



Columbia Holiday Festival



Early Bird Vendor Application Packet

2017 Holiday Festival Dates: Friday, November 17th, 2017 - Sunday, November 19th, 2017
Location: Columbia Expo Center *(adjacent to Holiday Inn Executive Center)* · Columbia, MO
Festival Vendor Chair: Clare Moorehead ·
 573-298-4502 ext 752 · holidayfestival@holidaycolumbia.com
Application Deadline: Wednesday, August 30th, 2017*
**Please see enclosed application for more deadline details.*

Dear Holiday Festival Vendor:

Thank you for your interest in the 2017 Columbia Holiday Festival. On behalf of the Holiday Festival committee and staff, I would like to invite you to complete the enclosed application, and become a part of our annual Columbia Holiday Festival. As stated above, the Columbia Holiday Festival is taking place at the Columbia Expo Center, adjacent to the Holiday Inn Executive Center in Columbia, Missouri on November 17 - 19, 2017. The festival is a two day event (Saturday and Sunday) with a VIP Preview Shopping Event on Friday evening. It is a fun filled, exciting weekend, and I hope you can join us!

This festival, formerly known as King's Daughters, has been a Columbia tradition for over 20 years. In the past, this event has drawn in an excess of 3,000 shoppers over the weekend. On keeping with the philanthropic roots of the festival, charities will be chosen to benefit from the proceeds.

Please note the following festival information. To receive vendor placement in the festival, the enclosed application must be completed in full, and returned prior to the deadline. An advisory committee of successful vendors consults with the hotel to determine best practices and provide exhibitor prospective. The Columbia Holiday Festival reserves the right to reviews all applications and decide on final acceptance. Festival information and policies are included in the application.

I look forward to working with you as a vendor at the Columbia Holiday Festival! The Holiday Festival weekend is always an exciting time, and I cannot wait to share some of the excitement with you! :) Please do not hesitate to contact me in regards to any questions.

Sincerely,

Clare Moorehead
Vendor Chair

Need a Sleeping Room the Weekend of the Festival??

Don't miss out on our great vendor rate!
Call 573-445-8531 to make your reservation.
(Offer Good until 5/19/17)

Vendor Rate: \$59.95* - Includes Breakfast for Two

**Room types may be limited. Taxes and hotel services surcharge to apply.
Discounted from Hotel Standard Rate of \$149.95.*



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Tentative Festival Schedule

Friday, November 17th, 2017	
8:00am - 5:00pm	Vendor Load-In: Vendors must be completely set up by 5pm
6:00pm - 9:00pm	Preview Shopping Event
Saturday, November 18th, 2017	
7:30am	Doors Open to Vendors Only
8:00am - 5:00pm	Festival Open to Public
Sunday, November 19th, 2017	
10:30am	Doors Open to Vendors Only
11:00am - 4:00pm	Festival Open to Public

**Please keep in mind this is a tentative agenda for your reference. Specific times and events are subject to change.*

Vendor Application Checklist

To apply to be a vendor in the Columbia Holiday Festival, please complete the enclosed application/paperwork. Please make checks payable to the **Holiday Inn Executive Center**. Payment by credit or debit card is also accepted. **Note:** *If paying by check, payment is required in full at time of application submission. If paying by credit/debit card, a valid card must be on file, and a \$100.00 non-refundable deposit per booth will be required.*

Please be sure to complete the following application requirements (**Pages 3, 4, & 5**). Failure to complete each requirement will result in a hold on your application or disqualification from the festival.

- Signed Vendor Agreement & Policy Form
- Completed Holiday Festival Vendor Application
- Method of Payment Form
- Non-refundable deposit of \$100.00/booth space (payment in full due September 20, 2017)*
**Payment by check requires payment in full at time of application submission.*
- Submission of 1-2 pictures with booth set up and products

Please complete and return each of these items by **Wednesday, August 30th, 2017**. Applications may be mailed, faxed, or emailed. The Columbia Holiday Festival reserves the right to reviews all applications and decide on final acceptance.

Clare Moorehead · 2200 I-70 Drive SW Columbia, MO · [fax] 573-446-1159 · holidayfestival@holidaycolumbia.com

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Vendor Agreement & Policies Form

Vendor Information

1. Booth Inclusions & Spacing

Included in your booth fees: (1) Clothed & Skirted Table; (2) Chairs; (1) Waste Can; Pipe & Drape; Vendor ID Sign; Access to Vendor Hospitality Area; (2) Name Badges (per booth); Recognition & Link-back on Website

Vendors are required to stay within the parameters of their designated booth. Please be respectful of all vendors, especially those who neighbor your booth. Fire code regulations require aisles to remain completely free of product. Hotel staff will monitor booth setup to ensure these regulations are being followed.

2. Vendor Load-In & Set-Up

Load-in will take place at the overhead garage doors at Expo Loading Dock, beginning at 8:00am on Friday morning. The Holiday Inn Executive Center is **not** responsible for lost or damaged items. Vendors are not to start tearing down prior to 4:00pm on Sunday. Hotel staff will be available to assist with load in of vendors. Unfortunately, staff is not authorized to assist in booth set up.

3. Vendor Check-In

Vendor check-in will be located near the loading dock doors. Please check in and receive your vendor packet prior to Friday evening as the packet includes crucial Festival information.

4. Additional Amenities

Electricity is not included in the booth fees, and can be ordered on the vendor application. If you order electricity, you are required to use a surge protector. A more detailed order form of additional amenities will be distributed to vendors closer to the festival.

5. Vendor Parking

Vendors are asked to park in the designated vendor parking area (map and area will be released closer to the date). To optimize customer parking, we will require vendors to park on the west parking lot of the hotel. The festival committee is currently reviewing options for shuttling services - details regarding shuttles will be disclosed at a later date.

Vendor Agreement

1. All booths must be in place by Friday evening at 5:00pm. All vendors are required to staff their booth for the Friday Preview event as well as the full hours on Saturday and Sunday. All booths must be cleared by 8:00pm on Sunday evening.
2. Vendor agrees to confine all displays and products to within the designated booth space, refraining from placing signs and products within or over public aisle space, vendor aisle space, or in other vendors' space.
3. Vendor agrees to limit their use of microphones and excessive loud music. The Columbia Holiday Festival reserves the right to ban any microphones and loud music on the festival weekend if complaints occur.
4. Vendors offering food and beverage samples agree to refrain from offering samples that register above 350,000 Scoville Heat Units.
5. Vendor agrees to abide by all applicable laws, ordinances, and regulations pertaining to health, fire prevention, public safety, business licenses, and sales tax permit.
6. Vendor agrees that the booth deposit and final payment are both non-refundable once submitted.
7. Vendor agrees to Method of Payment agreement. Payment by check requires payment in full at time of application submission; payment by credit/debit card requires a valid card on file, and a non-refundable, non-transferable deposit of \$100.00 per booth space.
8. Vendor agrees that the booth space, once committed to, is non-refundable and non-transferable in the event of a cancellation.
9. Vendor has read and agreed to all terms and conditions included on the Expo Terms & Conditions page, located at the end of this Application Packet.

I HAVE READ AND AGREE TO THE OUTLINED CONDITIONS STATED ABOVE AS WELL AS LISTED IN THE APPLICATION AND OTHER PAGES OF THIS APPLICATION PACKET. I UNDERSTAND THAT THIS CONTRACT IS BINDING AND PAYMENTS ARE NON-REFUNDABLE.

Print Name

Signature

Date



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Early Bird Vendor Application



Basic Information

Booth Name: _____

Contact Name: _____

Address: _____ City, State, Zip: _____

Phone Number: _____ Fax: _____

Email Address: _____

Website: _____

Please give a brief description of items sold at your booth. Be as specific as possible.

Early Bird Booth Fees & Selections

Option	Cost	QTY	Amount
Standard Single Booth Space*	\$400.00		\$
Premium Booth Space* (\$500.00		\$
Featured Booth Space*	\$1000.00		
Temporary Business License <small>If you do not already have a City of Columbia (not State of MO) business license, you are required to submit \$15 for a temporary license. We will take care of this for you.</small>	\$15.00	1	\$
Access to Electricity (per 120V outlet)	\$25.00		\$
TOTAL			\$
Non-Refundable Deposit <i>If paying by check, payment in full is required at time of application submission.</i>	\$100.00 per booth		(-) \$
Remaining Balance (due by Wednesday, September 20th, 2017)			\$

**As shown on below diagram. Booths are not guaranteed until festival committee approves application.*



Booth Request

The Columbia Holiday Festival will accommodate requests to the best of their abilities. Your preferences are not guaranteed. The vendor chair will contact you with your guaranteed booth placement.

First Choice: _____

Second Choice: _____

Third Choice: _____

Placements are based upon availability at time of received application. Spaces will be filled on a first come, first serve basis.

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Method of Payment Form

Booth Name: _____

Contact Name: _____ Phone Number: _____

Please fill out the following form with your payment information.

Please NOTE: *All applications received after Wednesday, September 20, 2017 require payment in full at time of application submission.*

_____ **Payment by Check (make payable to Holiday Inn Executive Center)**

**Payment by check requires booth payment in full at time of application submission. Failure to pay in full will result in hold on application.*

_____ **Credit Card** **OR** _____ **Debit Card**

A non-refundable deposit of \$100.00 (per booth ordered) is required with the return of the application. Remaining balance will be posted to the card on file on **Wednesday, September 20, 2017.**

Please note if you are paying with a debit card: The hotel is not liable for overdraft charges incurred should you choose to use your debit card. Be advised that by using any type of card, you will not only have the funds taken from your account, you will also have a hold placed on funds equal to the amount of the charge for 5-10 business days. Once processed, the hold cannot be reversed.

Please Type or Print

Card Type: _____ Card Number _____ Exp. _____

Name on Credit Card: _____

I am authorized on behalf of the company/organization to release the above information and to enter into this payment authorization agreement. I understand the hotel will not be responsible for overdraft charges incurred through use of my card for payment.

Print Name

Signature

Date

****For application to be processed, there must be a signature above.****



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Expo Terms & Conditions

The management of the Holiday Inn Executive Center and the Columbia Expo Center requests your attention and cooperation to the following Rules and Regulations which have been adopted for the mutual benefit of all Employees and Vendors. Charges for infractions of these rules resulting in damage will be assessed to the Vendor.

VENDOR LOAD-IN: ALL Vendors will load-in booth equipment through the loading dock door located on the Northeast corner of the building. The dock can be accessed from Knipp Street. Use of the doors will not be permitted unless approved in advance by management.

HEIGHT AND ARRANGEMENT OF EXHIBITS: The maximum height of displays shall not exceed nine feet unless otherwise approved by the Columbia Expo Center. All Exhibits must be free standing. NO SUPPORTING WIRES FROM THE CEILING PIPES OR DUCTS WILL BE PERMITTED.

EXPO CENTER FACILITIES AND EQUIPMENT: Vendors and their employees will not be permitted to use or otherwise handle any Columbia Expo Center equipment in a manner that will in any way injure, mar, or deface any part of the building.

TABLES, CHAIRS, BOOTH PARTITIONS: are not to be moved or otherwise handled except by authorization of your show management. No tacks, nails or staples are permitted to be used on this equipment, or the equipment otherwise used beyond its intended purpose unless approved by the Columbia Expo Center Management.

LIGHTING FIXTURES: Overhead lighting necessary to supplement the general lighting may be used provided it is attached and connected in accordance with Columbia Expo Center instructions and charged accordingly.

ELECTRICAL AND MECHANICAL SERVICES shall be connected by authorized and qualified personnel and at the instructions of the Expo Center and charged accordingly. All devices or equipment plugged into any outlet requires the use of a power surge protector and securing a surge protector is the responsibility of the vendor accessing the electricity. The Holiday Inn Executive Center or Expo Center will not be responsible for any damages incurred by the vendor to any device or equipment should a power surge protector not be used to access electricity within the hotel's meeting space or the Expo Center.

DISPLAY EQUIPMENT ASSEMBLY: Columbia Expo Center personnel are not permitted to assemble or otherwise handle vendor equipment except to move to and from booth space where specified in contract with show management.

AISLES AND EXITS so designated by show layouts shall in no way be obstructed.

FLOOR AND FLOOR COVERINGS: Cartons, crates and equipment are not permitted to be moved over floor Area except with the use of wheeled equipment. Floor coverings for individual booth space are allowed. However, it shall not be responsible for the removal of tape residue marks on the show floor/or Expo Center Equipment. Columbia Expo Center employees do not vacuum carpeted areas. DAMAGE TO THE EXPO FLOOR RESULTING FROM DRAGGING EQUIPMENT OR EXHIBIT MATERIALS WILL BE ASSESSED TO THE VENDOR. ALL CARPET TAPE MUST BE APPROVED BY EXPO MANAGEMENT.

PARKING: All Vendors and Visitors to the Columbia Expo Center must abide by posted regulation signs.

TRUCKS OR VEHICLES will not be allowed inside the exhibit hall at any time unless approved by Columbia Expo Center Management.

MISCELLANEOUS RULES: No Vendor shall do or permit anything to be done in said premises, or bring or keep anything therein, which will in any way increase the rate of fire insurance on said building, or no property kept therein, or obstruct or interfere with the rights of other Vendors, or in any way injure or annoy them, or conflict with the laws relating to fire, or with regulations of the fire department, or with any insurance policy on said building or any part thereof, or conflict with any of the rules or ordinances of the Board of Health of Columbia, Missouri.

The parking lot, entrance, halls, passages, ramps, elevators, and stairways shall not be obstructed by Vendor or used by him for any other purpose than for ingress and egress.

The Management reserves the right to make such other and further reasonable rules and regulations as in its judgment may from time to time be needful for the safety, care, and cleanliness of the premises, and for the preservation of good order therein.