed. Electrical extension cords and relocatable power taps (power strips) are required to be plugged directly into approved receptacles. No small gauge cords, two prong cords and/or multi-plug adapters are allowed. No daisy chaining or combining of extension cords to extension cords/power strips.
8. No Open Flames, No Smoking and No Pets area allowed in any part of the HAPO Center. No Gas Balloons or similar novelties are to be given away or sold.
9. The exhibitor(s) signing this contract shall not sublet the exhibit space. Distribution of materials from any other business is strictly prohibited. Exhibit spaces must be staffed during all public show hours.
10. All exhibitors agree that no vulgar, offensive or obscene material of any type or nature will be displayed, exhibited, presented or offered for sale. The show manager, or his designee, shall be the sole judge of what is vulgar, offensive or obscene, and his judgment shall be final. Failure of the exhibitor to abide by the decision so made shall constitute forfeiture of all rights obtained by the provisions of this agreement and forfeiture of all rentals paid or owing by the terms of this agreement.
11. Use of public address systems and other sound amplification will not be permitted except by special arrangement and approval of the show manager.
12. No political, campaign or controversial material may be distributed from any exhibit area or exhibit space. (Other show brochures, flyers, newspapers, or free handouts must have show manager's approval before distributed or posted)
13. Discount, clearance or "show special" signs and items are not permitted without prior arrangement and approval of show management.
14. Only non-profit or charitable organizations are allowed to conduct raffles as per RCW 9.46.0315 and RCW 9.46.0321 and must be conducted in accordance to all applicable rules and regulations of the Washington State Gambling Commission.
15. Jim Custer Enterprises, Inc. will assume no responsibility for damaged or lost articles or exhibits, but will use every means possible to protect said exhibits by furnishing manpower to secure exhibit areas 24 hours a day. All buildings and main entrance to the facility will be locked at the closing of each day of the show.
16. Renter agrees to hold Jim Custer Enterprises, Inc. free and harmless of any liability, injury or damage to persons or property that may arise out of the use of the premises by the renter pursuant to this agreement, which liability, injury or damage does not result solely from the negligence or willful act of the employees or agents of Jim Custer Enterprises, Inc.
17. **LIMITS OF MANAGEMENT LIABILITY. Theft & Damages:** Any loss or damage to merchandise in transit or while in the exhibit buildings will not be the responsibility of the show management. Neither show management nor the show building nor any of their officers, agents, employees or other representative, shall be held accountable or liable for, and the same are hereby released from accountability or liability for, any damage, loss, harm or injury to the person or any property of the applicant or any of its officers, agents, employees or other representatives, resulting from fire, water, accident, or any other cause or act of any person on the premises or the building. Exhibitors are advised by the show management to carry insurance.
18. Jim Custer Enterprises has the complete and final authority to terminate this contract at any time during move-in or sale hours, resulting in a loss of all rentals paid and forfeiture of all rights obtained by the provisions of this agreement, if we deem it necessary for the safety of our staff and/or the overall security of the show.
19. In the event of circumstances beyond our control, including, but not limited to, the fear or threat (whether actual or perceived) of a pandemic virus outbreak or an act of terrorism, this event will be cancelled and no refunds will be given.
20. Any and all other regulations which may be necessary for the safety and benefit of exhibitors and the general public not listed in this application, shall be adhered to by all exhibitors.