

# 2011 25<sup>th</sup> Annual Antique & Craft Labor Day Extravaganza Exhibitor Contract

(To upgrade our files fill in the following information completely – please type or print)

Name: \_\_\_\_\_ Business Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Business/Cell Phone \_\_\_\_\_  
 Sales Tax # \_\_\_\_\_ State \_\_\_\_\_ Vehicle Plate# \_\_\_\_\_  
 Email Address \_\_\_\_\_ (Optional) Our information only

Booth Number \_\_\_\_\_ Will you have your booth open Friday night? \_\_\_\_\_

Area	Booth	No. of Booths	Booth Cost
Building #1 Stevens Arena	Antique or Crafts 10 1/2 'X16	_____	\$ _____
Building #2 4-H Building (Brick Bldg)	Crafts 8'X6'	_____	\$ _____
Building #3 4-H Exhibit Building (Metal Bldg)	Antiques 8 X16'	_____	\$ _____
Building #4 New Extension Office Building	Antiques	_____	\$ _____
Building #5 North Commercial Building	Antiques 8 X16'	_____	\$ _____
Building #6 South Open Commercial Building	Antiques 8 X16'	_____	\$ _____
Parking Lot (North West Area)	Flea Market 15'X30'	_____	\$ _____
Parking Lot (North East Area)	Flea Market 15'X30'	_____	\$ _____
Road Way to Stevens Arena	Flea Market 15'X30'	_____	\$ _____
Parking Lot #3 (West of Antique Building)	Flea Market 15'X30'	_____	\$ _____
Names of individuals manning your booth (needed for name badges ) _____			\$ Free
_____			\$ Free
_____			\$ 2.00
_____			\$ 2.00
Tables Included in your booth rental space: _____ 8 Foot _____ 6 Foot			<u>\$ No Charge</u>

If fewer or no tables are required, please indicate below, so we can have your booth setup for your exact needs.)

\_\_\_\_\_ 8 Foot X\$12.00 \$ \_\_\_\_\_  
 Additional tables needed: @\$12 each) \_\_\_\_\_ 8 Foot X\$12.00 \$ \_\_\_\_\_

(Non-refundable if not used)

Request electricity to my booth: \_\_\_\_\_ Yes \_\_\_\_\_ No (not all locations have electricity available)

**Sub-Total Amount Due (Booth Rental & Additional Tables)** \$ \_\_\_\_\_

RV or Camper Electrical Hook ups @ \$10.00 per day \_\_\_\_\_ Days X\$10.00 \$ \_\_\_\_\_

**Total Amount Due** \$ \_\_\_\_\_

Less deposit paid at the end of the 2010 Show -\$ \_\_\_\_\_

**Balance due & remitted:** \$ \_\_\_\_\_

(Due by May 27, 2011 – Please make checks payable to the Lexington Chamber of Commerce)

Last cancellation Date: August 3, 2011

If you have any questions please call 308-324-5504 and ask for Julie

**EXHIBITOR'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

(Please keep one copy for your records and send a completed one to the Chamber Office for processing.)

PO Box 97

Lexington, NE 68850

Thank You

Look forward to seeing you this year.

**LEXINGTON AREA CHAMBER OF COMMERCE  
ANTIQUES, CRAFTS, & FLEA MARKETS**

**2011 EXTRAVAGANZA**

**EXHIBITOR'S CONTRACT – FOR RESERVED BOOTHS**

**NOTICE ALL CHANGES!!!!!!!!!!!!**

**GENERAL INFORMATION:**

**Location:** Dawson County Fairgrounds, Lexington, Nebraska

**Dates/Hours:** September 2- (Friday) 6 p.m. to 8:30 p.m.  
(Early Buyers Sneak-A-Peek)

Please mark on your 2011 Exhibitor Contract if you will be participating Friday night. We would like to have a list of the participating vendors for the gates.

September 3 - (Saturday) 9 AM – 6 PM

September 4 - (Sunday) 9 AM – 4 PM

<b>Booth Rent:</b>	Antiques Buildings 8' x 16'	\$125.00
	Corner Booth	\$150.00
	Stevens Arena Buildings (dirt floor) – packed down	
	10 ½ x 16'	\$105.00
	Corner Booths	\$150.00
	Craft Building 8' x 6'	\$ 60.00
Flea Market 15' x 30'	\$ 75.00	

A booth leased for exhibiting at the Lexington Area Chamber of Commerce Antiques, Craft & Flea Market Extravaganza is for the purpose of displaying merchandise for sale. No booth shall be leased or used to display or hand out printed material, merchandise (except in conjunction with the sale of merchandise) promote or conduct a petition drive for religious, political or propaganda purposes.

**Notice:** The Lexington Area Chamber of Commerce-Extravaganza 2011 Labor Day Antique, Craft and Flea Market Show will continue as a two day show. On Friday evening there will be a hamburger feed from 5 to 6 p.m. Following the meal, we are offering shoppers an Early Buyers Sneak-A-Peek). Friday night is optional and we will have a Extravaganza staff member in the all buildings from 6 p.m. to 8:30 p.m. for those of you that don't want to participate.

**Deposit:** The amount of your deposit to hold last year's booth is listed on the contract sheet. The Chamber must be notified by **April 4th** if you wish to cancel your reservation to receive a refund.

**Booth Assignment:** Your reserved booth assignment is listed on the contract sheet.

**Booth Rental:** All booth rentals are to be pre-paid. Booth rents must be paid in full by **April 15<sup>th</sup>** to maintain a spot.

**Cancellation:** Refunds will be given minus a \$25.00 cancellation fee if requested between April 4<sup>th</sup> and August 3<sup>rd</sup>. No refunds will be given after August 3, 2010.

The Lexington Area Chamber of Commerce reserves the right to cancel this contract and return booth deposit and rent to the exhibitor.

Reserved exhibitors will be notified by mail by April 28<sup>th</sup> the list of booths that have come available due to cancellation of reserved booths. These booths will be rented out on a first come first serve basis, and reserved exhibitor would be able to transfer their spot. All booths not reserved after April 28<sup>th</sup> will be available to new exhibitors.

**Gate Passes:** Two gate passes will be given to each exhibitor made out to the names listed on your contract. There will a \$2.00 fee for each additional pass you order. If you want passes for family members you have to purchase a \$2 exhibitor pass. You will receive your confirmation by mail by May 1st, unless you have requested a transfer. In your packet will be free gate passes for you to give to you customers who want to return to the show the next day.

**Sales Tax:** All vendors must collect state and city sales tax. If you do not hold a valid Nebraska Sales Tax license, you are required to pay collected sales tax to the Lexington Chamber of Commerce before departure. State and city sales tax rate is 7%.

**Litter:** Litter is to be placed in litter containers. If there is a large amount of trash during set-up or teardown you are required to haul it away yourself. All exhibitors are responsible for keeping their areas clean and safe during the show. At the conclusion of the show, exhibitors are to clean their sites of all litter. Nothing should be left at the site, if so; you will be sent a bill for the cost of trash removal.

**Exhibit Removal:** Dismantling of exhibits are not to begin until 4:00 p.m. on Sunday, September 4th – dismantling earlier than that hurts the integrity of the show. We also ask that you complete your tear down as quickly as possible to allow our clean up crew to complete their tasks. Vehicles used for transportation merchandise will be permitted on the grounds at 4:00 p.m., BUT NOT BEFORE. Exhibitors must leave their exhibit area in the same condition they found it.

**Restrictions:** By signing this contract, you agree to abide by all regulations of exhibition halls, police and fire departments. No alcoholic beverages are allowed on grounds. No smoking is allowed inside any of the Fairground's Buildings. No pets are allowed in buildings. Also, your signature on this contract,

releases the Lexington Area Chamber of Commerce and the Lexington Antiques, Craft & Flea Market Extravaganza from any and all claims for loss, fire, theft, damage, or destruction of any nature and/or for any personal injury. Should this show be cancelled for any reason, this contract is null and void and you waive any and all claims except the refund of the booth rent or deposit.

**Tables:** **Booth rents will include the tables.** The size and amount is listed on your contract page. Booth rents will not be adjusted if you do not use the tables provided. If you desire more tables than is provided, you may order them on the contract page at a cost of \$12.00 per table or you may bring your own. Refunds for additional tables will not be available after August 3rd. (We have to rent the tables from an outside vendor and do not get a refund on tables not used.)

**Electricity for Booths:** Electricity is available to some booths. Indicate your desire to have electricity and we will try to accommodate you. Please remember you must supply your own extension cords and table lamps. Per fire code only **5** electrical devices is allowed per booth.

**Electricity For Camper:** Camper space is available from 5 PM Friday, September 2<sup>nd</sup> until 10 PM Sunday, September 4th .

**Telephone:** Available in the 4-H building for local and credit card calls.

### **Exhibiting Information**

**Set Up Schedule:** **Exhibitors will be allowed to set up after 8:00 AM on Friday, September 2nd. Please do not try to come early,** it causes added work for both the Fair ground staff and the committee, we need that time to get things ready for you. Exhibitors arriving before 8 AM are to park in the north parking lot. **Assistance for vendor unloading will be available 8:30 A.M. – 1 P.M. only.** The north gates will be open promptly at 8AM. Buildings will be locked at 8:30 p.m. on Friday and opened at 7:00 a.m. on Saturday for those that are not set up. All exhibits are expected to be completed by 9:00 a.m. on Saturday, September 3rd. Building will be locked at 6 p.m. on Saturday. Buildings will reopen to vendors at 8 a.m. on Sunday. The fairgrounds will have a food vendor available on site. Also in your packet will be some food specials. Packets will be at your booth. Flea Market packets will be available at the Extravaganza office located in the 4-H Exhibit building. Vehicles are prohibited from blocking building entrances.

**Office/Staff:** Office will be located in the 4-H Exhibit building. Show Manager-Julie Harris. Chamber Executive Director Susan Bennett. Hours will be 8 a.m. to 8:30 p.m. Friday; 7 a.m. to 6 p.m. Saturday; 8 a.m. to 4 p.m. Sunday

**Booth Spaces:** All displays and vendor tables must be within your booth space boundaries and must not block walkways, driveways, or loading doors per fire codes.

**Show Hours:** Are listed on the front page.

**Security:** Security guard will be on duty: Friday – 8:30 PM to 7 AM on Saturday morning. Saturday night 6 PM to Sunday 8 AM. Despite these precautions, the Extravaganza committee and the Lexington Chamber cannot be held responsible for losses due to theft, vandalism, or other causes. Exhibitors are responsible for their own merchandise before, during, and after show dates and time. Exhibitors with valuable merchandise may wish to have their own night watchman.

**Transfer:** Exhibitors are not to change their booths with one another.

**Contract:** Please complete and sign both copies of the attached contract. Keep one for your records and mail the other by **April 15<sup>th</sup>** with your payment.

**Additional information and contact: Julie Harris**  
**Lexington Area Chamber of Commerce**  
**P.O. Box 97, 302 E. 6<sup>th</sup> Street. Suite 2, Lexington, NE 68850**  
**Phone: 308-324-5504**