



Greetings!

Enclosed please find your contract for the 106<sup>nd</sup> edition of America's Largest Antique & Collectible Show at the Portland Expo Center. The dates are July 15 & 16. We look forward to seeing those of you who travel all the way to Oregon once a year to do this show as well as our wonderful group of regulars. With early admissions at more than 2,000 and Saturday and Sunday bringing 16,000 attendees, the July show is also our best attended show.

We're excited to announce that the local chapter of the National Association of Watch & Clock Collectors is holding their Regional convention at the July Show. This event draws from all over the country and we'll have the added dimension of having watch and clock buyers coming to Portland for both shows. They'll be located in the last couple of rows at the north end of Hall D. This is something that has been in the works for two years and I think it will really benefit everybody.

We've been running ads on the east coast since January for this show. As Portland has become a desirable destination for travel, we've made sure our show is out there early enough to make travel plans. Locally, we run broadcast ads on radio and television as well as print, direct mail, digital ads, social media, email and a great public relations firm. The Oregonian/OregonLive.com, our local daily paper, is the presenting sponsor of this show, allowing us to double our buy in both their printed and digital editions. This partnership has been a great help in getting our advertising dollars to go a long way. And for those of you on Facebook, please take a moment to like our page (America's Largest Antique & Collectible Show) and hit the share button when you see a post about the show. It's an easy and effective way to let your FB friends know about the show. The same with postcards. Check the box on the bottom of the contract and we'll mail you as many as you'd like to distribute.

If you are considering whether to sell inside or out, the outside selling area enjoys high traffic (last year was packed), with paid admission gates leading right into it. And outside space is a great value if you want a larger booth. The outside spaces are essentially parking spaces; 9 feet wide by 18 feet long. We definitely recommend that you bring an easy up canopy to provide shade.

Set up times are: On **Thursday, July 13: drop and go takes place from 11am to 6pm** (one hour earlier than our other shows). The hours for full set-up and early admission are on **Friday, July 14 are: Outside vendors at 8am, inside vendors at 10am and we close at 6pm.**

Returning exhibitors: This show is separate from the March/October Shows in that the booth you had in March is yours for October. That's because we do have exhibitors who are only able to get to the NW for the summer show. However, we totally understand that for those who do all three, the importance of being in one location is great. If you did not sell with us last July and want the same location that you had in March, please make a note on your contract and we'll do the best we can. If you sold with us last July and want to return to the same location, we need your contract back by **Monday, May 1<sup>ST</sup>**. **After May 1<sup>ST</sup>, we need to start working on the map and assigning spaces, so please postdate your check and get it in to us.** You can postdate your check for June 27<sup>th</sup> or you can pay with VISA/MasterCard. Credit cards and currently dated checks will be deposited when received.

Please note: Our cancellation policy is stated on the reverse side of the contract.

**NSF Checks:** There is a \$19.00 fee per time that your check is returned to us. I know you get charged even more, so please be sure to track that post-dated check.

Parking options: No charge to park at the Expo on Thursday or Friday. For Saturday and Sunday, all exhibitors are to park at our offsite lot (Portland Meadows Horse Race track). There will be more information on parking in the letter you receive with your badges and floor plan. When you send in your contract, please include the \$6.00 charge for daytime or \$12 for overnight parking for the weekend. Parking for utility trailers is also \$6.00 and they must go to Portland Meadows. Daytime parking alternatives (without trailers) include: If you have a state issued handicapped permit, you'll be allowed to park at the Expo by giving us a call to confirm your eligibility. You can subtract the \$6.00, and we'll place you on the list at that time. The Expo also has about 140 parking spaces across the street behind Expo (called the 'boneyard').

Please be sure to include the names of you and your helpers - you are entitled to up to two badges for each 10 X 10' space, or for each single outside booth, as long as they are for people who will be helping all weekend. Please return both pages of the reservation form. One will be returned to you with your confirmation. All unsigned contracts will be returned for signature. Badges and set-up information will be sent out two weeks before the show.

**Discount sale signage:** After much input from you and in an effort to strike a happy medium, the policy on signs is: no discount signage on Friday at all. On Saturday and Sunday, you can use up to two 4 X 5" signs per 10 x 10' booth.

Showcases: Our showcase suppliers are Rich Barnard at All For Show. If you Google All For Show Showcase Rentals, you'll find his website, which include photos and dimensions of all of his cases. Rich's number is (503)888-2444. If you need hardwall, contact Tejay Kennedy at 530-802-1999.

**Hotels:** This show takes place during peak tourist season and Portland has become a popular destination, so prices have gone up in the Delta Park area near the Expo Center. We recommend that you look for your hotel room as soon as possible. We used to be able to make deals and book room blocks but the Delta Park hotels are not interested in that anymore. The one exception is the Day's Inn if they're not sold out. Their July Show rate is \$99 single and \$119 double. Their number is 503-289-1800. I would strongly suggest that you get online ([www.hotels.com](http://www.hotels.com) is a pretty good site) and look at hotels near the airport or across the river in Washington. The Washington lodging tax rate is much lower too.

**Comp tickets:** We rely on a paid gate to keep our ad budget where it should be and to pay our bills. We will provide up to four passes when requested at no charge (again, paid gate, ad budget, bills....). If you want a different quantity, this is what we charge: 5-25 are full price (\$8.00), 26 and up are half price (\$4). If you want passes, we'll code them and invoice you after the show. We also recommend that you use our discount postcard to send to your customers, which cost you nothing. They're good for a \$2.00 off admission on Sunday only.

**Walls on the sides:** At the request of our exhibitors, we do prohibit solid wall sides from going all the way to the front of the aisle. You can use walls on the sides; they just have to drop down to 3' in height when they get within four feet of the aisle. This is just to insure that each exhibitor has the same amount of visibility as customers walk down the aisle. If your neighbors don't care, we don't either and you are welcome to build walls, just so long as your neighbors are ok with it.

Our spring & summer office hours are Monday through Friday from 10am to 3pm although we are quite often there from 9 to 4:30. Our number is (503)282-0877, our email address is [info@christinepalmer.net](mailto:info@christinepalmer.net). Our website at [www.christinepalmer.net](http://www.christinepalmer.net) includes directions, weather, floor plans, the contract and any other information you may need.

See you at the show!



Christine Palmer & Associates, Inc.

## TERMS AND CONDITIONS / SHOW RULES

The following terms and conditions define the agreement between you as the EXHIBITOR and Palmer/Wirfs & Associates, Inc. (dba Christine Palmer & Associates) as SHOW MANAGEMENT. Participating in the show is contingent on agreeing to, as well as adhering to, these rules.

1. **LAWS, RULES AND REGULATIONS:** All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed. The Exhibitor agrees to keep all merchandise, chairs and other equipment within the marked boundaries of the booth.
2. **SPACE RENTAL:** Each Agreement between Exhibitor and Show Management will designate a space area or booth number in conformity with the floor plan for the particular show. The Agreement will also indicate the approximate dimensions of the rented space. Due to last minute changes caused by building safety, fire codes, size of show, electrical layout and/or for just reason, Show Management may relocate the Exhibitor.
3. **BOOTH STAFFING:** The Exhibitor agrees that the booth under contract will be open and adequately staffed during all public show hours. In the event the Exhibitor does not arrive to fill their space (a no show) by 3pm on Friday, the consequences will be that the exhibitor will not be invited to return. Show Management will then occupy said space in such manner, as it may deem best for the interest of the show. In the event of a no show, Show Management will retain all funds, no refund will be made and any outstanding balance will still be due.
4. **CONTENT OF BOOTH:** Show Management reserves the right to approve the contents and character of all exhibits and reserves the right to prohibit or expel any merchandise that is out of keeping with the character of the show. Adult items, or items not intended for family viewing are to be displayed where young children cannot view them.
5. **RELEASE AND HOLD HARMLESS AGREEMENT:** This request to reserve vendors space constitutes an express contractual agreement between myself and Palmer/Wirfs & Associates and it is understood and agreed that by signing this agreement I fully and finally release and hold harmless both Palmer/Wirfs & Associates, its agents, and employees, and the Landlord of the venue, and its agents and employees from any and all liability for all claims of every nature and kind whatsoever, including death, personal injury, loss, theft, or damages to personal property, whether or not caused by Palmer/Wirfs & Associates (dba Christine Palmer & Associates). Note: while we are responsible for incidents that occur in the aisles, you are responsible for any damage, injury or loss within your space boundaries.
6. **INSURANCE:** Exhibitor is responsible for obtaining its own insurance coverage to insure against theft, fire, smoke, flood, or any other loss or injury within Exhibitor's space boundaries.
7. **SECURITY:** Show Management will provide security. Show Management shall not be liable for theft or breakage. The Exhibitor agrees not to hold Show Management or Landlord responsible for loss, theft, fire, destruction or damage in any manner to the Exhibitor's property. The Exhibitor further agrees to indemnify, defend and hold Show Management and Landlord harmless from damage due to any injury to person or property caused by negligence of the Exhibitor or the Exhibitor's employees.
8. **PAYMENT/CANCELLATION POLICIES:** We accept checks that are postdated for the date that is indicated on the reverse side under the statement 'Total enclosed'. One you sign up, if you need to cancel, we will assess a \$50 cancellation fee. If you paid via a postdated check, we will destroy the check and invoice you for the cancellation fee. **No refund** will be made if cancellation is received less than one week prior to the first setup day (i.e. if Thursday week of the show is March 3, we would need to receive your cancellation notification by the previous Thursday, Feb.25). If for any reason payment has not been successfully, all cancellations need to be made with an actual phone conversation with one of our staff. Leaving a phone message or email does not cancel your booth. These fees will be waived if the reason for cancellation is health related as long as we receive a letter from your doctor advising that you do not do the show.
9. **BOUNDARIES FOR CONDUCTING BUSINESS:** All business and displays must be within your designated space. No soliciting in the aisles, entrance or parking lot is allowed. Exhibitors must stay inside the respective booth, as do personnel handing out flyers or information.
10. **SIDES OF BOOTH:** Side walls are to be no higher than 8' for the first 6' from the back of the booth, and not over 3' high the last 4' forward to the front of the space. Booths may be ordered modified if not in compliance. You may have walls higher than this if your neighbor agrees to it. Illustrations are available from Show Management if this requirement is unclear to you.
11. **SHOW CANCELLATION:** Cancellation or rescheduling of show – In the event of cancellation or interruption of the event due to fire, strikes, government regulations, war, act of God, or any other cause that makes it impossible to conduct the show, your contract will terminate and the exhibitor will waive any claim for damages. Your booth rent will be applied to the following show in the same venue. If, for any reason the location of location of the show is changed, no refund will be made, but Show Management must be able to assign exhibitors space in lieu of original space.
12. **BOOTH OR SPACE SHARING:** Subletting or donation of space partially or in its entirety is not permissible without the consent of Show Management.
13. **SIGNAGE:** All booth signage will be subject to the approval of Show Management. This includes signs indicating a reduction in price. No discount signage is allowed on Friday. On Saturday & Sunday, a maximum of two signs per 10 x 10, no larger than 5 X 4". Show Management may remove any signs or replace them with signs made by Show Management in order for the show to maintain a professional appearance.
14. **ACCESS:** The Exhibitor agrees that neither Exhibitor nor anyone under Exhibitor's control will enter any unattended booth during the show, not during set-up or dismantling of the show. Show Management, Landlord, or their duly authorized representative may enter the area to be used by the Exhibitor without any restriction whatsoever.
15. **RETURNED CHECKS:** are subject to a \$19.00 charge per check each time it is returned from the bank.



OFFICE USE ONLY please

CONTRACT # \_\_\_\_\_
JULY '17 LOCATION \_\_\_\_\_
MAR '17 LOC: \_\_\_\_\_ JULY '16 LOCATION: \_\_\_\_\_



Since 1981
Antique & Collectible SHOW
JULY 15 & 16, 2017

NAME \_\_\_\_\_
BUSINESS NAME \_\_\_\_\_
ADDRESS \_\_\_\_\_
CITY \_\_\_\_\_
STATE \_\_\_\_\_ ZIP \_\_\_\_\_
CELL PHONE \_\_\_\_\_
ALT. DAYTIME PHONE \_\_\_\_\_
EMAIL ADDRESS \_\_\_\_\_

BADGE NAMES: List ALL people including yourself who will be staffing your booth. Up to two badges per 10 x 10' booth are provided. Please indicate any badges that are for children under 18.

1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_

Specialty: \_\_\_\_\_

Send BOTH copies along with your check/credit card payment

To: Christine Palmer & Associates email: info@christinepalmer.net
4001 N.E. Halsey #5 web: www.christinepalmer.net
Portland, OR 97232 Fax: (503)282-2953
Phone: (503) 282-0877

ONE COPY WILL BE RETURNED TO YOU (by return mail) WHICH WILL SERVE AS YOUR CONFIRMATION.

TO BE COMPLETED BY CHRISTINE PALMER & ASSOCIATES

CONFIRMATION

SPACE SIZE: INSIDE \_\_\_\_\_ # OF OUTSIDE SPACES \_\_\_\_\_

TABLES: 8' \_\_\_\_\_ 6' \_\_\_\_\_ 4' \_\_\_\_\_

EXTRAS: \_\_\_\_\_

DATE REC'D: \_\_\_\_\_

AMOUNT REC'D: \_\_\_\_\_

POSTDATED CASHABLE CREDITCARD

NOTES: \_\_\_\_\_

REC'D BY \_\_\_\_\_

INSIDE BOOTHS:

- 10 x 10' Booth w/No Tables. . . . \$240.00
10 x 20' Booth w/No Tables. . . . . 440.00
10 x 30' Booth w/No Tables . . . . . 595.00

OUTSIDE BOOTHS: (Consists of a parking space approx. 9 X 18')

- Per space (indicate number) . . . . . 170.00

INDICATE QUANTITY

- 8' Undecorated Tables. . . . . @ 12.00
6' Undecorated Tables. . . . . @ 12.00
4' Undecorated Tables. . . . . @ 10.00
8' Skirted Tables . . . . . @ 29.50
6' Skirted Tables. . . . . @ 29.50
Booth Carpeting (per booth). . . . @ 29.50
Electricity (500 watts) . . . . . 43.00
Backdrape (per 10 x 10') . . . . . @ 20.00

ADDITIONAL BADGE FOR

- Weekend parking for 1 vehicle @ Meadows . . . 6.00
Parking for 1 utility trailer @ Meadows. . . . . 6.00
Weekend overnight Parking @ Meadows . . . . . 12.00
Postdated Check/Date \_\_\_\_\_ Cashable

Credit Card (will be charged on receipt of contract):

Card number input field

Exp. Date \_\_\_\_\_ Visa \_\_\_\_\_ Mastercard \_\_\_\_\_

TOTAL ENCLOSED . . . . . \$ \_\_\_\_\_

Please send me: (Please indicate quantity)

- Portland Expo Cards 2017 2017 Mini-calendars

The undersigned states that the rules and release on the reverse side, have been carefully read, understood and that it is signed as the free act and deed of such individual.

Signed: \_\_\_\_\_