

Glam & Glo Expo

Presented by Southern Belle Events

August 3, 2019

Chilhowee Park and Exposition Center

info@thesouthernbelleevents.com

The below vendor contract will be strictly enforced. Please read the entire contract before signing. Once signed, you may email it back

Show policies

1. Vendors are to stay within their allotted booth space and do not extend into the aisle ways or other vendors space.
2. Please pick up all trash in and around your booth space
3. Sales tax is 9.75% it is your responsibility.
4. This is a multi-vendor show with craft and direct sale vendors.
5. Vendors booth must be open and staffed during show hours.
6. Vendors are not allowed to drink alcohol on premises or during show hours.
7. When signing this agreement and attending this show, you agree to stay the entire time. Vendors are NOT to breakdown early on the day of the show. If you pack up and leave early, you will forfeit being a vendor at ANY Southern Belle Events shows.
8. All vendors are responsible for keeping their booth neat and clean. Tables should be covered on all sides to the floor with a professional looking table cloth.
9. You may not be the only vendor selling your type of product/craft at the event.
10. Set-up day will be Friday, August 2nd from 2pm – 7pm. NO SET-UP the morning of will be permitted.
11. No tools or devices that can mimic or sound like a gun or other weapon.

Weather Policy

1. RAIN, SNOW OR SHINE: The show is in August and there is always a chance for inclement weather. We will evacuate the premises for weather if the need arises. If the event is canceled due to dangerous weather, there will be NO refunds.

*Hours of operation are subject to change at Southern Belle Events discretion.

Booth Assignments

1. Booth assignments will not be given out prior to check in on move in day.
2. Booths are first come, first serve on the basis of booth size, items sold and availability. While booths are first come first serve, you will also be placed based on booth size and product.
3. Booths will be assigned prior to the day of the show but will not be given out to the vendors until move in.
4. I understand that the southern belle events will place booths in the order they see fit.

Refund Policy

1. Vendors are required to know their availability before paying and securing their spot.
2. Once a vendor has paid, there will be NO REFUNDS given.
3. Refunds will not be given for any reason. Southern Belle Events will do all marketing available for the event to ensure proper exposure. It is up to the vendor to sale their items.

Special Events

1. There will be a fashion show throughout the day. If you would like to showcase your items during the fashion show, please note below.
2. Each

Booth Options

Please select your booth size. Booth DOES NOT INCLUDE ELECTIC, TABLE OR CHAIRS

___ 10 x 10 - \$100

___ 10 x 20 - \$150

ADD ON's

Please select your add on's

___ Tables \$10 each

___ Chairs \$2 each

Number of table's ___

Number of chairs ___

Electric and Pipe & Drape

Electric will be available for purchase from the venue the day of move in.

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- 110 amp - \$10
- 220 amp - \$50

Pipe and Drape will be available for purchase from the venue on the day of move in.

- \$20 for 10 foot sections

**Please do not send payment for these. You will need to pay for these the day of move in.

Business Information:

Business Name:	Business Owner/ Contact Name:
Direct Sales?:	Phone Number:
Email Address:	Home Address:

What do you sell? (Please note: you may only sell items listed on this application. If you do not list an item in this section. It may not be sold during the expo.)

Payment Options

IN ORDER TO HOLD YOUR SPOT, YOU MUST PAY A NON REFUNDABLE DEPOSIT OF 50% OF YOUR BOOTH RENT WHEN RETURNING YOUR APPLICATION. THE REMAINING BALANCE IS DUE BY JUNE 3, 2019.

1. Mail check or money order to:

Melissa Merrick
 8911 Fox Lonas Road
 Knoxville, TN 37923

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2. Pay by debit or credit card. There will be a 2.75% processing fee added to all card payments. If choosing to pay by debit or credit card you may email the contract back to: info@thesouthernbelleevents.com

I _____ with company _____ understand and agree to all policies listed in this vendor contract. I understand that I will follow all guidelines listed above and will follow all policies in this contract.

Signature

Print Name

Date

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