



Greetings:

Enclosed please find your invitation for the 13th Annual Antique & Collectible Show at the Clark County Event Center. The dates are January 20 & 21, 2018 with drop & go on Thursday, the 18th and full set up & early admission on Friday, January 19th.

Attendance last year was just over 6,000 and, the buyer to seller ratio will be in the exhibitor's favor. We determined that we draw exactly 50/50 from Portland and the Clark County area. Much of that is because we use broadcast advertising such as radio and television, including the cable shows such as American Pickers, Pawn Stars and other collecting based programming. Clark County residents have claimed this show as their own and they do want to spend money in their community so we'll make use of digital advertising with Columbian.com.

If you plan to do the show, **we need to receive your contract no later than Tuesday, November 28**. This date is very critical, so that we can move forward on assigning space. Remember that you are welcome to **postdate your check for Tuesday, January 2, 2018**.

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', 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 really 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. If you do more than two shows each year in Washington State, you may want to consider obtaining a permanent UBI number, which costs nothing. When you get your 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.

Exhibitors are entitled to one free parking pass per contract; please make sure you're wearing your badge so the parking attendant won't charge you.

Our office hours are Monday through Friday from 9:00 am to 4:30 pm. Our number is (503) 282-0877; email address is info@christinepalmer.net. We look forward to seeing you in January!

Sincerely,

Chuck 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 January 18th, we would need to receive your cancellation notification by the previous Thursday, January 11th). If for any reason payment has not been made, you will be invoiced for the full amount of the booth and any tables or equipment that you have ordered. 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. If the reason for cancellation is health related and you can provide a letter from your doctor advising that you don't do the show, we will refund you minus the cancellation fee.
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.



CONTRACT # _____ OFFICE USE ONLY
 2018 Location: _____
 2017 Location: _____



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

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

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

TO BE COMPLETED BY PALMER/WIRFS & ASSOCIATES

CONFIRMATION

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

 _____ REC'D BY _____

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 _____
 10 x 15' Booth w/No Tables \$285 00 _____
Limited availability - all 15' booths are corner booths at the top of the hall

INDICATE QUANTITY

8' Undecorated Tables @13 00 _____
 6' Undecorated Tables @13 00 _____
 4' Undecorated Tables. @11 00 _____

Booth Carpeting (9 x 10') @ 28 00 _____
 Red Blue Green Silver

Electricity (500 watts) 43 00 _____

Backdrape (per 10 x 10') 21 00 _____
 Red Blue Green Silver
Excise (use) tax is included on all decorating

_____ 10 00 _____
 ADDITIONAL BADGE FOR

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 January 2, 2018)

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)
 Show Postcards 2018 Mini-Calendars
(please indicate quantity) For directions, hotel information, etc.
 Please visit www.christinepalmer.net

AGREEMENT & SIGNATURE

The undersigned states that the rules and release on the reverse side (or the rules document if on the web) has been carefully read and understood and that it is signed as the free act and deed of such individual.
 Signed: _____