

Business Women's Association of Halifax County

PO Box 1404, Halifax, VA 24558 – Telephone: 434-572-6559

Internet: www.halifaxbusinesswomen.org - Email: info@halifaxbusinesswomen.org

Dear Exhibitor:

Plans for the 2011 Holiday Living Show are well underway.

DATES: SATURDAY, NOVEMBER 12, 2011 – 9:00 AM to 5:00 PM
SUNDAY, NOVEMBER 13, 2011 – 1:00 PM to 5:00 PM
PLACE: HALIFAX COUNTY HIGH SCHOOL
FEE: \$75.00 PER SPACE, NO MAXIMUM

The 2011 Holiday Living Show is managed by the Business Women's Association of Halifax County. There will be spaces allocated to fine art and handcrafted items (made completely and solely by the craftsman and artist), antiques and collectibles in the school lobby. There will also be a section set aside for commercial dealers and resellers in the school gymnasium.

To be an exhibitor you must agree to exhibit both days. An application can be mailed to you, but one is also available online at the Business Women's Association of Halifax County's website listed above. Please make sure to read the enclosed revised copy of the guidelines before submitting your application. All information must be filled out on the application (written or typed) and any missing information can cause your application to be rejected. Please make sure that the items listed on your application will be a COMPLETE LIST of all of the items you will be bringing to display and sell. If more room is needed to list your items for sale, you may enclose a separate sheet. This information is requested so that we can better space vendors with similar items around the display floor. Because there is always a waiting list of vendors trying to get into the show at the last minute, the Holiday Living Show Committee strongly suggests that you get your completed application in as soon as possible. If you did not get your application in soon enough, WE WILL NOTIFY YOU IF YOU ARE ON THE WAITING LIST. Those who applied early will receive more information on their participation in the 2011 Holiday Living Show some time in early October 2011. When you return your application please keep this information sheet for future reference.

The Business Women's Association of Halifax County provides excellent advertising at NO COST TO YOU, which is why the committee requests that you supply carefully labeled photographs of your wares and one written paragraph about you and your craft. As the time grows near the local newspapers usually feature articles about the craftspeople and vendors who participate in the Holiday Living Show, starting approximately six weeks prior to the show.

The Holiday Living Show is an annual fundraiser to provide scholarship money for local deserving candidates and, because we want you to participate again next year, we strive to provide you with an enjoyable and successful event in which to sell your products. If I can be of any assistance, please feel free to contact the undersigned at 434-572-6559 or foxdentrl@embarqmail.com. You can also contact the organization at info@halifaxbusinesswomen.org or speak with a Business Women's Association of Halifax County member at the information table at the show.

We all look forward to working with you and having another successful Holiday Living Show.

Tammy Ingram

Tammy Ingram
Holiday Living Show Chairperson

Business Women's Association of Halifax County

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2011 HOLIDAY LIVING SHOW RULES AND REGULATIONS

The 2011 Holiday Living Show is sponsored by the Business Women's Association of Halifax County and Halifax County High School. The show will be held on two days, Saturday, Nov. 12, 2011 from 9:00 AM to 5:00 PM, and on Sunday, Nov. 13, 2011 from 1:00 PM to 5:00 PM at the Halifax County High School, on Old Halifax Road (VA Route # 129), opposite the South Boston Wal-Mart, 3471 Old Halifax Rd., in South Boston, VA 24592.

ENTRY FEE

A fee of \$75.00 per 8' X 8' space (with or without table) will be charged. This Fee must be pre-paid and must accompany the application. There is NO MAXIMUM ON THE NUMBER OF SPACES YOU MAY RESERVE. RESERVATIONS ARE ALLOTTED ON A FIRST-COME, FIRST-SERVED BASIS.

APPLICATION DEADLINE

Completed applications will be accepted up to and including the date of the show, Saturday, Nov. 12, 2011. If all spaces are filled, the remaining applications will be placed on a waiting list if the applicant so desires.

HOW TO ENTER

Complete the Exhibitor's Application and return with the appropriate registration fee. Make your check payable to "Holiday Living Show". Exhibitors must submit a complete (written or typed) and signed application. Application cannot be made by telephone.

WAITING LIST

If the show is filled when your application is received, you will be contacted and given the option of being put on a waiting list or having your check returned. If you choose to be placed on the waiting list, we will notify you if space becomes available. If you do not have a chance to get a space, your check will be returned after the show.

REFUNDS

Refunds will only be made to exhibitors for whom we cannot provide space or to those who choose to cancel and notify us before SEPTEMBER 1, 2011. Exhibitors not able to participate are requested to call or email their cancellations (434-572-6559, foxdentrl@embarqmail.com or info@halifaxbusinesswomen.org) as soon as possible so that those on the waiting list can be accommodated.

SETTING UP EXHIBITS

All exhibitors MUST set up major portions of their exhibits/displays on Friday, November 11, 2011, from 7:00 PM until 9:30 PM. THERE ARE NO EXCEPTIONS. There is no guarantee that exhibitors will be allowed to enter the school building prior to 7:00 PM on Friday. Only if the school is ready will exhibitors be allowed to enter the building any earlier than 7:00 PM on Friday. Doors will be open at 7:30 AM on Saturday for exhibitors with passes only and on 12:30 PM on Sunday for exhibitors with passes. NOTE: IF YOU DO NOT SET UP ON FRIDAY, YOUR SPACE WILL BE GIVEN TO SOMEONE ON THE WAITING LIST.

Exhibitors are reminded to please be courteous and avoid blocking the view of or display of adjoining exhibitors or extending into the space of adjoining exhibitors. All walkways MUST be kept clear.

DISMANTLING

Exhibitors are required to remain set up at the show on both days for the time the show is open to the public. No one should take down his or her exhibit before 5:00 PM on Sunday. Exhibitors selling out prior to the close of the show should check with a member of the committee, and only after being given permission by said member will any exhibitor be allowed to dismantle and leave. UNDER NO CIRCUMSTANCES SHOULD A VEHICLE BE MOVED TO THE FRONT OF THE SCHOOL TO START LOADING BEFORE 5:00 PM ON SUNDAY.

SELLING OF ITEMS

No selling to the public should be done prior to 9:00 AM on Saturday; however, you may sell to other exhibitors before the doors open at 9:00 AM. Exhibitors must provide their own money for change.

EXHIBIT SPACES

All spaces will be 8 feet wide by 8 feet deep. Vendors must set up in this allocated space only. Pedestrian walkways must be kept unobstructed.

SPACE ASSIGNMENTS

Space assignments will be made and mailed to exhibitors approximately two weeks prior to the show. If you do not receive your space assignment(s) two weeks before the show, please call and let us know. Spaces are not transferable and cannot be altered. Cancellations must be called in to Tammy Ingram at 434-572-6559 (home) or 434-579-2710 (mobile). If you must cancel, please call as soon as you know because there is always a participant waiting list.

TABLES/CHAIRS

Requests for tables must be made when making application. Persons requesting a table, and later deciding not to use it, should contact Tammy Ingram at 434-572-6559 (home) or 434-579-2710 (mobile) by October 29, 2011 to make this change. **NO ATTEMPT WILL BE MADE TO SECURE A TABLE FOR EXHIBITORS MAKING THIS REQUEST ON THE DAY THE EXHIBITS ARE BEING SET UP.** If you bring your own tables, do not bring any tables over 6 feet long. Your table(s) must be marked with your ID on the front and back. You must stay within your allotted space. The school supplies two folding chairs per space.

SELLING FOODS

Foods sold inside the building are limited to baked goods, candies, jelly and preserves, ham or sausage biscuits. **INSIDE EXHIBITORS CANNOT SELL BEVERAGES.**

Exhibitors must make sure all food is securely wrapped prior to bringing it in the building. Cakes, pies, etc., cannot be sliced and wrapped in the exhibit area. Please inform your buyer that all food must either be eaten in the concession area or removed from the building; this is to comply with the wishes of the school.

ELECTRICITY

Let us know if electricity is necessary to your exhibit. Electrical outlets are limited and, therefore, cannot be guaranteed if requested. Only heavy-duty extension cords may be used. Exhibitors must provide their own extension cords. Any extension cord run across a walkway must be securely taped to the floor to avoid creating a tripping hazard.

CHILDREN

If it is absolutely necessary that you bring your children during set-up, you must keep them at your exhibit area and under control at all times. Due to fire regulations and safety, your children must be kept with you!

CANDLES

Please do not light candles at your exhibit; they are a fire hazard and against fire code.

SAFETY AND COMMON SENSE

It is school policy to maintain safety in the school building and grounds at all times. Exhibitors will be responsible for the safety of their exhibits. The lobby and gym will be locked after 9:30 PM on Saturday and Sunday. **DO NOT LEAVE MONEY OR VALUABLES IN THE SCHOOL OVERNIGHT.**

CONFIRMATION

Persons requesting confirmation and receipts prior to receiving their space assignments should enclose a self addressed stamped envelope when submitting their application. If your application is not rejected and returned to you before space assignments are mailed, you can assume you have a space reserved. PLEASE DO NOT CALL.

DAMAGES

Exhibitors should make sure display items and other articles will not damage the gym wood floor or carpeting. Exhibitors or other persons causing damage to the facility will be responsible for the cost of repairs.

CLEAN-UP

Exhibitors are requested to leave your exhibit free of trash. Folding tables should be folded and placed against the nearest wall or placed flat on the floor. All trash should be removed. Bring your own trash bags. Exhibitors leaving unclean spaces may not be allowed to participate in future shows. Exhibitors are reminded to adhere to this request.

REMINDER

Exhibitors must participate in the show both Saturday, 9:00 AM to 5:00 PM and Sunday, 1:00 PM to 5:00 PM. The only exceptions allowed are sickness or death. If you pull out early for any other reason, we may not allow you to participate in the Holiday Living Show next year.

QUESTIONS

If you have any questions prior to the show please contact the 2011 Holiday Living Show Chairperson, Tammy Ingram, by telephone (434-572-6559) or email (foxdentrl@embarqmail.com or info@halifaxbusinesswomen.org) for clarification. The Business Women's Association of Halifax County personnel at the information desk can answer any questions you may have during the show.

We all look forward to working with you and having another successful Holiday Living Show.

Tammy Ingram

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Holiday Living Show Chairperson

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2011 HOLIDAY LIVING SHOW VENDOR APPLICATION

Name: _____

Mailing Address: _____

Phone: _____ E-mail Address (Optional): _____

LIST BELOW THE ITEMS YOU WILL BE DISPLAYING AND ONLY BRING THOSE ITEMS LISTED.

If additional space is needed to describe your wares, please submit a complete list on a separate page.

Each space is approximately 8 feet wide by 8 feet deep. There is no maximum number of spaces that you can purchase. Please fill-in the number of spaces requested (\$75.00 per space – no maximum): _____

The available tables are 6 feet long x 2.5 feet wide and you may request one free-to-use table per space that you purchase. Do you wish BWAHC to provide you a table? Yes or No (check one).

Please note that you may bring your own table(s) but no table used may be larger than 6 ft. x 3 ft.

I have enclosed my Registration Fee of \$ _____ (please do not send cash by mail). Make your check payable to “Business Women’s Association of Halifax County”. The Registration Fee must accompany your application. If your check is returned for any reason (insufficient funds, non-payment, etc.), you will have to pay your Registration Fee in cash plus a \$25.00 handling fee. (Do not send money for more than three spaces.)

Power outlets are limited, therefore we cannot guarantee that electricity will be available for you to use. Will you need an electrical outlet? Yes or No (check one). Please describe what the outlet is needed for:

Three show access nametags will be provided for you and your workers in the packet you will receive when you check in to the show. You can add the names of your workers to the nametags at that time. There will be a charge of \$1.00 for any additional nametags you will need throughout the run of the show.

Do you grant permission for releasing your name, address and/or telephone number or email address to persons requesting information concerning your exhibit after the show? Yes or No (check one).

If the show is already filled up by the time your application is received, do you wish to be put on the waiting list? Yes or No (check one). Do you wish to have your check returned? Yes or No (check one). You will be notified if you are placed on the waiting list, otherwise you can assume you have a space.

I have read the rules and regulations of the Holiday Living Show and will adhere to all of them.

Signed: _____

Early registration is strongly encouraged. Return completed Vendor Applications with full payment to:
Business Women’s Association of Halifax County, Holiday Living Show, P.O. Box 1404, Halifax, VA 24558
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OFFICE USE ONLY: DATE APPLICATION RECEIVED _____

CHECK # _____ ELECTRICITY NEEDED? _____ TABLES REQUESTED? _____

SPACE NUMBERS ALLOCATED: _____