

Hebron High School  
Silver Wings  
6505 W Park Blvd  
Suite 306 – PO Box 363  
Plano, TX 75093



**Gift Galleria/Craft Show**  
**Saturday, December 3, 2011**  
**9:00 a.m. – 3:00 p.m.**

**EXHIBITOR APPLICATION/CONTRACT: TERMS AND CONDITIONS FOR EXHIBITING**

1. Vendors will be considered to be "registered" ONLY when the vendor contract and payment have been received AND you have been notified of your booth space by the Event Director (Diane Craig) or Event Chair (Teresa Anderson). Payments and notices should be mailed to the address provided in the top left corner of this contract.
2. **All payments and contracts must be received / postmarked no later than November 5, 2011. NO EXCEPTIONS!**
3. **Cancellations: Notice must be sent in writing to the Event Director prior to November 12, 2011. Payments and notices should be mailed to Hebron High School 4207 Plano Parkway, Carrollton, TX 75010.** Any cancellations after this date will not be eligible for a partial or full refund.
4. Each booth includes space rental, two chairs and one 8.5 x 11 ID sign. *Any additional furnishings, including tables needed for booths, must be provided by the exhibitor .*
5. Tables are available for \$10.00 each. Please list the number of tables you will need on the contract below. Electricity is also available for an additional \$10.00. Please mark yes/no on the contract form below.
6. Vendors will be greeted in the parking lot and will receive help unloading from 6 - 9:30 am. Vendors should stay at their booth area all day. Help will also be provided for the 'tear down' process.

7. Displays should remain in tact until the galleria closes. Early tear down creates a sense of closure for the day. An additional fee will be charged in the amount of \$5.00.

8. Vendors may not assign/sublet/re-sell any part of their space without written consent of the Event Director (Diane Craig). 9. Any person or firm not exhibiting is prohibited from soliciting business in any part of the exhibit area/site. Silver Wings Booster Club reserves the right to refuse service and/or entry to any person or firm.

10. Only one exhibitor selling a specific label/company product will be permitted.

11. Vendors will receive complimentary continental refreshments throughout the day.

12. Vendors will have the option of purchasing breakfast and lunch that will be delivered to your booth by a Hebron Silver Wing. You will receive an email once the menu has been finalized or you may obtain a copy of the order form on line. **Deadline to have these forms submitted is November 5, 2011.**

13. Any vendor who displays a company brand item and this is not listed on the registration / contract will be asked to leave show with no refund.

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Company Name \_\_\_\_\_ Website \_\_\_\_\_

Contact Person \_\_\_\_\_

Product (s) Selling \_\_\_\_\_

Consultant for: \_\_\_\_\_

Number of years as a vendor with us? \_\_\_\_\_.

If it's your first time as our vendor, photos must be submitted with your application OR emailed to Teresa Anderson, Event Chair, at [teresa.anderson@att.com](mailto:teresa.anderson@att.com)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Payment Amount \_\_\_\_\_ Check # \_\_\_\_\_

Signature/ Date \_\_\_\_\_

**A booth space will not be reserved until the contract AND payment is received.**

Size	Location	Price
10x10	Hallway	\$ 85.00
10x20	Hallway	\$ 170.00
10x30	Hallway	\$ 255.00
10x 40	Hallway	\$ 340.00
10x10	Dance Gym	\$ 75.00
10x10 Corner	Dance Gym	\$ 85.00 (Only four available)
10x20	Dance Gym	\$ 150.00
10x30	Dance Gym	\$ 225.00
10x 40	Dance Gym	\$ 300.00

Electricity in your booth: \$10.00 **Circle YES or NO**

# of tables needed: \$10.00 **each** \_\_\_\_\_

**Total Submitted** \_\_\_\_\_

**Payments should be made payable to SWBC and mailed to:**  
**Hebron High School**  
**Silver Wings**  
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**Plano, TX 75093**

**Office Use Only:** Booth Space # \_\_\_\_\_

Hebron High School / Silver Wings Booster Club, will not be responsible for any loss, damage, or injury that may occur to any exhibitor, their representatives or property, before, during or after show hours. Exhibitors setting up Friday evening as well as Saturday should insure themselves against such claims, and by signature on application, release the school and the host from any and all liability.

All merchandise and exhibits must conform to Denton County fire codes and ordinances and any regulations of the school. Exhibitor agrees to abide by official show rules and regulations as set forth by the Show Director. Exhibitors are each responsible for the collection and payment of any sales tax, and obtaining of licenses or permits which may be required by Denton County, Texas.

Realize there is NO GUARANTEE of booth assignments at the time of application unless you reserve the same space from the previous year. All other booth assignments will be first come, first serve.

<http://hebronsilverwings.org/craftshow.htm>