

RULES & REGULATIONS – Quad City Christmas Arts & Crafts Fair

1. THERE WILL BE A 10% DISCOUNT FOR EARLY REGISTRATION, IF PAID IN FULL BY DEADLINE JULY 1, 2018. DISCOUNT ON **BOOTH FEE ONLY**, NOT TABLES, CHAIRS OR ELECTRIC.
2. A 50% DEPOSIT REQUIRED TO HOLD SPACE. BALANCE DUE BY OCT. 30th, 2018 TO AVOID CANCELLATION WITH NO REFUND.
3. CANCELLATION POLICY: BY SEPTEMBER 30TH, 2018 CANCELLATION FEE OF \$15.00. BY OCTOBER 30TH, 2018 CANCELLATION FEE OF 50% OF FULL ENTRY FEE. AFTER OCTOBER 30TH, 2018 NO CANCELLATION REFUNDS WILL BE ISSUED.
4. THERE WILL BE A FULL REFUND IF SHOW IS CANCELED BY MANAGEMENT. IF ALL SPACES ARE ASSIGNED WHEN REGISTRATION IS RECEIVED OR IN THE EVENT OF NON ACCEPTANCE BY MANAGEMENT.
5. THERE WILL BE NO REFUND ISSUED IN THE EVENT YOU ARE ASKED TO LEAVE THE FAIR.
6. THERE WILL BE A \$25.00 CHARGE FOR ALL RETURNED CHECKS.
7. TABLES **MUST** BE COVERED TO THE GROUND ON ALL FOUR (4) SIDES, CARD TABLES INCLUDED. **SHEETS USED AS BEDDING ARE UNACCEPTABLE.**
8. ALL BACKDROPS MUST BE COVERED OR FINISHED, FRONT AND BACK.
9. NEW CRAFTS MUST BE JURIED WITH 3 PHOTOS, TO RETURN PHOTOS SEND SASE.
10. YOUR CONFIRMATION IS YOUR RECEIPT.
11. SPACES RESERVED IN ORDER OF REGISTRATIONS RECEIVED.
12. ALL ITEMS MUST BE HANDCRAFTED. YOU MUST HAVE SOME TYPE OF SKILL OR CRAFT APPLIED TO THE PRODUCT THAT YOU ARE SELLING AND HAVE IT BE A MAJOR PART OF THE PRODUCT THAT DEFINES IT AS UNIQUE. TYING A BOW AROUND A WHOLESALE ITEM, GLUING A CLASP ON, ADDING A WIRE HANGER, SEWING A SIMPLE PATCH ON A SWEATSHIRT, SIMPLY VARNISHING A PIECE OF WOOD, ETC. IS NOT HANDCRAFTED.
13. ONLY ITEMS LISTED ON CONFIRMATION WILL BE SOLD OR DISPLAYED.
14. EXHIBITORS **WILL NOT** SELL FIREARMS, OBSCENE OR ILLEGAL ITEMS.
15. ALL BOXES MUST BE KEPT OUT OF PUBLIC VIEW AND ALL DEBRIS REMOVED FROM YOUR AREA EACH DAY. ALL BOXES MUST BE BROKE DOWN IF THROWN AWAY.
16. **FRIDAY MORNING**- ALL EXHIBITORS MUST BE CHECKED IN BY 8:30 AM. EXHIBITORS THAT ARE NOT CHECKED IN BY 8:30AM AND HAVE NOT NOTIFIED US THEY WILL BE LATE, WILL LOSE THEIR SPACE WITH NO REFUND DUE TO THEM.
17. **SATURDAY AND SUNDAY**- ALL EXHIBITORS ARE TO BE ON SITE BY 9:30AM.
18. **EXHIBITORS WILL NOT BEGIN TEAR DOWN BEFORE SHOW CLOSING IS ANNOUNCED.** THIS INCLUDES NO BOXES OR PACKING MATERIAL BROUGHT OUT OR REMOVAL OF STOCK FROM DISPLAY.
19. EXHIBITORS WILL BE CONFINED TO LIMITS OF THEIR SPACE.
20. **NO SALE OR DISCOUNT SIGNS ALLOWED.** ONLY 1 PRICE TAG ALLOWED
21. ONLY 2 CATEGORIES ALLOWED IN ANY DISPLAY
22. **EXHIBITORS VEHICLES WILL BE MOVED TO DESIGNATED AREA BEFORE SHOW.**
23. SHOW MANAGEMENT WILL NOT BE RESPONSIBLE FOR INJURY TO, OR SAFETY OF PROPERTY OF EXHIBITOR FROM THEFT, FIRE, ACCIDENT, OR OTHER OCCURRENCE, NOR SHALL THEY BE LIABLE TO THE EXHIBITOR OR THEIR EMPLOYEE FOR THE LOSS OR INJURY FROM SUCH CAUSE. EXHIBITOR SHALL ASSUME FULL RESPONSIBILITY THEREFORE AND HOLD MANAGEMENT HARMLESS FROM ANY AND ALL LOSS OR DAMAGE ARISING ON ACCOUNT OF THIS AGREEMENT.

29TH Annual Quad City Christmas Arts and Craft Fair

QCCA Expo Center, 2621 4th Ave., Rock Island, IL 61201

Dates: November 23rd, 24th, & 25th, 2018

Setup: Wed. Nov. 21st, Noon to 6 pm **OR** Nov. 22nd, 4 pm to 8 pm **OR** Nov. 23rd, 6 am – 8:30 am

Hours: Friday 10am to 5pm / Saturday 10am to 5pm / Sunday 10am to 4pm

Spaces: 6'D x 9'W for \$125.00 / 10'6"D x 10'W for \$180.00 / 10'6"D x 15'W for \$270.00

Rentals: Tables for \$7.00 / Chairs for \$2.00 / Electric (Limited Amps) for \$15.00

Make Checks Payable To:

Conrad Enterprises, 940 South 1st Avenue, Canton IL 61520 (309) 647-0400

Keep this Section

Keep this Section

Name: _____ Phone: _____

Business Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

ILL. Business Tax (IBT) Number _____

E-Mail: _____

Web Site: _____

Space Size: _____ x # of spaces _____ \$ _____

Minus 10% off Booth Fee (If paid in full by July 1, 2018) / On Booth Fee Only \$ _____

Sub-Total _____

Tables 6' ____ 8' ____ Chairs _____ Electric _____ \$ _____

Total \$ _____

Amount Enclosed \$ _____

Crafts: _____

Will you Demonstrate? Yes No What? _____

State any special needs you require: _____

Do you need Motel Information? Yes No

Do you want coupons to put out at your show? Yes QTY No

I ACCEPT ALL RULES AND REGULATIONS ATTACHED (#1-#23) INCLUDING ASSUMPTION OF LIABILITY (#23)

EXHIBITOR SIGNATURE _____ **DATE:** _____

29th Annual Quad City Arts & Crafts Fair – QCCA Expo Center – Rock Island – (Code #1)