



ALLERTON
PARK & RETREAT CENTER

Holiday Showcase 2019 Vendor Application

BUSINESS NAME:

WEBSITE:

PLEASE PROVIDE A BRIEF DESCRIPTION ABOUT YOUR BUSINESS:

CONTACT NAME:

PHONE:

EMAIL ADDRESS:

ADDRESS:

CITY:

STATE:

ZIP :

PLEASE SELECT YOUR PREFERRED BOOTH SIZE:

14' X4' (\$150)

7' X8' (\$100)

Guest Room (\$75)

Rec Room (\$60)

HOW MANY TABLES WILL YOU NEED?

1

2

None

DO YOU HAVE A PREFERRED BOOTH LOCATION?

HOLIDAY SHOWCASE RULES

All work must be original productions of the exhibiting business/artist. Commercial reproductions, kids, or mass-produced articles should be limited. Exhibit spaces are approximately 7' x 8' or 14' x 4'. Guest room exhibit spaces include use of the entire room. Rec Room spaces are reserved for vendors specializing in products for men or the outdoors. Spaces may not be shared, exchanged, or sold. The exhibitor is responsible for the complete set-up and tear-down of his/her exhibit. Allerton will provide 6 or 8 foot tables with black linens for display upon request. Thursday and Friday set-up hours will be available and announced at a later date. All spaces are to be neat and orderly (boxes must be stored out of sight). Double spaces are available. Additional spaces require a full space fee and must be reserved at time of registration. If your application is accepted, it will be a commitment to show and remain for the entire event. Exhibitors who leave before closing of the event will not be permitted to enter in future events.

The showcase will take place on Friday, December 13th (5-9pm), Saturday, December 14th (10am-4pm, Break, 6pm-7pm), and Sunday, December 15th (10am-4pm). Lunch will be available on Saturday and Sunday for \$21.45 (menu will be listed online). You are also welcome to bring in your own food and use Allerton's staff break room. Businesses are allowed two representatives per booth. Allerton will need names of those entrants ahead of time. No refunds will be given unless prior authorization is received. There are no refunds due to inclement weather.

Applications are due by October 1st. All applicants will be notified of acceptance no later than 4 weeks before the event. Payment by check or credit card will be requested with acceptance. All payments are due within 2 weeks of request or space will be surrendered and passed to another applicant.

We look forward to working with you!

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