



Greetings!

Welcome to the Antique & Collectible Show at the Puyallup Fairgrounds ShowPlex. The dates are February 1 & 2, 2020.

Drop and go, and full set up takes place Thursday, January 30<sup>th</sup> from 12pm to 6pm, early admission on Friday January 31<sup>st</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 January 31<sup>st</sup> from 10am to 3pm.

The deadline for returning exhibitors is **December 23, 2019**. After that date, your space becomes available. If you sold with us in November 2019, 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 **January 13, 2020**, 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.

You'll 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. 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.

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. 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](http://www.dor.wa.gov). On the web, click on Doing Business, and 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](mailto: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. 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.

If you are interested in being featured on Facebook or considered for our email blast that goes out prior to the show or 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 number is 503-282-0877. Our email address is [info@christinepalmer.net](mailto:info@christinepalmer.net).

Sincerely,

Christine Palmer & Associates