

## 4th Annual Gifts & Crafts For Valentine Expo

January 30-31, 2010 Sat 10-9pm Sun 12 – 6pm

Galleria at Pittsburgh Mills, 590 Pittsburgh Mills Circle, Tarentum, Pa.

\*Handcrafted \$70 Sat \$50 for Sunday \$120 for both days (10% discount before Dec 1, 2009)

Non Handcrafted \$90 for Sat \$60 for Sun \$140 for both days (10% discount before Dec 1, 2009)

Pittsburgh Candle Co. is the sponsor. **NO CANDLES WILL BE ALLOWED!**

Checks payable to: Miller Promotions, 248 Allison Ave. Pittsburgh, PA. 15202

412 357 0769 M-F 10-6pm

[www.GiftandCraftShows.com](http://www.GiftandCraftShows.com)

A \$40 NSF fee will be charged for each check returned.

**Please make a copy of this application for your records.**

**NEW participating Crafters must include (3) color photos of work and (1) of booth display. Company demonstrators must send a catalogue, if we are not familiar with the company. Returning exhibitors need to resubmit photos if their product line has changed or upon our request. Photos become the property of the Gifts and Crafts of expo, and Miller Promotions. Show promoter must also approve additions or changes to your product. All entries must include itemized list of products to be sold, application, and check. Table confirmations, set up info, and future updates will be at, [www.GiftandCraftShows.com](http://www.GiftandCraftShows.com). All entries without email must include business size self addressed envelope for table confirmation. Check will be returned if not accepted, along with reasons why.**

\*HAND-CRAFTED ITEMS – We will honor a discounted price for strictly hand-crafted items. All items to be sold MUST BE HANDCRAFTED from start to finish! NO KITS, IMPORTS, or RESALE items will be considered for the discounted price. Any NON HAND-CRAFTED items will asked to be removed the day of the show, or the vendor will be subjected to a \$30 charge for having such items for sale. (\$20 for the regular price of the booth + \$10 late fee for not including items in application) To qualify for the discounted price: You will be required to provide a full description of how your craft is manufactured from start to finish, for EACH CRAFT. You must also include materials used to manufacture your craft. All crafts must be manufactured by the exhibitor. NO EXCEPTIONS! Items that will be subjected to questioning: duplicated crafts, crafts not listed on itemized list, and any craft that vendor(s) can prove is NOT hand-crafted.

**Application deadline** is January 23, 2010. There will be a \$10 late fee for all applications after this date. Spaces will be assigned on a first come first served basis. This also applies to electric, wall space, table rentals and special needs. We cannot guarantee that table confirmations, emails, or flyers will be sent to vendors after this date. We cannot guarantee a phone call, any information pertaining to the set up, or confirmation of the show, must be made by the exhibitor.

**Booth size and table covers:** 10'x10' If larger space is needed, then additional space must be rented. All vendors are responsible for their own booth erection, tables, and booths dismantle. Table rentals are available through the mall at \$10 each. Please indicate on your application, the number of tables needed. All tables must be covered to the floor and on all 4 sides with solid color table covers. Sheets or plastic are not acceptable. Covers must be cloth, clean and wrinkle-free.

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**Refunds:** Registrations is a commitment to the show. NO REFUNDS! NO EXCEPTIONS! Once your application has been received, no refunds will be honored. This also applies to no shows, late arrivals to the show, illness, family circumstances, and any type of request for refund. Spaces cannot be re-rented without the approval of the show promoter.

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### Rules of the Show

1. Open all mall hours. Generally hours are Mon–Sat from 10am to 9pm and Sunday from 12am to 6pm.
2. Exhibitors provide their own tables, cloth table covers, props and other display items.
3. Maximum display height is 6'6".
4. The backside of your display must be finished.
5. Each booth should have 2A-10BC rate fire extinguisher (with current certificate).
6. All boxes, cartons, trash, coats, and inventory should be stored out of sight.
7. Early tear downs are NOT permitted. Vendors doing so, WILL NOT be permitted to do any future shows through Miller Promotions
8. Exhibitor attire should be professional looking.
9. The following are not permitted at any show:
  - Lawn chairs, TV trays, Radios, TV's, headsets, card playing (tip – reading a book is not conducive to sales).
  - Alcohol – Any exhibitor under the influence of alcohol or drugs will be removed from the show.
  - Spraying of aerosol paint or sealer.
  - handmade signs.
  - “Sale” signs of any kind.
  - “Hawking” or standing/sitting outside booth.
  - Aluminum clamp lights. Studio draftsman and acrylic clip-on lights are permitted.
  - Eating and smoking in booth is discouraged, and is prohibited in most malls.

- If demonstrating, floor work area must be protected.
  - Rubber tips or mats must be used under metal displays.
  - Rubber-wheel cart provided by exhibitor.
  - If you have a product that is non-refundable, this policy needs to be posted.
  - Display should be kept in tiptop shape at all times, with repainting and staining as necessary.
  - Do not use mall fixtures, trees, seating or fountains for display or storage.
  - Exhibitor's space must stay within the area that is measured out for them. **NO EXCEPTIONS!**
10. Exhibitor's booth must not interfere with adjacent exhibits, extend into the aisle in any way, or occupy any space other than the specific rented size.
  11. All exhibitors must follow additional rules set by mall management.
  12. The mall management reserves the right to remove any vendor that does not meet mall management requirements.
  13. Exhibit booth must be manned at all times.
  14. Exhibitors are solely responsible for unloading, erection of display, and removal of exhibit.
  15. No canopies will be allowed.
  16. Set up will only be allowed before the mall opens, or after it closes. Any vendor attempting to set up during mall hours will be expelled from the show immediately.
  17. Exhibitors are responsible for their own insurance.
  18. The show promoter, the mall management, and all of its agents are not responsible for lost, stolen, or damaged, merchandise of exhibitor.
  19. Exhibitor is responsible for collecting and paying sales tax.
  20. Gifts and Crafts for Valentine Expo, Miller Promotions, and any of its coordinators and agents, will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to reasons of the enclosure in which the show is produced, being before, or during the show is destroyed by fire or any other calamity, act of God, public enemy, strikes, ordinances, or legal authority, or any other act beyond the control of the coordinators which make it impossible to hold the show.

**Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Web address:** \_\_\_\_\_

**Product Category:** \_\_\_\_\_

**Web Address:** \_\_\_\_\_

**# Of spaces** \_\_\_\_\_ **# of table rentals** \_\_\_\_\_ **Sales Tax #** \_\_\_\_\_

**Special needs** \_\_\_\_\_

**Amount enclosed** \_\_\_\_\_ **How did you hear of the show?** \_\_\_\_\_

**What day will you be setting up? Fri. Eve** \_\_\_\_\_ **Sat Morn.** \_\_\_\_\_ **Sun Morn.** \_\_\_\_\_

**All vendors who refer other vendors will be given a \$10 credit to the next show.  
(Just tell potential vendor to list your name, in the area of the application that asks how they heard of the show)**

**PLEASE SIGN AND DATE**

**Exhibitor releases and hold harmless the Gifts and Crafts for Valentine Expo; Miller Promotions; its employees, its volunteers; any parties from Galleria of Pittsburgh Mills, and agents from any and all responsibilities, claims, losses, damage, and/or injury to persons or property arising by reason of negligence or otherwise.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Gift and Craft for Valentine Expo**