

PORTLAND *Vintage &* CUSTOM KNIFE SHOW KNIFE SHOW

Greetings,

Welcome to the Portland Vintage & Custom Knife Show on October 28 & 29. This is now an annual show, held every October along with our Antique Show.

This is a little different than some Knife Shows in that it's held in conjunction with a 900 booth Antique & Collectible Show. 11,000 die-hard attendees have been coming to this show for more than 35 years so you'll find that there are people in the Knife Show aisles as soon as we open the doors. And this is the only Knife Show in the Portland market, a community of over 1.5 million people. We've been very fortunate to have some excellent knife makers, which is the direction we want to go - a show for custom and antique knives, antique swords and knives *only*.

For this show, we have scheduled ads on Forged In Fire, which will be running new episodes during that time. Plus we advertise in Blade Magazine. We distribute Knife Show postcards at many shows and mail a combination postcard to 12,000 antique show attendees. There's a place at the bottom of the contract to order postcards that are perfect to put on the table at your next show, or if you keep a mailing list, to send to your customers to let them know where you'll be. We also have a Facebook page where you are welcome post items that you're bringing.

Once we receive your contract, we'll send back confirmation. Then two weeks before the show, you'll receive a floor plan with your table(s) indicated, a letter with the details about parking and your Knife Show badges. **If you'd like the same table that you had last October, we need to receive your contract no later than September 5, 2017.** That doesn't mean that you can't sign up after that date; it's just for those who like their spot and want it back. We welcome new exhibitors. We'll be making table assignments on that day. If you have requests, please include a note on your contract letting us know in general areas, what you'd like.

Set up has the same schedule as the Antique Show. Drop and go (no actual set up or display of merchandise) takes place on Thursday, October 26. Full set up is on Friday, the 27th. One unique feature of the Antique Show is that on Friday, we sell about 700 Early Admission buttons at the premium price of \$30 each. These are for those who want to shop the show before the public does.

Show hours are Saturday from 9am to 6pm and Sunday from 10am to 4pm (one hour earlier than the last show). We require an open table during all hours. We do not provide table covers so please bring your own or we can skirt your table in your choice of color. That option is on the contract.

Checks may be postdated for Tuesday, October 17, 2017, dated currently or you can pay by credit card. Please see the reverse side of the contract for our cancellation policy. After reading it, please sign the front. Please return both pages and 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.

You are entitled to one badge for each table that you rent (2 tables + 2 badges). If you need an additional helpers badge, they are \$10.00 and are only for those that are working. We're a little more protective of the number of badges than other shows because of the value of the Early Admission badges.

If you have any questions, please don't hesitate to contact us. We are in the office Monday through Friday from 9:30 to 4:30 at (503)282-0877 or info@christinepalmer.net. We know that with our advertising and promotion, we'll bring you the qualified buyers that you want and it will be a great gathering of those who love knives, both custom and vintage.

Christine Palmer
Christine Palmer & Associates

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.

IN CONJUNCTION WITH



OFFICE USE ONLY please

CONTRACT # _____

OCT '16 LOCATION _____

OCT '17 LOCATION _____

PORTLAND

Vintage & CUSTOM KNIFE SHOW

October 28 & 29 • 2017 •

PORTLAND expo HALL D CENTER

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 table(s). **One badge per table is provided.** Please indicate any badges that are for children under 18.

1. _____ 2. _____

3. _____ 4. _____

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 _____

TABLES _____ 8' _____ 6' _____ 4'

EXTRAS _____

DATE REC'D _____

AMOUNT REC'D _____

POSTDATED CASHABLE CREDITCARD

NOTES: _____

REC'D BY _____

Each table comes with one badge. Additional badges available below.

1 - 8' bare table \$110⁰⁰ _____

2 - 8' bare tables 190⁰⁰ _____

3 - 8' bare tables 270⁰⁰ _____

Skirt my table (cost is in addition to bare table) . \$ 20⁰⁰ _____

white vinyl top, your choice of skirt color (skirts three sides) - Please note, table covers are required, so please bring your own or order from us.

Red Teal Blue White Black

Electricity \$30⁰⁰ _____

Specialty (detailed description of what you're bringing):

_____ 10⁰⁰ _____
ADDITIONAL BADGE FOR

Postdated Check/Date _____ Cashable
(Checks may be postdated for October 10, 2017)

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

_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-

Exp. Date _____ Visa Mastercard Billing address the same as listed on contract?

TOTAL ENCLOSED \$ _____

Order as many postcards as you can distribute: (Please indicate quantity)

Knife Show Postcards 2017

AGREEMENT & SIGNATURE

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

Signed: _____