

**HELENA CIVIC CENTER BOARD - P.O. BOX 272 - HELENA, MT 59624**  
[giftshow@helenaciviccenterboard.org](mailto:giftshow@helenaciviccenterboard.org)

Dear Vendors,

Mark your calendars and spread the word! **Beginning August 1, 2017**, we will be accepting registrations for our annual Helena Civic Center Board Christmas Gift Show. This year's events are on **November 4<sup>th</sup> and 11<sup>th</sup>**. To allow for the greatest number of participants, each individual (or group) may book space for **ONE DAY ONLY**.

**Booth Rental Information**

- **\$75.00 per space if submitted by October 1.**
- **\$85.00 per space after October 1.**
- Limit of two spaces per individual or group (**each space is 10' wide and 8' deep**).
- Registration must include fee (check or money order).
- 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.
- **Two chairs and one 8' x 2.5' table will be provided per space. Please indicate on the registration form your table and chair preference.**
- Food vendors must contact the City/County Health Department at 406.447.8361 or 447.8352 (Mon. – Fri. 1 - 5 PM) for permit and license information.
- The 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.

**Set-up and Sale Day Information**

- Friday set-up is included in registration fee and is available from 3:30 - 7 PM (please indicate set-up preference on registration form).
- Saturday set-up begins at 7 AM and must be completed by 9 AM.
- Sale is open to the public from 9 AM - 4 PM each Saturday. 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 pm.** You will be charged for parking if you enter the garage before 8 pm 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 \$2 admission).

*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.*

**Mail your completed form and fee to:**

**CIVIC CENTER BOARD CHRISTMAS GIFT SHOW  
P.O. BOX 272  
HELENA, MT 59624**

**Confirmations will be sent beginning mid-September via email.** If you are unable to supply an email address, we will mail your confirmation to the address on your form. In case of cancellation, a refund will be made up to two weeks before sale. There are no refunds due to weather. **If you have questions call or text Kathleen at 406.461.8785, or email us at [giftshow@helenaciviccenterboard.org](mailto:giftshow@helenaciviccenterboard.org).**

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.

VENDOR REGISTRATION FORM  
**HELENA CIVIC CENTER BOARD CHRISTMAS GIFT SHOW**  
November 4 and 11, 2017

CONTACT NAME: \_\_\_\_\_

BUSINESS: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_ OTHER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

(Required for email confirmation to be sent beginning mid-September – otherwise you will receive a postcard)

WEBSITE and/or FACEBOOK ADDRESS: \_\_\_\_\_

(Including this information grants Helena Civic Center Board permission to share vendor info for advertising as well as on our website and/or Facebook page)

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_ ZIP: \_\_\_\_\_

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

**Circle date you prefer:**

SATURDAY, NOVEMBER 4  
OR  
SATURDAY, NOVEMBER 11

**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:**

|  |  |   |
|--|--|---|
| <b>No. of Spaces:</b> _____<br>Limit of two spaces | <b>No. of Tables:</b> _____<br>One table per space | <b>No. of Chairs:</b> _____<br>Two chairs per space |
|--|--|---|

**Electrical Outlet Required:** Y or N      **Circle Set-Up Time:** Fri. 3:30 – 7 pm OR Sat. 7 – 9 am

**Total Amount Enclosed:** \$ \_\_\_\_\_  
\$75.00/space submitted by Oct 1, or \$85.00/space after Oct 1

SPECIAL REQUESTS/HANDICAP ACCOMMODATIONS: \_\_\_\_\_

TYPE OF MERCHANDISE (please describe thoroughly):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mail form and fee to:** Civic Center Board Christmas Gift Show, PO BOX 272, Helena, MT 59624

Completion and submission of this form constitutes full understanding and agreement to comply with the rules and regulations set forth for this sale.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_