# Treasure Chest Holiday Expo

## Friday / Saturday / Sunday  November 18-19-20, 2016

St. Charles Convention Center, St. Charles, MO

**\*\*\*Parking and Admission are FREE\*\*\***

## Exhibitor Rules and Regulations

1. Absolutely NO flea market or garage sale type items allowed. All products MUST be new. We reserve the right to limit categories, reject items we find in poor taste, or remove any person who does not conform to the regulations. This show includes both handmade crafters and commercial vendors; we do limit to one representative from any commercial product line (such as Tupperware). For this reason, you must state all items to be included for sale in your booth under item description on the application, and only these items will be allowed. NEW Exhibitors must submit 3 photos of your products, including one photo of display. Photos will not be returned to you.

 **\*\*FOOD VENDORS – SEE NOTE BELOW\*\***

1. Electricity is available upon request. $65 if paid with booth fees, $85 if added at the show. Exhibitors must have a surge protected power strip (type S or SJ) UL approved for multiple outlet requirements.
2. Show set-up is Friday, Nov. 18th, beginning at 7:00am. Food vendors must be ready by 11:30am for inspections. All Tables must be covered to the floor, on all sides. Display must be neat and attractive. Absolutely NO EASY-UP OR SLANTED-LEG TENTS. If you use a tent frame, please contact me for pre-approval. Open candle burning is not allowed. The Convention Center requires a deposit if you are using any type of balloons in your booth. Exhibitors are responsible for the cleanup of their exhibit area.
3. Booth spaces are assigned in the order the applications are received. Applications must include full payment to be considered complete. Booth assignment may be requested but is not guaranteed. Special requests must be in writing and will be honored to the best of the promoter’s ability. We reserve the right to assign or relocate any booth as necessary. You must pay in full by April 30, 2016 to guarantee your same space. Corner spaces are NOT guaranteed unless you are currently in a corner space and pay in full by April 30, 2016. We will assign corner spaces to people on the waiting list beginning May 1, 2016.
4. Exhibitors are required to staff their booth during all show hours for the entire 3-day show and must refrain from early breakdown of booths, removal of inventory, or loading of vehicles until the show has been officially closed at 4:00pm on Sunday. If your booth is not occupied by 11:30am Friday, it will be filled by neighboring vendors and a refund will not be given. No exceptions!
5. All applicants must be at least 21 years of age. Workers under the age of 18 must be supervised by an adult at all times. Exhibitor assumes all responsibility/liability for any loss, theft, damage or personal injury occurrence inside or in front of your booth that requires an insurance claim. Treasure Chest Shows LLC will not assume any responsibility or liability for damage, theft or personal injury incurred directly or indirectly as a result of the show. We reserve the right to use any photographs which may include your booth in advertising and social media.
6. Missouri State Sales Tax collection and disbursement is the responsibility of the exhibitor.
7. All fees are non-refundable and not transferable to another show or another participant. Charge per returned check is $50.00. Charge for credit card chargeback or disputed inquiry is $50.00. Charges will appear on your statement “Treasure Chest Shows”.
8. Please include a self-addressed, stamped envelope for the return of your confirmation letter. Letters will be mailed 1-2 weeks prior to the show and will include your booth space number and other detailed information**. If no return envelope is included, you will not receive a confirmation letter.**
9. Management requires all exhibitors and their co-workers to park in designated parking areas only. This is mandatory. There is NO RV parking at the convention center overnight. Wal-Mart is approx. 1 mile west of the center.
10. If you need to contact me, I can be reached at 314-503-6333 or via e-mail at **info@treasurechestshows.com**

~Jan McBroom

**\*\*NOTE FOR FOOD VENDORS\*\*:** Food and beverage for consumption on premises is not allowed. If selling a food or beverage product, samples may be no greater than 2 oz. Items must be manufactured, processed and distributed by the exhibiting firm and must be related to participation in the exhibiting event. Additionally, all **unsealed** products require a health permit. Securing of all necessary licenses and/or permits is the responsibility of the exhibitor. Exhibitors are responsible for complying with all St. Charles & St. Charles County Health Department regulations regarding food sampling, storage, equipment, temperatures, etc. If an exhibitor is not in compliance or does not obtain the proper licenses and/or permits, the Health Department can shut down the booth. All food vendors must be ready for inspection by 11:30am Friday. For further information, please contact me.

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## Friday - Saturday – Sunday  November 18-19-20, 2016

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#### Exhibitor Price List

Booth Sizes and prices are listed below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Booth Size | EARLY BIRDPricing to April 30, 2016 | Pay 5/1/16 but before 11/1/16 | Corner Space(limited number available) | Pay after 11/1/16 - credit card ONLY. No corner spaces. | **When the main sales****floor is sold-out,** **vendors will be placed** **in the foyer area.** |
| 5x10 | $160EARLY BIRD PRICING EXPIRED | $185 | $50 additional | $210 |
| 10 x 10 | $270 | $325 | $50 additional | $380 |
| 10 x 15 | $410 | $470 | $50 additional | $525 |
| 10 x 20  | $520 | $585 | $50 additional | $640 |

|  |  |  |
| --- | --- | --- |
|  | If paid with application | If you request it at the show: |
| Electric 120V-Single phase 10 amps (960 watts) | $65.00 | $85.00 |
| Table 8’ x 30” skirted exhibit table | $35.00 | $45.00 |
| Table 8’ x 30” exhibit table (no skirt) | $20.00 | $30.00 |
| Chairs Banquet style | $6.00 | $10.00 |

ShowHours

**Friday, Nov. 18th:**

 7:00am – Doors will open for crafters to begin setting-up. All booths must be

 Ready by 11:30am.

 **1:00pm – Doors open for business**

 6:00pm – Show closes. Everyone must leave the building.

**Saturday, Nov. 19th:**

8:00am – Doors will be open for crafters to restock their booths.

 **9:00am – Doors open for business**.

 5:00pm - Show closes. Everyone must leave the building.

**Sunday, Nov. 20th:**

9:00am – Doors will be open for crafters to restock their booths.

 **10:00am – Doors open for business.**

 4:00pm - Show closes. Crafters may begin packing their booths at this time.

 **6:00pm - Everyone must be out of the building.**

For office use only:

Date Rec’d \_\_\_\_\_\_\_\_\_ Application #\_\_\_\_\_\_\_\_\_ Booth #\_\_\_\_\_\_\_ T SkT Ch UE

Amount Paid \_\_\_\_\_\_\_\_\_\_ Check #\_\_\_\_\_\_\_\_\_\_\_\_\_ MC /VISA /DIS /AMEX CASH MO GC

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## Friday - Saturday – Sunday

##  November 18-19-20, 2016

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#### Exhibitor Application

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exhibitor – Name of Representative Phone

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Name (to appear on any signage) E-Mail

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

Address City State Zip

My items are: [ ] Hand-made [ ] commercially made [ ]  mix of both [ ]  Information only booth

Detailed description of items to be sold; Please describe thoroughly and indicate ALL trade names\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BOOTH ORDER AND PAYMENT FORM

Returning vendors may request your same space but there are no guarantees that you will get it, especially corner spaces. Returning vendors note booth number here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Booth Size | EARLY BIRD pricingEffective only through April 30, 2016EARLY BIRD PRICING EXPIRED | Corner Space(limited number available) | Total Due | **When the main sales floor is sold-out, vendors will be placed in the foyer area.** |
| 5 x 10 | $160 | $50 additional |  |
| 10 x 10 | $270 | $50 additional |  |
| 10 x 15 | $410 | $50 additional |  |
| 10 x 20  | $520 | $50 additional |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Booth Size | If you pay before Nov. 1, 2016 | Corner Space(limited number available) | Total Due | **When the main sales floor is sold-out, vendors will be placed in the foyer area.** |
| 5 x 10 | $185 | $50 additional |  |
| 10 x 10 | $325 | $50 additional |  |
| 10 x 15 | $470 | $50 additional |  |
| 10 x 20  | $585 | $50 additional |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Booth Size | If paying after 11/1/15 |  Credit card processing fee | Total Due |
| 5 x 10 | $210 | $15 |  |
| 10 x 10 | $380 | $15 |  |
| 10 x 15 | $525 | $15 |  |
| 10 x 20  | $640 | $15 |  |

Other items you might need:

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Price | Qty Ordered | Total Due |
| Electric 120V-Single phase 10 amps (960 watts) | $65.00 |  |  |
| Skirted Table 8’ x 30” skirted exhibit table | $35.00 |  |  |
| Table 8’ x 30” exhibit table (no skirt) | $20.00 |  |  |
| Chairs  | $6.00 |  |  |

Total Booth Price: \_\_\_\_\_\_\_\_\_\_\_\_

Total Other Items: \_\_\_\_\_\_\_\_\_\_\_\_

Processing fee: \_\_\_\_\_\_\_\_\_\_\_\_ **Please add $15 processing fee if paying by credit/debit card**

**Total amount enclosed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

X

Signature of applicant

 By signing this application, I attest that I have read and agree to all terms and conditions listed in the Exhibitor Rules and Regulations. I understand that all fees are not refundable or transferable to another show or another participant. I give permission for photos of my product to be reproduced for advertising purposes.

**Vendor Hold Harmless agreement:**

The undersigned do hereby agree, both jointly and severally, to forever fully protect, defend, indemnify, and hold harmless TCE, LLC, Treasure Chest Shows (SHOW), its organizers, all employees and volunteers of Show, and Owners of the property for any loss, cost, damages, attorney fees and expenses of every kind in nature which it may expend or incur under or by reason, or in consequences for any injuries sustained on any site contracted by Show, its employees and or volunteers, or Owners of the property of the event location.

X

Signature of Vendor

Credit Card Information:

**Charge for total amount of items ordered will show on your statement as “Treasure Chest Shows”. There is a $50 charge for chargeback or disputed inquiries.**

Circle one: MC/VISA/Discover/AmEX Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security code on back: \_\_\_\_\_\_\_\_ Expiration Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip code:\_\_\_\_\_\_\_\_\_\_\_\_

Name as it appears on the card:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[This page will not be retained by Treasure Chest Shows and will be destroyed after processing for security purposes.]

Please remember, if you are a new vendor, you must submit 3 photos of your products, including one photo of your display, and a self-addressed, stamped envelope for the return of your confirmation letter. **If no self-addressed, stamped envelope is included, you will not receive a confirmation letter and you will have to check in to find out your booth number.**

If your application is incomplete or not accepted, we will notify you immediately. Otherwise, consider your application accepted. Confirmation letters will be mailed approximately 1-2 weeks before the show.

If you have any questions, please contact Jan McBroom, owner/promoter, Treasure Chest Shows, at 314-503-6333 or via e-mail at info@treasurechestshows.com.

Make checks payable to: **Treasure Chest Shows**

Mail completed application and fees to:

**Treasure Chest Shows**

**3753 S. Lakeshore Dr.**

**Byrnes Mill, MO. 63051**