



Greetings!

Enclosed please find your contract for America's Largest Antique & Collectible Show at the Portland Expo Center on March 7 & 8, 2020.

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 effective July 2019. The increase is approximately 3%. We hope you feel this show is still a great value and we appreciate your patronage. With that being said, you'll also notice on your contract that the cost of electricity has gone up from \$45.00 to \$50.00. Unfortunately, we have no control over the electrical rates. Offering electricity on our contracts as a pass through courtesy we offer make ordering power easier on our exhibitors. The rates on our contract are a discounted rate offered to Christine Palmer & Associates, and are set by the venue. The average rate of a 500w electrical drop is from \$85-\$105 per exhibitor per event.

Drop and go, and full set up takes place on Thursday, March 5<sup>th</sup> from 12pm to 6pm, with Early Admission on Friday March 6<sup>th</sup> 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 March 6<sup>th</sup>, from 10am to 3pm.

The deadline for returning exhibitors is **Monday, January 20, 2020**. After that date, your space becomes available. If you sold with us in October, we assume you would like to return to the same location unless you make a written request to move. We will do what we can to accommodate your request.

Please take note that we have revised our cancellation policy for all shows. Once you submit your contract, if you find that you need to cancel we will assess a \$50.00 cancellation fee. There will be no refunds made after the post-date. Please see #8 on the Terms & Conditions/Show Rules for additional information.

Payment can be made with a postdated check dated for **December 30, 2019**, dated currently, or by credit card. Please send both copies of the contract back to us with your check. We will send the yellow copy to you as your confirmation by return mail. Please see the reverse side of your contract for our rules and cancellation policy. All unsigned contracts will be returned for signature.

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 February 10<sup>th</sup>, 2020 so we can include your porter assignment in your packet.

As most of you know, we have not been able to fill all of Hall D for the last several shows; however The Portland Spring Bazaar will again occupy the additional half of Hall D. The 1<sup>st</sup> annual Spring Bazaar was a huge success! We believe that the Spring Bazaar and our Antique Show are a compatible unity of old, eclectic, up-cycled, crafters, artisans, garden items and DIY!

We look forward to seeing you in March!

Christine Palmer & Associates