



Hebron Silver Wings

Annual Silver Wings Gift Galleria & Craft Show

Saturday, December 2, 2017

9:00 a.m. – 4:00 p.m.

EXHIBITOR APPLICATION/CONTRACT: TERMS AND CONDITIONS FOR EXHIBITING

1. Vendors will be considered “registered” ONLY when the vendor contract and payment have been received AND you have been notified of your booth space by the Event Director or Event Chair. Contracts and payments should be emailed to giftgalleria@hebronsilverwings.org or mailed to **Hebron High School Silver Wings Gift Galleria 6505 W Park Blvd Suite 306 PO Box 363 Plano, TX 75093.**
2. All payments and contracts must be received or postmarked no later than **November 6, 2017.**
NO EXCEPTIONS!
3. **Cancellations: Notice must be sent in writing to the Event Director prior to November 13, 2017.** Payments and notices should be mailed to Hebron High School Silver Wings Gift Galleria 6505 W Park Blvd Suite 306 PO Box 363 Plano, TX 75093. 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 6:30 - 8:30 am. Vendors should stay at their booth area all day. Tear down help is not available as volunteers will be resetting the school for Monday classes.
7. Displays should remain intact until the show 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.
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 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 online when available. Deadline to have these forms submitted is November 27, 2017.
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.



Hebron Silver Wings

Company Name		Contact Name	
Website		Email	
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 giftgalleria@hebronsilverwings.org.

Street Address			
City		State	Zip
Phone			
Booth Electricity	Yes No	Table Rental Qty.	
Payment Amount			Check Number
Credit Card Number**	EXP Date:	CSV:	Billing Zip Code
Signature			Date

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

**A payment processing fee will be added to all credit card transactions of 2.9% + \$.30

CIRCLE YOUR BOOTH CHOICE BELOW:

Booth Size	Early Bird Price (payment received by 9/28)	Price
5x10	\$75.00	\$80.00
5x20	\$95.00	\$105.00
10x10	\$95.00	\$105.00
10x20	\$175.00	\$185.00
10x30	\$260.00	\$275.00
10x40	\$350.00	\$365.00

Corner space (only four available) \$10.00 extra Electricity for booth - \$10.00 Table Rental - \$10.00 each
--

Checks should be made payable to **SWBC** and mailed with contract to:
 Hebron High School Silver Wings
 6505 W Park Blvd
 Suite 306 – PO Box 363
 Plano, TX 75093

Hebron High School and HHS 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 should insure themselves against such claims, and by signature on application, release the Hebron High School and HHS Silver Wings Booster Club 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.

*There is NO GUARANTEE of booth assignments at the time of application unless you reserve the same space from the previous year prior to **September 8th**. All other booth assignments will be first come, first serve.*

Office Use Only: Booth Space # _____