



Greetings!

Enclosed please find your contract for America's Largest Antique & Collectible Show at the Portland Expo Center on October 26th & 27th, 2019.

For over 35 years America's Largest Antique & Collectible Shows has worked hard to bring you reasonable pricing on a quality show. We realize that in today's world it is sometimes tough to make ends meet. We have done everything we can to bring you a great value and stretch your hard-earned dollars. We will continue to make this effort but due to several very large price increases, we have had to increase booth rent fees in July. The increase is approximately 3%. We hope you feel this show is still a great value and we appreciate your patronage.

Full set up takes place on Thursday, October 24, 2019 from 12pm to 6pm, with Early Admission on Friday October 25, 2019 from 10am to 6pm. Exhibitors who do drop and go or full set up on Thursday will be required to have an open and staffed booth on Friday October 25th, from 10am to 3pm.

The deadline for returning exhibitors is Tuesday September 3, 2019. After that date, your space becomes available. The booth that you had in March 2019 is yours for this show provided we get your contract by the deadline. If you did not do the March show, we will find you something comparable to where you were last, depending on space availability. Our October and March shows are dealt with as one event; July a separate event. For any location request, please send a note along with your contract and we will do what we can to accommodate you. Checks for this show can be postdated for October 8th, dated currently, or you can pay by credit card

Please be sure to include the names of your helpers on your contract. You are entitled to up to two badges for each 10' x 10' space, as long as they are for people who will be helping all weekend. Anyone who furnishes a badge to an early admission buyer will not receive future contracts. This is **STRICTLY ENFORCED**. Please read the reverse side of the contract for our cancellation and return check policy. After reading, please sign your contract. All unsigned contracts will be returned for signature. Badges and set up information will be mailed 2 weeks prior to the show.

If you need or want help loading in our out, please request a Porter Request Form. We have noticed over the last several shows our porter services have not been working as efficiently as it could. This means we have restructured how we assign help. We will now be charging a fee to use the porter service. This fee will help cover some of our costs and includes a tip for your porter. You will no longer tip your porter directly. We believe these changes will allow us to order the appropriate number of porters and schedule them more effectively. Please submit your porter request form by October 1st.

If you are interested in advertising in our program guide, being featured on Facebook or considered for our email blast that goes out prior to the show, please give us a call or email. Our office hours are Monday-Friday 9am-4:30pm.

We look forward to seeing you in October!

Christine Palmer & Associates