



The Down East
Holiday Show



Greenville Convention Center, Greenville, North Carolina
Sponsored by
Pitt Community College Foundation
(252) 493-7287 www.downeastholidayshow.com

EXHIBITOR APPLICATION/CONTRACT FORM

Booth Name _____ (as you want it to appear on signage)
 Exhibitor Contact Name _____
 Address _____ City _____ State _____ ZIP _____
 Phone _____ Cell Phone _____ Fax _____
 E-mail Address _____

Booth Size: 10' x 10' or 10' x 8' (Multiple booths available)

- 10' x 10' Corner _____ \$ 600
- 10' x 10' Single _____ \$ 500
- 10' x 8' Single _____ \$ 400
- 8' Table Top _____ \$ 200 (concourse/lobby area)
- Electrical - Included - **check if you need it activated**
- Phone Line _____ \$ 150 (available only in 10'x10' & 10'x8' booths)
- Additional Tables _____ \$ 20 (available only in 10'x10' & 10'x8' booths)
- Additional Chairs _____ \$ 2 (available only in 10'x10' & 10'x8' booths)

CATEGORY: Please describe the merchandise that will be sold and the price range. Include color photographs if possible. All photographs submitted will become the property of the Pitt Community College Foundation.

CHECK CATEGORIES THAT APPLY TO YOUR BOOTH:

- | | | |
|--|--|--|
| <input type="checkbox"/> Art: prints, pottery, glass, etc. | <input type="checkbox"/> Clothing - Adult ___/Children ___ | <input type="checkbox"/> Handbags/purses |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Garden/Outdoor accents | <input type="checkbox"/> Books |
| <input type="checkbox"/> Collectibles | <input type="checkbox"/> Food Specialties | <input type="checkbox"/> Music |
| <input type="checkbox"/> Handcrafted items | <input type="checkbox"/> Wine | <input type="checkbox"/> Monogramming |
| <input type="checkbox"/> Christmas specialities | <input type="checkbox"/> Household accents | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Novelty items | <input type="checkbox"/> Floral accents | _____ |
| <input type="checkbox"/> Children's items | <input type="checkbox"/> Men's gifts | _____ |

Booth Location Choices: (see enclosed plan; first come, first served basis; selections are not guaranteed)

1st Choice _____ 2nd Choice _____ 3rd Choice _____

(continued on back)

CONTRACT:

I, _____, representative of _____ agree to secure booth space during the Pitt Community College Foundation 2012 Down East Holiday Show to be held in Greenville, North Carolina at the Greenville Convention Center on November 2-4, 2012. I hereby pay \$100 per booth space as a non-refundable deposit to hold the space for the 2012 show. I agree to pay in full \$_____ (balance) prior to June 1, 2012 as the total fee for booth space rental. This deadline is essential to accurately promote and advertise the show. **Exhibit space(s) will not be reserved until the PCC Foundation receives full payment of booth rental and signed exhibitor contract. Sub-rental of booths will not be allowed.** All booth rentals will contract with the PCC Foundation. Any change in merchandise to be sold from that described must be approved by the PCC Foundation 30 days prior to the show. Each booth will include one covered and skirted table, two chairs, and a limited amount of decorative curtains. Additional tables and chairs may be rented for an additional fee to the exhibitor. **Exhibits cannot be dismantled before 5:00 p.m. on Sunday, November 4, 2012.**

I release Pitt Community College and the Greenville Convention Center of any responsibility for personal injury, damage or loss of merchandise or personal property while exhibiting at the Down East Holiday Show. PCC reserves the right to accept or refuse any vendor based on repetition of or acceptability of merchandise.

Deposits: Deposits are \$100 per booth/tabletop space and must be paid by January 1, 2012. On January 2, 2012 all spaces not held by a deposit will be made available to the public. All deposits are non-refundable. **No Exceptions. No Courtesy phone call reminders will be made.**

Cancellation: A \$100 fee will be assessed for cancellations of contracts for tabletop space and a \$250 fee will be assessed for cancellations of contracts for booth space prior to August 1, 2012. After August 1, 2012, no monies will be refunded.

Signing below acknowledges your acceptance of the above conditions.

RETURN CONTRACT AND CHECK TO:

Pitt Community College Foundation
Down East Holiday Show
P. O. Drawer 7007
Greenville, NC 27835-7007



DEPOSIT DEADLINE: JANUARY 1, 2012

PAYMENT IN FULL DEADLINE: JUNE 1, 2012

Signature of Exhibitor

Date

PCC Foundation

Date