

For office use only:

Date Rec'd _____ Application # _____ Booth# _____ T Sk C El
Amount Paid _____ Check # _____ MC /VISA /DIS /AMEX CASH MO

Treasure Chest Holiday Expo - 2018

St. Charles Convention Center, St. Charles, MO.



2018 Treasure Chest Show Dates

Friday ~ November 16, 2018

Saturday ~ November 17, 2018

Sunday ~ November 18, 2018

Exhibitor Application

Business Name _____ Phone _____

Representative Name _____ Email _____

Street Address _____ City _____ State/Zip _____

My items are: Hand-made Commercial made Mix of both Information only booth

Full description of all products to be sold including Brand name where applicable

BOOTH ORDER AND PAYMENT FORM

Returning vendor 2017 booth number _____ Do you prefer this same booth? _____
When the main exhibit hall floor is sold out; exhibitors may be placed in the foyer. You can also request the foyer by checking here: _____

Booth Size	EARLY BIRD PRICING to April 30, 2018	Pay 5/1/18 but before 11/1/18	Pay after 11/1/2018	Corner Space (limited number available)	Total Due
5 x 10	\$170	\$200	\$220	<input type="checkbox"/> Add \$50	
10 x 10	\$285	\$345	\$400	<input type="checkbox"/> Add \$50	
10 x 15	\$430	\$495	\$550	<input type="checkbox"/> Add \$50	
10 x 20	\$550	\$615	\$675	<input type="checkbox"/> Add \$50	

OTHER ITEMS YOU MAY NEED	If paid 60 days prior to show:	If you request it at the show:
Electric 120V-Single phase 10 amps (960 watts)	\$75	\$90
Table (Skirted) 8' x 30" skirted exhibit table	\$35	\$45
Table 8' x 30" exhibit table (no skirt)	\$20	\$30
Chairs Banquet style	\$6	\$10
Internet / access at show-per day	\$15 X _____	\$20 X _____

TREASURE CHEST HOLIDAY EXPO – 2018 APPLICATION – PART 2
ORDER SUMMARY

Total Booth Price: _____

Total Extras due: _____

Total Fee's (if paying by CC) _____

Grand Total due	\$
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PAYMENT INFORMATION

CHECK: Make checks payable to **Treasure Chest Shows**. Charges for any returned checks will be \$50.

CREDIT CARD: If paying by credit card, please add **\$15 processing fee**. Charge for total amount due will show on your statement as "Treasure Chest Shows".

Credit Card Information:

Circle one: MC / VISA / Discover / AmEx

Card Number: _____ Security code on back: _____

Expiration Date: _____ Billing zip code: _____

Name as it appears on the card: _____

X

Signature of Vendor

Dated

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:

Exhibitor agrees to indemnify and hold TCE, LLC, Treasure Chest Shows (Show), its organizers, all employees and volunteers of Show, Owners of the property, and all sponsors harmless from any and all loss, injury, 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. Exhibitor further agrees to make no claim for loss, injury or damage to its employees, agents or property resulting in any way from Exhibitor's participation in event.

X

Signature of Vendor

Dated

ALL APPLICATIONS MUST BE SIGNED TO BE CONSIDERED

TREASURE CHEST SHOWS
Exhibitor Rules and Regulations

1. Booth spaces are assigned in the order applications are received and at the discretion of the show management. Applications must include full payment to be considered complete. Booth assignment may be requested but is not guaranteed. We reserve the right to assign or relocate any booth as necessary.
2. Current exhibitors will have until January 1, 2018 to claim their current spot and product line representation. After that date, registration will be open to new vendors and same booth position may no longer be available.
3. 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.
4. Absolutely NO flea market or garage sale type items allowed. All products MUST be new. In order to provide a diverse lineup of exhibitors, show management reserves the right to limit similar product offerings and services, reject items we find in poor taste, or remove/refuse any person who does not conform to these regulations. Management also reserves the right to deny the application of companies whose products are not in keeping with the event's business environment. This show includes both handmade crafters and commercial vendors; we do limit to one representative from any commercial/direct sale product line. For this reason, you must state and disclose all items to be included in your booth under full description shown above. Only these items will be allowed.
5. NEW exhibitors must submit 3 photos of your products, including one photo of display. Photos will not be returned to you.
6. Exhibitors are required to staff their booth during ALL hours for the entire 3-day event and must refrain from early breakdown of booths, removal of inventory, or loading of vehicles until the show has been officially closed.
7. Exhibitors will be emailed information concerning booth set-up, times, guidelines and specifications prior to the event.

2018 EXHIBITOR HOURS

(Although we do not anticipate any changes, these hours are tentative. Exhibitor will be notified of any changes to this schedule.)

FRIDAY, NOVEMBER 16, 2018

7:00am – Doors will open for vendors to begin setting up. All booths must be ready and occupied by 12:30.

1:00pm – Doors Open to the Public

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

SATURDAY, NOVEMBER 17, 2018

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

9:00am – Doors Open to the Public

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

SUNDAY, NOVEMBER 18, 2018

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

10:00am – Doors Open to the Public

4:00pm – Show closes. Vendors may begin breaking down and packing their booths at this time.

6:00pm – Everyone needs to be out of the building or advise security.