

ARTS ALIVE! HOME & GARDEN FESTIVAL
Benefiting Kemp Center for the Arts
February 25 and 26, 2012
Ray Clymer Exhibit Hall of the Multi Purpose Events Center, Wichita Falls, Texas

Company Name _____
(Exhibitor)

Company Web Address _____

Address _____

City _____ State _____ Zip _____ Phone (____) _____

Fax (____) _____ Product and/or Service _____

Contact E-mail _____

Two-Day Exhibit Booth Rental Fee: A 10' x 10' aisle booth is \$425, of which a non-refundable deposit of \$100 is required, and a 10' x 10' corner booth is \$500 of which a non-refundable deposit of \$125 is required. A 10' x 10' center aisle corner booth is \$550 of which a non-refundable deposit of \$150 is required. A 10% discount will be applied for the purchase of three or more booths. If you elect to hold booth(s) with a deposit, the remainder due must be paid by December 9, 2011. Booth(s) will not be held after January 1, 2012, without full payment. Make check(s) payable to: Arts Council/Kemp Center for the Arts 1300 Lamar, Wichita Falls, TX 76301. **May 2, 2011.**

Refunds: Booth rental fees and deposits will only be refunded in the event the festival is canceled.

Exhibit Booth Plan for Ray Clymer Exhibit Hall: A preliminary booth layout is attached (final layout subject to change for special multi-booth requirements.) Each booth includes 10' x 10' pipe & drape, 6' draped table, 2 chairs, and a black and white booth sign. Please indicate your inside aisle and/or corner space preference below (refer to attached exhibit booth plan). Upon receipt of your reservation, every effort will be made to reserve space in one of these aisles/corners for you; however, if your preferred space is no longer available, we will select booth(s) as close as possible to your preferred area in the Ray Clymer Exhibit Hall.

Inside Aisle Preferences: 1) # _____ 2) # _____ 3) # _____
Corner Preferences: 1) # _____ 2) # _____ 3) # _____
Main Aisle Corner Preferences: 1) # _____ 2) # _____ 3) # _____

Exhibit Booth Prizes: Exhibit Booth prizes will be advertised in the Times Record News Home & Garden pullout section the week of the show. If you are going to promote your booth with the drawing of a prize(s) and would like to be included in the pullout section, please provide a brief description of the prize(s) you will be awarding prior to February 1, 2012.
Prize(s): _____

Prize Drawing Procedures: Exhibitors 1) may conduct the drawing independently in exhibit booth(s) or 2) the Kemp Center for the Arts will conduct the prize drawing for you during the show hours, utilizing the entrance ticket stubs. Prizes to be awarded by the Kemp Center for the Arts must be turned into the Kemp Center for the Arts Information Booth in the center aisle of the Ray Clymer Exhibit Hall.

Draped Tables & Chairs: Each 10' x 10' booth includes two chairs and one draped 6' table. Additional chairs, draped tables and booth carpeting may be rented directly from the pipe and draping company by mail for discounted price, or on site beginning Friday, February 24th. **Exhibit Hall Curtain Colors: Green and White**

Check if you need access to: **Water** _____ **Electricity is available (bring your own cords).**

Telephone connection: Contact the exhibit hall office (940/716-5500) for special instructions.

We, the undersigned, herein referred to as Exhibitor, do understand this Application will become a binding contract upon acceptance by the Kemp Center for the Arts and are subject to the terms, conditions, and regulations which hereto constitute a part of, or are included in the Application and Contract.

GENERAL RELEASE. The Exhibitor does hereby and forever discharge the Kemp Center for the Arts of and from all manner of actions, suits, damages, claims, and demands whatsoever in law or equity, from any loss or damage to the Exhibitor's property while in possession, supervision, or auspices of the Kemp Center for the Arts, its agents, representatives, or employees.

Company Name to be printed on the Exhibit Booth Sign _____
(Please Print)

Booth Representative's Name (Please Print) _____

Representative's Signature _____ Date _____

SEE BACK FOR 2012 RULES AND REGULATIONS (Subject to Change)

I confirm that I have read the back of this contract.

Rev 05/02/11 Exhibitor Signature _____ Date _____

2012 REGISTRATION FORM (Page 2)

1. **Regular Booth Set-up Time:** Regular booth set-up time is Friday, February 24, 2012, 9AM-9PM. In the event your exhibit area cannot be set-up in 12 hours or less, special arrangements to set up your booth(s) on Thursday, February 23, 2012 can be obtained. **You must contact the Kemp Center management if you need to commence booth set-up on Thursday or cannot be set up by 9:00 p.m. Friday, February 24, 2012.**
2. **Opening and Closing Hours:** Regular show hours are 9:00 a.m. – 6:00 p.m. Saturday, February 25, 2012 and 11:00 a.m. – 5:00 p.m. Sunday, February 26, 2012. No set-ups will be allowed after the show opens at 9:00 a.m. on Saturday, February 25, 2012.
3. Tear down of the exhibits will be on Sunday, February 26, 2012 at 5:00 p.m. **NO EXHIBITORS WILL TEAR DOWN BEFORE THAT TIME. Exhibitors who tear down before 5:00 p.m. may forfeit preferred booth location in 2013.**
4. Kemp Center for the Arts reserves the right of approval of all Exhibit/Exhibitors and all items on display. If any item is in conflict with the Kemp Center level of quality, the Exhibitor will be required to remove it.
5. **Exhibitors may not sell or offer samples of bottled water, sodas or other food or beverage items that are in conflict with the Ray Clymer Exhibit Hall concessions. Any exhibitor offering food samples must obtain a food handlers' permit from the Wichita County Health Department. Please contact the Kemp Center staff for the application form.**
6. Exhibitors may not create or permit noise or similar nuisances (including obstruction of aisles) considered detrimental by Kemp Center management. Exhibitors must keep displays within 10' x 10' space(s).
7. **The Kemp Center for the Arts and its management are not responsible for lost or stolen items. IHR Security will be staffed Friday and Saturday during closed show hours. (all night)**
8. Displays and exhibits cannot exceed 8' in height at any point, or obstruct the general view, or hide another exhibitor in any way unless approved by the Kemp Center management. **Displays not in accordance with these regulations must be submitted to the Kemp Center prior to reserving space in the show.**
9. All signage not produced by a professional sign company must be approved by the Kemp Center for the Arts management.
10. Exhibitors' booths must be neat and clean at all times. No visible litter is allowed.
11. All booths and displays **must be staffed and open during the hours of the show.**
12. Exhibitor agrees to comply with all local, city and state laws, ordinances and regulations of the Ray Clymer Exhibit Hall covering fire, safety, health and all other matters. All exhibit equipment and materials will be reasonably located within the booth and protected by safety guards and devices where necessary. The Exhibitor will take necessary fire precautions. **Helium Balloons must be tethered/tied securely within your booth for decoration only. You may not give balloons away in any part of the Ray Clymer MPEC Exhibit Hall at any time.**
13. If Management should be prevented from holding the exhibition or if it cannot permit Exhibitor to occupy booth(s) due to circumstances beyond its control, including, but not limited to strike, civil disobedience and acts of God, Management will refund to Exhibitor the amount of rental paid by him/her, less a proportionate share of the exposition expenses, and Management shall have no further obligations or liability to Exhibitor.
14. Exhibitors are encouraged to incorporate some type of floral display (live or artificial) into the booth space to enhance the beauty of the show. **Awards will be given for the single and multi-booth exhibitors who best incorporate the theme of the show in their booth(s) display. Balloons are only permitted in display.**
15. Merchandise may be sold in Exhibit Booth(s); exhibitors shall be responsible for collection of applicable **sales taxes** as it relates to the items sold throughout the event in their respective booths, etc.
16. **Prize information** must be submitted to the Kemp Center for the Arts prior to February 1, 2012, for inclusion in the Times Record News Home & Garden pullout section.
17. **Exhibitors Hospitality Room** will be open for Exhibitors' use only. Children are not permitted in the hospitality room unless accompanied by an adult exhibitor. Saturday Sack Lunch R.S.V.P. #_____
18. Management shall have full power in interpretation and enforcement of all rules contained herein and to make such further rules and regulations as it shall consider necessary for proper conduct of the show.
19. **Exhibitor Parking:** The West parking lot of the Ray Clymer Exhibit Hall has been reserved for all Exhibitors participating in the Festival. Please park all motor vehicles and loading vehicles in this particular lot.
20. **Exhibit Hall Large Overhead Doors** will be closed at 3:30 p.m. on Friday, February 24, 2012. **All exhibitors on the back row (1001-1027 odd numbered booths) will need to wait until 3:30 p.m. to set up their booths.** Access will only be available through regular size doors and loading dock after 3:30 p.m. on Friday. **PLAZA ENTRANCE WILL BE CLOSED AT NOON ON FRIDAY FOR UNLOADING.**
21. **Subcontracting** of booth space by a vendor is expressly prohibited without the advance approval of the show sponsor.
22. **NO EXHIBITOR IS ALLOWED TO USE ANY MICROPHONE WITHIN A BOOTH FOR THE PURPOSE OF ENTICING EXHIBITORS OR EXPLAINING THE EXHIBITOR PRODUCT. ALL MICROPHONE DEVICES ARE PROHIBITED. (2011 committee must evaluate and approve any usage)**