



Greetings!

Welcome to the Antique & Collectible Show at the Puyallup Fairgrounds ShowPlex. The dates are November 4 & 5, 2017.

We advertise this show in the same manner as we do our others: Television advertising on both cable (collecting shows) and on the news on the major affiliates, radio advertising, print ads, direct mail (10,000 postcards are mailed), social and digital media. There are a lot of ways to reach people who love vintage today and we're taking advantage of all of them.

Contract Deadline: If you'd like the same location as you had at the last show, we need to receive your contract no later than **Monday, September 11**. That's to let people know if they can have requested locations (you may be in that category!) and we can go forward and assign spaces. If you sold with us in November, we assume you would like to return to the same location unless you make a written request to move.

Payment can be made with a postdated check dated for **Tuesday, October 17, 2017**, cashable check or credit card (we will process credit cards when we receive the contract). Please send both signed copies of the contract back to us with your check. We will send the yellow copy to you as your confirmation by return mail. For checks that are returned NSF there is a \$19.00 charge (sorry, but we're charged by the bank too).

Our cancellation policy is stated on the reverse side of the contract. Please read before you sign.

At the request of our exhibitors, we do prohibit solid wall booth 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. BUT, if your neighbors don't care, we don't either and you are welcome to build walls, just as long as your neighbors are ok with it.

If you need electricity, please check the appropriate box on the contract. Electricity is clustered (about every third row has power) and must be ordered in advance. All electrical cords must be the three-pronged, grounded types. The cost of electricity is slightly less in Puyallup, but you only receive one 500-watt outlet per exhibitor (not one per booth).

Your exhibitor's badges, a floor plan with your location marked and additional set-up information will be sent to you two weeks before the show. Set-up takes place in two stages. 'Drop and go' day is on Thursday from noon to 6pm. This is an opportunity to drop your merchandise in your booth, cover your boxes and be ready for full set-up the following day. The point of 'drop & go' day is to keep vehicles moving as exhibitors come and go, which offers everyone a chance to get close to the building to unload. It makes Friday, when full set-up takes place, much less congested. We require that you use Thursday as intended and that no merchandise be exposed or sold on that day.

Drop and go takes place on Thursday, Nov. 2nd. Full set-up and early admission takes place on Friday from 10am to 6pm. Public show hours on Saturday are from 9am to 6pm and Sunday from 10am to 4pm.



Regarding badges: Please be sure to include the names of your helpers. You are entitled to up to two badges, *including yourself* for each 10 X 10' booth, as long as they are for people who will be helping all weekend.

If you need to order a showcase, Rich Barnard with All For Show is our supplier. His number is (503)888-2444. If you go to his website, you'll find dimensions and photos. His web address is: <http://home.comcast.net/~allforshow/>.

Regarding Washington State Sales Tax: It's easy. You do have to charge sales tax unless the item is being purchased for re-sale and the buyer has a valid re-sale certificate (more information on that will be included in the letter that accompanies the badges a few weeks before the show). For yourself, if you only plan to do a couple of shows in Washington, you'll need to get on the web or phone and register for a temporary permit. This is required on a show by show basis, but they make it pretty easy. The temporary number can be obtained by phone by going on the web to: www.dor.wa.gov. On the web, click on Doing Business, then click on Temporary & Seasonal Businesses, then to Register Online. If you have any questions, please call Chuck Strode at 206.727.5327 or email him at chucks@DOR.wa.gov. Chuck is a very nice guy and willing to help if you have questions. After the show, Chuck will mail you a return to fill out with your sales from the show. When you get your temporary number please call our office and we'll put it in the computer to be included in the list that we provide the Dept. of Revenue after the show.

If you decide to include sales tax in your sales, the Dept. of Revenue is fine with that. They do require that you put out a little sign that says that though. We'll have those in the show office if that's the way you want to collect it. We do put signage around the show just to remind customers in a nice way that you have to collect it.

If you have any questions about this or any other show, please don't hesitate to contact us. We're available Monday through Friday from 9am to 4:30pm. Our email address is info@christinepalmer.net.

We welcome all of you to the November Puyallup show!

Sincerely,

Chris 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.

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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.
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OFFICE USE ONLY
 CONTRACT # _____
 Nov. '17 Loc. _____
 Feb. '17 Loc. _____



Washington
**STATE FAIR
 EVENTS
 CENTER**
 PUYALLUP

**NOVEMBER 4 & 5
 2017**



NAME _____
 BUSINESS NAME _____
 ADDRESS _____
 CITY _____
 STATE _____ ZIP _____
 CELL PHONE _____
 ALT. DAYTIME # _____
 EMAIL ADDRESS _____

10 x 10' Booth w/No Tables \$190 00 _____
 10 x 20' Booth w/No Tables 360 00 _____
 10 x 30' Booth w/No Tables. 495 00 _____
TO BE OCCUPIED BY ONE EXHIBITOR ONLY (SORRY, NO SHARING WITH SEPARATE DEALERS)
INDICATE QUANTITY
 8' Undecorated Tables @12 75 _____
 6' Undecorated Tables @12 75 _____
 4' Undecorated Tables. @10 75 _____
 Booth Carpeting (9 x 10') @ 27 50 _____
 Red Blue Green Silver Black
 Electricity (500 watts per exhibitor, not per booth) 42 00 _____
 Backdrape (per 10 x 10') 21 00 _____
 Red Blue Green Silver
.0794% Excise (use) tax is paid by CPA for all table & equipment rental
 _____ 10 00 _____
ADDITIONAL BADGE FOR

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 _____
 TABLES _____ 8' _____ 6' _____ 4'
 EXTRAS _____
 DATE REC'D _____
 AMOUNT REC'D _____
 POSTDATED CASHABLE CREDITCARD
 NOTES: _____

 REC'D BY _____

WASHINGTON RESALE #: _____
 Don't have a resale number? Getting a temporary one is easy over the web or by phone. We work with a really nice guy who can help you. It's free.

Postdated Check/Date _____ Cashable
(Checks may be postdated for Tuesday, October 17, 2017)

Credit Card (will be charged on receipt of contract):
 _____ - _____ - _____ - _____
 Exp. Date _____ Visa Mastercard Billing address the same as listed on contract?

TOTAL ENCLOSED \$ _____

Please send me: (Please indicate quantity)
 2017 Puyallup Show Postcards 2017 Mini-Calendars
 Personalized Labels (will be sent after Sept. 11)

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: _____

