

March 18, 2017

10am-6pm Etudes de Ballet

3285 Pine Ridge Road Naples, Florida

PLEASE READ THIS APPLICATION IN FULL, THERE ARE DETAILS THAT NEED TO BE KNOWN.

Set-Up / Check-In / Show Schedule / Break-Down: •

Set up: is from 7:30am Saturday with everything ready to go at 9:45

- Check in: Please register with one of the Mystic Faire Staff before setting up, to pick up ID badges and set-up information.
- FOR SECURITY REASONS: only the back entrance doors will be open for entering and exiting during the event\
- Show Hours: Saturday 10am-6pm Florida is on Eastern Standard Time EST
- Doors will open for exhibitors at 7:30 on Saturday
- Please be set up and ready by 9:45
- Break Down: Booths are to remain open through closing of the show at 6pm on Saturday. If there is an emergency that requires you to breakdown and leave prior to the close of the show, please make sure that the event promoter knows prior to you leaving. Only an emergency will constitute leaving early. Anyone beginning to break down before show hours is over will ABSOLUTELY not be invited to any future Orchid Moon Event. This means taking down banners and signs, taking display items out to your car, etc. You must be packed and out of the hall by 9pm on Saturday evening.

Booth Pricing and Booth Choices: \*All booths are \$95 • NO TABLES ARE PROVIDED AT THIS VENUE. Only chairs are provided.

- All vendor booths are 10' x 10' or 10 x 5
  - The psychic booths will fit a card table and 2-3 chairs.
  - Healer booths will fit a massage table and room to work upon a person with room for a small table to hold business cards and advertising.
  - This is a 1 day event. The booth cost is for the entire day
  - No multiple booth discounts are available.
  - Booths assignments will begin upon receiving payment for the event. First come first served. Don't wait if you want to be part of this event, spaces are limited and fill up fast. Enter booth choice on your registration form. We keep a balance of vendors in all categories. If we reach our maximum in your category, we will keep you on our cancellation / waiting list •
  - A completed registration form and payment in full is required to reserve your booth.
  - Your checks or payments will not be deposited until you have been assigned a booth. You will not be notified that you have a space, you will be notified if there is no space available. If your check or payment is cashed your space is reserved. •\
  - Registration forms are not carried over from year to year. You must resubmit a registration form for each show. •
  - We do offer exclusivity to some products. All products and services offered in your booth must be approved by the show. You must notify the show of all products and services you will be offering, even if you do not want them listed in the program.
  - All exhibitors must complete a registration form.
  - No booth sharing. PLEASE INITIAL \_\_\_\_\_ •
  - For this venue ONLY CHAIRS ARE SUPPLIED. •
  - There is NO draping or screens separating booths. If you desire this, you need to provide your own and it has to fit within the boundaries of your booth •
  - Up to three ID Badges per booth for you and booth workers. •
  - One 10 word program description. •
  - Electricity is in place and available at booths at a \$10 cost. •
- If you require electric you MUST state it on your application and bring rugs or protectors to cover cords to prevent accidents.

- Outlets are shared, regardless of location. Bring surge protectors, power strips, and extension cords.
- Booths may not be shared. Email Candyce at canbria@aol.com if you have questions. Psychics may not share booth and healers may only share if it requires two people to work on one person. Vendor booths can NOT have psychics reading in their booths. PLEASE INITIAL \_\_\_\_\_
- Sub-letting of your booth is not permitted. If you cannot make the show for any reason you may NOT find a replacement for your space.
- The primary contact person is responsible for all payments or payment arrangements and for informing helpers and others in their booth of all terms and conditions of the show.
- Booth assignments begin as soon as application is approved. You will be given your booth space at the event. Booth Cancellations / Refund Policy: NO Refunds under any circumstances, be sure that you are ready to participate before sending in your application.
- You must register by 9:15 Saturday morning (unless you have made prior arrangements). If you have not registered, then your booth may be reassigned and you will forfeit your right to participate in the show and forfeit all fees and monies paid. PLEASE INITIAL \_\_\_\_\_

Lectures / Mini-Seminars: • All seminars are free to the customer, presented free by the exhibitor, and presented at no cost to the promoter

- Each lecture is 30-45 minutes long, including any question and answer period you may want to include. • Please include a topic and description on your registration form if you are interested in presenting a lecture. You will receive an email letting you know if you are on the speaker schedule.
  - Due to fire and safety regulations, aisles must be kept clear of displays, furniture or other items. All displays and merchandise must be kept inside the allotted space. We are not permitted to have open flames or burning incense/sage.
  - Signs and advertisements must be kept in allotted space.
  - Do NOT tape or place anything on the walls of the building. Please do not tape on the mirrors. INITIAL \_\_\_\_\_
- No nails in the walls or floor, respect the building.

- All exhibitors are expected to keep their exhibit space clean and attractive.
- All tables must be draped to the floor.
- \* No soliciting anywhere on the premises except at your booth. •
- Exhibitors may not display any object that would be considered offensive or in poor taste and agrees to remove said objects if asked to do so by management. •/
- All exhibitors are considered independent contractors and all necessary permits, licenses, insurance, credentials, and taxes are the sole responsibility of all participants. •
- Each exhibitor is responsible for the security at their booth during event hours. •
- Alcoholic beverages, illegal substances, or illegal activities are not permitted on premises. • Management expects and requires all exhibitors to behave in a professional and ethical manner at all times. No inappropriate language or body contact is permitted. •
- Management reserves the right to ask exhibitors to leave because of unprofessional, unethical, or unacceptable behavior that exhibits gross disrespect for another person or persons and/or their rights and/or property. If exhibitor is asked to leave, all fees, deposits, and payments are forfeited, and they may be prohibited from participating in future events. •
- In the event that a show becomes unusable or cancelled due to causes not within our control, exhibitors release Orchid Moon Events and Candyce Strafford from all claims, damages, or loss. •
- Management reserves the right to determine the eligibility of each exhibitor to participate in the shows. This right may be exercised before or during the show, even if booth deposits or payments have been made. • • Management assumes no risk. By acceptance of this agreement, the Exhibitor agrees to hold harmless Candyce Strafford, Brian Strafford, and any sponsors and releases the Management from any and all liability for damage, injury, or loss to any person, property, or goods, which may arise during or as a result of this event.

\*\*\*Prices for services are required to be clearly posted\*\*\*

All exhibitors set their own prices for services and merchandise. It is your responsibility to collect payment and sales taxes from the customer. Questions? Contact Candyce Strafford canbria@aol.com Naples, FL 239-949-3387 fax 239-352-0200 •

Please write or print clearly

• Read terms & conditions and sign registration form • Completed registration form and payment in full is required to hold your space. • Make checks payable to:

Candyce Strafford

Mail to: 5310 Cherry Wood Drive, Naples, FL 34119

Call if using credit card to pay.

If using paypal, send to canbria@aol.com

Name on Booth Sign (8 1/2" x 11" sign.) \_\_\_\_\_

(One sign comes with each booth and includes program listing.) Description for Program: (Under 10 words for program). \_\_\_\_\_

Free informative talks If you would like to do a free 35-45 minute talk, list your topic for approval. You'll be notified if there is availability for your talk. 1). Title: \_\_\_\_\_

\_\_\_\_\_ Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We have a door prize every hour and all of the proceeds from the raffle ticket sales will go to a local charity. If you would like to donate an item or service for the charity raffle list it here and we thank you in advance.

\_\_\_\_\_

\_\_\_\_\_

Booth choices. (Returning vendors may elect to keep their same location. We do our best to place you with or near your preference, however we cannot promise. )

Reader \_\_\_\_\_ Healer \_\_\_\_\_ Vendor 10x10 \_\_\_\_\_ Vendor 10x5 \_\_\_\_\_

# of chairs needed: \_\_\_\_\_ # of nametags needed: \_\_\_\_\_

Booth and Additional Fees: \_\_\_\_\_ Booth Fee: # of booths x \$95 \_\_\_\_\_

Additional ID Badges x \$4 each (up to 3 are included in Booth Fee. For helpers/booth mates only) \_\_\_\_\_

Electricity \$10 for the day \_\_\_\_\_

TOTAL DUE Payment in full due with your completed registration form to reserve your booth.

Check # \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_ If you would like to pay with credit card ,call with your information after sending your application. Contact Information Notify the Orchid Moon Events of any change or risk losing your booth if we are unable to contact you:

Name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ City

/ State / Zip \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Cell

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

\_\_\_\_\_ Model, color and tag number of the car that you will be bringing to the faire . There is designated vendor parking. If you park in customer parking you may not be allowed to participate in future events. We are strictly enforcing this.

\_\_\_\_\_

By signing this contract, I agree that: I have read, understand and agree to abide by the terms and conditions of this contract. As a primary contact person, I agree to be responsible for all payments and fees and to inform all other

exhibitors and helpers in my booth of all terms and conditions. I have read and understand the Booth Cancellation/Refund Policy

Signature \_\_\_\_\_ Date: \_\_\_\_\_ I will help spread the word about the event in my area or my business. I will help in the following ways

\_\_\_\_\_ Send me via email the flyer that I will print out and distribute.

\_\_\_\_\_ I will email an Expo flyer to my database. Please send to email above.

Send me \_\_\_\_\_ postcards that I can send to my customer/clients or distribute in my business Sign and return completed registration form, Make sure that you make a copy for yourself.