

**ARTS ALIVE! HOME & GARDEN FESTIVAL**  
**Benefiting Kemp Center for the Arts and The Forum**  
**February 23 and 24, 2019**  
**Ray Clymer Exhibit Hall of the Multi-Purpose Events Center, Wichita Falls, Texas**

Company Name \_\_\_\_\_  
(Exhibitor)  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_) \_\_\_\_\_ **Product and/or Service** \_\_\_\_\_  
Contact E-mail \_\_\_\_\_

**Two-Day Exhibit Booth Rental Fee:** A 10' x 10' aisle booth is **\$475**, of which a non-refundable deposit of \$100 is required, and a 10' x 10' corner booth is **\$550** of which a non-refundable deposit of \$125 is required. A 10' x 10' center aisle corner booth is **\$600** of which a non-refundable deposit of \$150 is required. A 10% discount will be applied for the purchase of three or more booths. If you elect to hold booth(s) with a deposit, the remainder due must be paid by December 14, 2018. Booth(s) will not be held after January 1, 2019 without full payment. Make check(s) payable to: Arts Council, 1300 Lamar, Wichita Falls, TX 76301. Booth location request \_\_\_\_\_

**Refunds: Booth rental fees and deposits will only be refunded in the event the festival is canceled.**

**Exhibit Booth Plan for Ray Clymer Exhibit Hall:** A preliminary booth layout is attached (final layout subject to change for special multi-booth requirements). Each booth includes 10' x 10' pipe & drape, 6' draped table, 2 chairs, and a black and white booth sign.

**App information and Release:**

The below information will be used to publicly list you as a vendor of the show.

Company Name: \_\_\_\_\_ Business Hours: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Website Address: \_\_\_\_\_  
Facebook Address: \_\_\_\_\_ Product and/or Service \_\_\_\_\_

Show Promotion: \_\_\_\_\_

**Draped Tables & Chairs:** Each 10' x 10' booth includes two chairs and one draped 6' table. Additional chairs, draped tables and booth carpeting may be rented directly from the pipe and draping company by mail for discounted price, or on site beginning Friday, February 22, 2019. **Exhibit Hall Curtain Colors: Green and White**

Check if you need access to: **Water** \_\_\_\_ **Electricity is available (bring your own cords).**

Spectra: Contact the exhibit hall office (940-716-5500) for special instructions.

I, the undersigned, herein referred to as Exhibitor, do understand this registration will become a binding contract upon acceptance by the Arts Council, Wichita Falls Area, Inc. and is subject to the terms, conditions, and regulations which hereto constitute a part of, or are included in the Registration/ Contract.

**GENERAL RELEASE.** The Exhibitor does hereby and forever discharge the Arts Council, Wichita Falls Area, Inc. of and from all manner of actions, suits, damages, claims, and demands whatsoever in law or equity, from any loss or damage to the Exhibitor's property while in possession, supervision, or auspices of the Arts Council, Wichita Falls Area, Inc. its agents, representatives, or employees.

Company Name to be printed on the Exhibit Booth Sign \_\_\_\_\_ (Please Print)

Booth Representative's Name (Please Print) \_\_\_\_\_

Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_ --

**SEE BACK FOR 2019 RULES AND REGULATIONS (Subject to Change)**

I confirm that I have read the back of this contract.

Exhibitor Signature \_\_\_\_\_ Date \_\_\_\_\_

1. **Regular Booth Set-up Time:** Regular booth set-up time is Friday, February 22, 2019, 9AM-9PM. In the event your exhibit area cannot be set-up in 12 hours or less, special arrangements to set up your booth(s) on Thursday, February 21, 2019, can be obtained. **You must contact the Arts Council management if you need to commence booth set-up on Thursday or cannot be set up by 9:00 p.m. Friday, February 22, 2019.**
2. **Opening and Closing Hours:** Regular show hours are 9:00 a.m.– 6:00 p.m. Saturday, February 23, 2019, and 11:00 a.m. – 5:00 p.m. Sunday, February 24, 2019. No set-ups will be allowed after the show opens at 9:00 a.m. on Saturday, February 23, 2019.
3. Tear down of the exhibits will be on Sunday, February 24, 2019, at 5:00 p.m. **NO EXHIBITORS WILL TEAR DOWN BEFORE THAT TIME. Exhibitors who tear down before 5:00 p.m. may forfeit preferred booth location in 2020.**
4. The Arts Council, Wichita Falls Area, Inc. reserves the right of approval of all Exhibit/Exhibitors and all items on display. If any item is in conflict with the Arts Council, Wichita Falls Area, Inc. level of quality, the Exhibitor will be required to remove it. We further reserve the right to move the Exhibitor to an equal or better location if it is deemed necessary by the management of the Festival.
5. **Exhibitors may not sell or offer samples of bottled water, sodas or other food or beverage items that are in conflict with the Ray Clymer Exhibit Hall concessions. Any exhibitor offering food samples must obtain a food handlers' permit from the Wichita County Health Department. Please contact the Arts Council, Wichita Falls Area, Inc. staff for the application form.**
6. Exhibitors may not create or permit noise or similar nuisances (including obstruction of aisles) considered detrimental by Arts Council, Wichita Falls Area, Inc. management. Exhibitors must keep displays within 10' x 10' space(s).
7. **The Arts Council, Wichita Falls Area, Inc. is not responsible for lost or stolen items. Security will be staffed Friday and Saturday during closed show hours (all night).**
8. Displays and exhibits cannot exceed 8' in height at any point, or obstruct the general view, or hide another exhibitor in any way unless approved by the Arts Council, Wichita Falls Area, Inc. management. **Displays not in accordance with these regulations must be submitted to the Arts Council, Wichita Falls Area, Inc. prior to reserving space in the show.**
9. All signage not produced by a professional sign company must be approved by Arts Council, Wichita Falls Area, Inc. management.
10. Exhibitors' booths must be neat and clean at all times. No visible litter is allowed.
11. All booths and displays **must be staffed and open during the hours of the show.**
12. Exhibitor agrees to comply with all local, city and state laws, ordinances and regulations of the Ray Clymer Exhibit Hall covering fire, safety, health and all other matters. All exhibit equipment and materials will be reasonably located within the booth and protected by safety guards and devices where necessary. The Exhibitor will take necessary fire precautions. **Helium balloons must be tethered/tied securely within your booth for decoration only. You may not give balloons away in any part of the Ray Clymer MPEC Exhibit Hall at any time.**
13. If Management should be prevented from holding the exhibition or if it cannot permit Exhibitor to occupy booth(s) due to circumstances beyond its control, including, but not limited to strike, civil disobedience and acts of God, Management will refund to Exhibitor the amount of rental paid by him/her, less a proportionate share of the exposition expenses, and Management shall have no further obligations or liability to Exhibitor.
14. Exhibitors are encouraged to incorporate some type of floral display (live or artificial) into the booth space to enhance the beauty of the show. **Awards will be given for the single and multi-booth exhibitors who best incorporate the theme of the show in their booth(s) display. Balloons are only permitted in display.**
15. Merchandise may be sold in Exhibit Booth(s); exhibitors shall be responsible for collection of applicable **sales taxes** as it relates to the items sold throughout the event in their respective booths, etc.
16. **Exhibitors' Hospitality Room** will be open for Exhibitors use only. Children are not permitted in the hospitality room unless accompanied by an adult exhibitor. Saturday 2 Sack Lunches per vendor. R.S.V.P. Indicate \_\_\_\_\_ Ham \_\_\_\_\_Turkey
17. Management shall have full power in interpretation and enforcement of all rules contained herein and to make such further rules and regulations as it shall consider necessary for proper conduct of the show.
18. **Exhibitor Parking:** Please leave the West parking lot available for visitors. Parking is available in the RV parking area.
19. **Exhibit Hall Large Overhead Doors** will be closed at 3:00 p.m. on Friday, February 22, 2019. **All exhibitors on the back row (1001-1027 odd numbered booths) will need to wait until 3:30 p.m. to set up their booths.** Access will only be available through regular size doors and loading dock after 3:00 p.m. on Friday. **UNLOADING AT THE PLAZA ENTRANCE WILL NOT BE PERMITTED AFTER NOON ON FRIDAY.**
20. **Subcontracting** of booth space by a vendor is expressly prohibited without the advance approval of the show sponsor.
21. **NO EXHIBITOR IS ALLOWED TO USE ANY MICROPHONE WITHIN A BOOTH FOR THE PURPOSE OF ENTICING EXHIBITORS OR EXPLAINING THE EXHIBITOR PRODUCT. ALL MICROPHONE DEVICES ARE PROHIBITED. (Home & Garden committee must evaluate and approve any usage.)**

Exhibitor Signature \_\_\_\_\_ Date \_\_\_\_\_