

Mid Show Promotions Craft & Trade Shows 2016

Brought to you by: **Community Action Partnership of Mid-Nebraska**

P O Box 282, Kearney, NE 68848-0282

Kyla Martin, Show Promoter

Email: kmartin@mnca.net

308-440-0153

Date – Place – Time (April 9th-Kearney, October 8th-Grand Island, November 12th-Kearney)

All shows are open to the public on Saturday, the show date from **9:00 a.m. to 4:00 p.m.** Please have your booth ready for the public by 8:30 a.m. It should remain intact until 4:00 p.m. Closing early without prior permission of the show promoter will negate your participation for the next show.

Booth Acceptance, Assignments and Content -- Regular vendors are given preference but please don't assume I'll remember. Get your registrations in RIGHT AWAY! Don't wait! Your booth participation for next show is on the line if the items in your booth are not what you listed on your application. Confirmations and booth assignments will come to you just a couple of weeks prior the show. If you are worried that we might not have your application, please check with us. Otherwise, if you are not accepted, you'll receive your application and fee back in the mail.

PROMOTE-PROMOTE-PROMOTE – Help us promote you! LIKE us on <https://www.facebook.com/midshowpromotions>. This is where you'll see crafter and vendor commercials promoting you! Please share them with your friends and customers! Together we'll have a great show!

Move In and Set up – For Grand Island- You may set up anytime on Friday, from Noon to 8:00 p.m. You may also set up at 7:00 a.m. on Saturday. For Kearney -- You may set up anytime on Friday AFTER 3:00 p.m. We have a security guard on duty in the building from 10:00 p.m. to 7:00 a.m. He will allow you to remain in the building after 10:00 p.m. and/or will open the locked doors for you to set up during those hours. The show promoter will be available before and after the security guard's shift. Doors to the building will be accessible to move in. Your booth will be 10' wide by 10' deep. All booths except the walls will have a curtain to their back. **Hanging things on this curtain is PROHIBITED without permission. For organizational purposes, your name will be on your booth and on maps. PLEASE LEAVE THE COMMERCIALY PRINTED SIGN WITH YOUR BOOTH AT CLOSING AND PICK UP YOUR OWN TRASH. Thanks!**

Unloading/Loading/Parking

After unloading, **promptly** move your vehicle. On show day, please park away from all the doors and save the close parking for our customers. **Please do not drop trailers close to the building unless instructed to do so. Dropping your trailer without permission will negate future participation.** More parking specifications will come with your confirmation letter. Camping is available. Driving directions and hotel accommodations will be posted on our website at www.communityactionmidne.com.

Electricity

Electricity must be ordered and paid for ahead of time at Grand Island. It comes from above and must be dropped down before set up. In Kearney, the electricity is free and will be along the row of curtains. **Everyone is responsible for bringing your own extension cords to all shows.**

Security

Do not leave your booth unattended for any length of time during the show. Please keep valuable items within your possession at all times. Community Action Partnership of Mid-Nebraska is not responsible for any lost or stolen items. We will provide you with Vendor Courtesy if needed.

Licensing and Trademark Infringements

If unauthorized counterfeit goods are on display for sale at our shows, they will be removed. Please don't even bring them. We must keep on file a copy of the licensing authorization for your business to sell products with trademarks. Please send one with your application/registration if this so applies. It is also a good idea to have this letter on display or readily available at your booth.

Sales Tax License

If you haven't applied for a sales tax license, please do so at www.revenue.ne.gov. For questions on whether you need to have one or not, please email craig.trofholz@nebraska.gov. We are required to provide a list of vendors to the Nebraska Department of Revenue. Call us with questions.

No Dogs

...without permission. We've had a bad experience already and don't want it to happen again.

Cancellations Policy – Booth fees will not be refunded if cancellation happens up to two weeks before the show.

Thank you for participating in Mid Show Promotion Craft and Trade Shows. With the quality and variety of vendors participating, this will be a successful event for everyone participating.

Kyla Martin, Show Promoter

Mid Show Promotions, On behalf of Community Action Partnership of Mid Nebraska

Holiday Splendor Craft/Trade Show



REGISTRATION FORM

SEND REGISTRATION FORM
AND PAYMENT MADE OUT TO:

Mid Holiday Splendor
P.O. Box 2288
Kearney, NE 68848-2288

If you have any questions, please feel free to call Kyla Martin at (308) 440-0153 or email kmartin@mnca.net.

Please fill out and return this form with your fee. Your signature releases us from any responsibility for loss of property or damages incurred while setting up, dismantling, or taking part in the **Sians of Spring Craft/Trade Show on November 12, 2016 from 9:00-4:00.**

PLEASE PRINT

NAME(s): _____ BUSINESS NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____

SIGNATURE: _____ PHONE: _____ ZIP: _____

EMAIL: _____ WEBSITE: _____

NEBRASKA SALES TAX # _____ COLLEGIATE LICENSING # _____
(Not needed for foods, party-plans, etc.) (Needed if you are selling collegiate items like HUSKERS)

NAME OF BUSINESS ON FACEBOOK? _____

Are there pictures of your booth, craft or product to use for advertising on your Facebook page? Y N

Do we have your permission to use your photos on Facebook to promote your business? Y N

I NEED _____ 8' TABLES @ \$7.00 EACH = _____ (Tables must be covered.)

I NEED _____ 10'x10' BOOTHS @ \$65.00 EACH = _____ **INSIDE**

I NEED _____ 10'x10' BOOTHS @ \$45.00 EACH = _____ **OUTSIDE in the elements**

I NEED _____ CHAIRS (FREE) TOTAL OWED = _____

Electricity provided. Please bring your own cords.

RV Parking Needed

_____ #of Nights _____ \$15/night

Separate check to Buffalo County Ag Assoc.

PLEASE INCLUDE A COPY OF YOUR TRADEMARK LICENSING AGREEMENT IF APPLICABLE.

Please list crafts/products. Misrepresenting your booth will negate further participation.

SET UP SCHEDULE

WE ASK THAT YOU SET UP AT THE CRAFT SHOW FROM FRIDAY AT 3:00 P.M. ON THRU 8:00 AM ON SATURDAY MORNING. WE HAVE A SECURITY GUARD THERE FROM 10:00 PM THRU 7:00 AM. YOU ARE WELCOME TO SET UP THRU THE NIGHT.