

13th annual Gifts and Crafts for Mom Expo

Handcrafted and NON crafted application

May 4-6, 2012 Fri & Sat 10 am - 9pm Sun 11 am - 6 pm

Galleria at Pittsburgh Mills, 590 Pittsburgh Mills, Tarentum, PA 15084

Handcrafted price: \$70 for Fri or Sat - \$50 for Sun - \$160 for all 3 days

NON crafted price: \$90 for Fri or Sat - \$70 for Sun - \$190 for all 3 days

10% discounts for applications received by March 4, 2012. Do 3 or more of our shows, and you can secure your space with a 50% deposit of the participation fee, with balance due 30 days prior to the date of the show.

Checks payable to: **Miller Promotions, 248 Allison Ave. Pittsburgh, PA. 15202**

412 357 0769 M-F 11-7 pm FAX: 412 415 1315 MillerPromotions@Comcast.net

A \$35 NSF fee will be charged for each check returned.

Please make a copy of this application for your records.

Application deadline is April 28, 2012. There will be a \$10 late fee for all applications after this date. Spaces will be assigned on a first come first served basis. This also applies to electric, wall space, table/table cloth rentals and special needs. We cannot guarantee that table confirmations, emails, or flyers will be sent to vendors after this date. All approved vendors will be listed on our website: www.GiftandCraftshows.com. If you are NOT approved, then we will call you, along with the reasons why you were not accepted.

Booth size and table covers: 10'x10' space. This does not include tables. Table rental is available for \$15 per table. Table rental fees will be collected during the show. If a larger space is needed, then additional space must be rented. All vendors are responsible for their own booth erection, tables, and booths dismantle. Please indicate on your application, the number of tables needed. All tables must be covered to the floor and on all 4 sides with solid color table covers. Sheets or plastic are not acceptable. Covers must be cloth, clean and wrinkle-free.

For vendors that do not have table covers: You may purchase or rent fitted table covers from Miller Promotions.

Purchase: \$38 for 6' or \$45 for 8'. **Rental:** \$10 per table cover. (Black only) The table clothes we offer are seamless, made of heavy duty polyester, commercial quality, and they cover 4 sides. 3 colors available: White, Ivory, Black.

Please indicate your order on the application. You can also call or email your table cover order in.

Refunds: Registrations is a commitment to the show. **NO REFUNDS! NO EXCEPTIONS!** Once your application has been received, no refunds will be honored. This also applies to no shows, late arrivals to the show, illness, family circumstances, and any type of request for refund. Spaces cannot be re-rented without the approval of the show promoter.

A \$30 NSF fee will be charged for each check returned.

All cancelled checks will be filed with the magistrate.

Rules of the Show

1. Your booth must stay open during all mall hours. Generally hours are Fri-Sat from 10am to 9pm and Sunday from 11am to 6pm.
 2. Exhibitors provide their own props and other display items.
 3. Maximum display height is 6'6".
 4. The backside of your display must be finished.
 5. All boxes, cartons, trash, coats, and inventory should be stored out of sight.
 6. Early tear-downs are NOT permitted. Vendors doing so, WILL NOT be permitted to do any future shows through Miller Promotions.
 7. Exhibitor attire should be professional looking.
- The following are ***not*** permitted at any show:
 - NO Lawn chairs, TV trays, Radios, TV's, headsets, card playing (tip – reading a book is not conducive to sales).
 - NO Alcohol – Any exhibitor under the influence of alcohol or drugs will be removed from the show.
 - NO handmade signs.
 - NO “Hawking” or standing/sitting outside booth.
 - NO Aluminum clamp lights. Studio draftsman and acrylic clip-on lights are permitted.
 - NO Eating in front of customers. Smoking is prohibited in most malls.
 - Do not use mall fixtures, trees, seating or fountains for display or storage.
 - Do not extend outside of measured area.
 - NO SOLICITING TO STORE OWNERS OR LEASED TENANTS

- Vendors must use the following:
 - Rubber tips or mats must be used under metal displays.
 - Painter's tape to cover any electrical cords
 - Rubber wheeled dollies
- Exhibitor's booth must not interfere with adjacent exhibits, extend into the aisle in any way, or occupy any space other than the specific rented size.
- All exhibitors must follow additional rules set by mall management.
- The mall management reserves the right to remove any vendor that does not meet mall management requirements.
- The leased tenants have priority over weekend vendors of Miller Promotions. To eliminate direct competition with leased tenants of the mall, the Mall Management reserves the right to move or remove any weekend vendor of Miller Promotions.
- Exhibit booth must be manned at all times.
- Exhibitors are solely responsible for unloading, erection of display, and removal of exhibit.
- No canopies will be allowed.
- Set up will only be allowed before the mall opens, or after it closes. Any exhibitor attempting to set up during mall hours will be expelled from the show immediately.
- Exhibitors are responsible for their own insurance. Certificate of liability should be forwarded to Miller Promotions. Exhibitors that fail to secure insurance, subject themselves to all liabilities associated with participation of the show.
- The show promoter, the mall management, and all of its agents are not responsible for lost, stolen, or damaged, merchandise of exhibitor.
- Gifts and Crafts for MOM Expo, Miller Promotions, and any of its coordinators and agents, will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to reasons of the enclosure in which the show is produced, being before, or during the show is destroyed by fire or any other calamity, act of God, public enemy, strikes, ordinances, or legal authority, or any other act beyond the control of the coordinators which make it impossible to hold the show.
- Exhibitors are responsible for their own insurance and should provide proof of insurance. Failure to secure insurance will make the exhibitor liable for any claims or suits held against them by the customer. Exhibitor accepts this liability when participating in this show. Certificate must list **Susan Miller dba Miller Promotions is named as an additional insured**

Vendor Check List

- _____ READ all rules, fill out, sign and date application.
- _____ Save page 1 & 2 for your records
- _____ Make check payable to: Miller Promotions
- _____ Print your receipt for online payments
- _____ Fax or mail page 3 & 4 ONLY to Miller Promotions
- _____ Allow 1-2 weeks for Miller Promotions to list you on the website.

For Your Records

Date sent: _____ Form of Payment: _____ Amount: _____

Requested: (circle) _____ Tables _____ Covers _____ Electric _____ Other _____

Set up day _____ day or evening?

PLEASE READ, SIGN, AND DATE

Exhibitor indemnifies and hold harmless merchant and leasing association, mall owners, Miller Promotions, Zamias Property Group, Susan Miller, show managers and all merchants leasing or owning space in said mall, or show, their agents and employees from and against any and all liability, claims, thefts, demands, expenses, fees and penalties, suits, proceedings, actions, and causes of action of any and every kind and nature arising or growing out of or in any way connected with Exhibitor's use of occupancy of mall or any Exhibitor's activities in said mall (show). Exhibitor acknowledges and agrees to abide by all guidelines, rules, and regulations set forth by Miller Promotions, which are found on www.Giftandcraftshows.com or available by mall, as well as set forth by mall owners, for all Miller Promotions shows you participate in. Miller Promotions and the mall management reserves the right to refuse space to or remove any exhibitor who does not comply with, accept, or cooperate with guidelines as stated in Miller Promotions, rules and regulations even if exhibitor has already been accepted into shows. Miller Promotions and mall management reserves the right to ask an exhibitor to remove and/or change any item or signage within booth space relative to the levels of professional standards set by the mall or Miller Promotions or if a product is in direct competition with another in-line store or cart/kiosk at the time of the show, anytime during the show, even if already accepted in advance.

Signature _____ **Date** _____

Signature attests that signor has read the above indemnity clause and agrees to the terms contained herein

Office use	
Date received: _____	Form of Payment: _____ Amount Owed _____
Needs: Electric	Tables Covers Other: _____
Marketing material needed _____	Seniority level 1 2 3 4 5
Type of vendor: Craft	NON Commercial NON profit
App forwarded: _____	Approved by _____