

Helena Civic Center Board Christmas Gift Show

HELENA CIVIC CENTER BOARD - P.O. BOX 272 - HELENA, MT 59624

Contact us by email: giftshow@helenaciviccenterboard.org, or leave a message at 406.461.8785

The Helena Civic Center Board is excited to host two Christmas Gift Shows again this year. All proceeds support facility improvements. To provide shoppers a unique experience each week, all vendors (individual or group) may book space for ONE SHOW ONLY.

Gift Show Dates: November 3 and November 10

Registration: Begins August 1 - any forms received prior will have a receipt date of August 1. No registrations will be processed prior to this date.

Confirmation Process: An email confirmation will be sent beginning mid-September. If no email is on file, vendor will receive their confirmation via postcard. Your check or money order will not be deposited unless you are granted a space.

Refund Policy: A refund will be provided if cancellation request is received up to two weeks prior to the date of sale. No refunds for cancellation due to weather, or if cancellation is requested less than two weeks prior to the show.

Booth Rental Information

- **Rate:** \$80.00 per space, or \$90.00 per space if submitted after October 1
- **Space size:** Ballroom and northside mezzanine spaces are 10' by 8'. Southside of the mezzanine (narrow side) is 12' by 7'. Mezzanine spaces include a wall that allows vendors to hang merchandise using nails – no screws are allowed. If you need a wall location, indicate that on your form under special needs.
- **Two chairs and one 8' x 2.5' table is provided per space.** Please indicate on the registration form your table and chair preference. If left blank, no table or chairs will be in place when you arrive.
- **All spaces have access to power.** The Fire Marshall prefers the use of power strips instead of extension cords. Civic Center staff can provide assistance with power during set-up.
- **Limit of two spaces per individual or group.** Requests for being next to another vendor will not be granted if either vendor has a double space.
- Registration must be received by mail with total fee payable by check or money order to Helena Civic Center Board Christmas Gift Show. **No spots will be granted over the phone or email.**
- There will be a charge for any returned checks and subject to collection if the Board is not reimbursed as requested. Failure to comply will void your registration.
- Food vendors must contact the City/County Health Department at 406.447.8361, or 447.8352 (Monday – Friday 1:00 – 5:00 p.m.) for permit and license information.

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Set-up and Sale Day Information

- Friday set-up is available from 3:30 – 7:00 p.m. Saturday set-up begins at 7:00 a.m. and must be completed by 8:45 a.m. Please indicate set-up preference on registration form.
- **Sale is open to the public from 9:00 a.m. – 4:00 p.m.** Displays must be kept in place until sale closes.
- **Vendor parking is available at the Great Northern Town Center Parking Garage and is free on weekends beginning Friday at 8:00 p.m.** You will be charged for parking if you enter the garage before 8 p.m. Friday. Please move your vehicle(s) from Civic Center area prior to the start of the sale for shoppers. Note: Vehicles without handicap passes may be ticketed if parked in designated handicapped parking.
- Two free admissions per space for workers (additional workers must pay \$3.00 admission).
- The Helena Civic Center is a smoke-free facility.
- Vendors are responsible for any display equipment and merchandise. The Civic Center Board is not responsible for loss, theft or damage.

Spaces will be designated by number and are non-transferable. Failure to comply with your assigned space constitutes grounds for removal. The Chairperson has full authority in any cases of noncompliance, and the Chairperson's decision is final. For Fire/Safety concerns, proper aisle ways must be maintained at all times. Merchandise will not be allowed next to, or on the railings of the mezzanine.

RECEIVING THIS LETTER DOES NOT GUARANTEE YOU A SPACE. SPACES WILL BE RESERVED WHEN YOUR REGISTRATION FORM AND CHECK ARE RECEIVED AND PROCESSED. THE CIVIC CENTER BOARD RESERVES THE RIGHT OF FINAL DETERMINATION REGARDING THE SUITABILITY OF EXHIBIT MERCHANDISE, AND FURTHER RESERVES THE RIGHT TO DETERMINE THE NUMBER OF AND TYPES OF MERCHANDISE ALLOWED ON EITHER DAY OF SALE.

Contact Us

- Email: giftshow@helenaciviccenterboard.org
- Phone: 406.461.8785 - Text or leave a message. This is not a business phone and cannot always be answered during the work day.

VENDOR REGISTRATION FORM
HELENA CIVIC CENTER BOARD CHRISTMAS GIFT SHOW
November 3 and 10, 2018 from 9:00 a.m. – 4:00 p.m.

CONTACT NAME: _____

PRIMARY PHONE: _____ OTHER PHONE: _____

EMAIL: _____

(Required to send you an email confirmation beginning mid-September – otherwise you will receive a postcard)

WEBSITE or FACEBOOK ADDRESS: _____

(Providing this information grants Civic Center Board permission to share this on our website/Facebook page)

ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

I understand that I (or my group) may participate only ONE of the event days.

Circle date you prefer:

SATURDAY, NOVEMBER 3 or SATURDAY, NOVEMBER 10

NOTE: If preferred day is full, you will be contacted and offered the opportunity to accept the other date prior to processing your payment.

Please indicate the following:

No. of Spaces: _____
Limit of two spaces

No. of Tables: _____
One table per space

No. of Chairs: _____
Two chairs per space

Electrical Outlet Required: Y or N **Circle Set-Up Time:** Fri. 3:30 – 7 p.m. OR Sat. 7 – 8:45 a.m.

Total Amount Enclosed: \$ _____
\$80.00/space, or \$90.00/space if submitted after Oct 1

SPECIAL REQUESTS/HANDICAP ACCOMMODATIONS: _____

TYPE OF MERCHANDISE - Describe thoroughly and include corporate name if direct sales related:

Submit form with check or money order payable to:	Helena Civic Center Board Gift Show P.O. BOX 272 Helena, MT 59624
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Completion and submission of this form constitutes full understanding and agreement to comply with the rules and regulations set forth for this sale and does not guarantee a space.

Signature: _____ Date: _____