



Greetings!

Enclosed please find your contract for America's Largest Antique & Collectible Show at the Portland Expo Center on March 3 & 4, 2018. Drop & go takes place on Thursday, March 1 with full set up & early admission on Friday, March 2 from 10am to 6pm.

We've heard from a fair amount of exhibitors who want the shows to close one hour earlier on Sunday, so in 2017 we started closing at 4:00 instead of 5:00. We'll keep the Saturday hours the same – 9am to 6pm. We bear in mind that the person who enters this show at 3:00 on Saturday needs at least two hours, maybe more, to see it all, but Sunday is a different animal.

**The deadline for returning exhibitors is Tuesday, January 23**, right after the Clark County Show. After that date, your space becomes available. The booth that you had in October 2017 is yours for the March Show. If you didn't do the October show, please add a note letting us know if you have any location requests. October and March are dealt with as one show; July is a separate event. Checks may be postdated for Tuesday, February 13, 2018, dated currently or you can pay by credit card.

Please see the reverse side of the contract for our cancellation policy. After reading, please sign the front of the contract. There is a \$19.00 fee if your check is returned to us.

Parking is at the Expo Center. A parking pass for the weekend is \$16. The Expo Center sells parking passes on the Friday of set up.

If you need or want help loading in or out, please let us know a couple of weeks before the show and we'll add you to our list. During the really busy times of move-in, we're forced to limit the amount of time each porter can assist you to one hour. Later in the day when they aren't so busy you can keep them for longer periods of time, but we need to help quite a few dealers. We're using temp labor so we can better guarantee that they'll be there when promised. It can make doing the show so much easier and depending on the size of your load, most are happy with a \$15-20 tip.

Please bear in mind that we have a height restriction on the sides of your booth. Of course if your neighbor doesn't care, neither do we, but the policy is that you can go 8' high from the back of the booth for 6', then the last 4' can be no higher than 4'. This is so a smaller booth is not working out of a cave. This policy is at the request of the dealers.

**Comp passes:** We rely on a paid gate to keep our ad budget where it should be and to pay our increasing bills. We will reluctantly 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 (\$4.00). If you want passes, we'll code them and invoice you after the show. A thought about free passes: It's very hard to take away something that you've given for free and once you've gotten that customer in for nothing, it's expected. We recommend that you use our discount postcard instead. It's good for a \$2.00 off admission on Sunday.

Please be sure to include the names of your helpers - you are entitled to up to two badges for each 10 X 10' space, as long as they are for people who will be in your booth all day on Friday. Anyone who furnishes a badge to an early admission buyer will not receive contracts for future shows. **Strictly enforced.** All unsigned contracts will be returned for signature. Badges and set-up information will be sent out two weeks before the show.

Our office hours are Monday through Friday from 9:00 am to 4:30 p.m. Our number is (503) 282-0877; email address is [info@christinepalmer.net](mailto:info@christinepalmer.net). If you need a hotel recommendation, visit the hotel page on our website at [www.christinepalmer.net](http://www.christinepalmer.net). We look forward to seeing you in March!

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 March 1st, we would need to receive your cancellation notification by the previous Thursday, February 22nd). 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.

