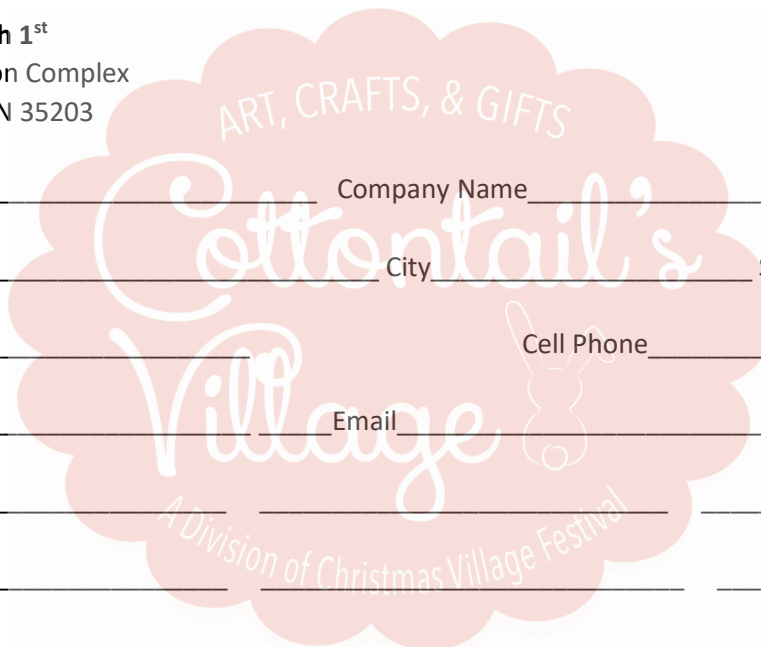


Cottontail's Village 2020

Show Dates Feb. 28th, 29th March 1st

Move-In Feb. 27th

Birmingham-Jefferson Convention Complex
2100 Richard Arrington Jr. Blvd. N 35203



Name _____ Company Name _____

Address _____ City _____ State _____ Zip _____

Business Phone _____ Cell Phone _____

Website _____ Email _____

Items to be sold _____

Booth and Fees

All booths are cubes with a corner for display, except for booths around the perimeter. Perimeter booths pay \$40 per booth storage fee in addition to the amounts listed below. Perimeter booth storage is billed once booth assignments are completed. We provide an 8-foot-tall curtain only. Tables, chairs, etc. are your responsibility. All booths have access to electrical and internet service (not included in the booth price). Decorator and utility services can be ordered online 30 days prior to the show. Complete information is available at Christmasvillagefestival.com under "Exhibitors Info". **Completion of this application does not guarantee participation. Wait for confirmation.**

Please check the following:

_____ 10 x 10 \$345.00	_____ 10 x 20 \$690.00	Do you request a morning setup? Y _____ N _____
_____ 10 x 30 \$1035.00	_____ 10 x 40 \$1380.00	Do you request an afternoon setup? Y _____ N _____

First time to exhibit with us? Y _____ N _____ If yes, please include six photos of your craft/product

Returning exhibitors, please list your 2019 booths(s): Row _____ Booth # _____ Row _____ Booth# _____
Row _____ Booth# _____ Row _____ Booth# _____
Do you request your booth from 2019? Y _____ N _____ If no, please submit new booth request on a separate sheet

For Office Use Only

Booth Assignment: _____ Drive-In Time: _____

Payment

\$100.00 deposit per 10x10 booth is required. **Entire booth fee due if application is being made less than 90 days before show!** Payments can be made by check, credit card, or cash. Please fill in information below.

Payment Date _____ Payment Amount _____

How are you paying? (circle one): Check Cash Credit Card If paying with check, list check # here: _____

Visa/Mastercard/AmEx/Discover # _____

Expiration Date _____ Security Code _____ Amount to Charge _____

Billing Address _____ Zip _____

Show Rules

- You may not share or resell your purchased space with any other exhibitor. All booth rentals are handled through the show office.
- Exhibitors with storage connected to their booths are allowed ten feet of space directly behind their curtain. The curtain may not be flipped, taken down, or propped open. After leaving an emergency exit aisle, the storage against the wall is intended for other exhibitors use.
- Unprofessional conduct will not be tolerated, including but not limited to: profanity, consumption of alcoholic beverages, drug use, or inappropriate dress.
- Booths must be open and staffed during all published show hours.
- No booth will be allowed to have a display or signage more than 10 feet tall.
- Booths must be set up within the purchased space. Exhibitors may not sit in the aisles. Chairs must be placed within rented space.
- The use of helium balloons is prohibited.
- Use of videos or music in any booths must have prior approval from management. Christmas Village Festival has the right to determine the level of sound.
- No pets of any type are allowed on set-up day or during the show except service animals.
- Do not sell items not listed on your contract.
- Fragrant items must be sold in airtight packages; however, a sample of each item may be open for display. We do not allow the use of fragrant light rings.
- No “show specials”, “going out of business”, “buy one, get one free”, “sale” signs are allowed. No walking advertisements, cartoon characters or signs attached to the restroom walls please.
- All exhibitors must leave the show 30 minutes or less after the show closed announcement each evening (except Sunday). We suggest restocking the two hours prior to show opening in the morning.
- All customers must be given a receipt which includes your name and contact info.
- Exhibitors who do not fulfill customer orders in a timely manner will forfeit booth fees for future shows.
- Exhibitors who do not pay taxes or turn in their tax I.D. numbers on Sunday evening will forfeit their booth fees for future shows and may be denied future participation.
- On Sunday evening, exhibitors may not break down until the announcement “Show Closed” has been made and all customers have left the building. No drive-in passes will be issued until the driveways and roll-up doors have been cleared. Do not park on the loading docks on Sunday unless you have been instructed to do so. Exhibitors who breakdown early are subject to forfeiting future show participation.
- Weapons are strictly prohibited.

Refund Policy:

Cancellation 90-120 days before show set-up day: full refund less \$25 bookkeeping fee.

Cancellation 60-90 days before show set-up day: full refund less \$50 bookkeeping fee.

Cancellation less than 59 days before show set-up day: no refund.

I (we) the applicants do expressly release the producer BCBW Inc. of and from any and all liability for any damage, injury, or loss to any person or goods which may arise from the rental of said space by the exhibitor and agree to hold the producer harmless of any damage by reason thereof. I have read the rules and will abide by any and all rules and regulations.

Signature: _____

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