

2012 Exhibitor's Application

Please check the Garage Sale(s) you are applying for below:

- 36th Annual Greater Indianapolis Garage Sale
Indiana State Fairgrounds - Indianapolis, IN
January 14th & 15th, 2012
- 19th Annual Greater Springfield, MO Garage Sale
Ozark Empire Fairgrounds - E*Plex
Springfield, MO
January 28th & 29th, 2012

FOR OFFICE USE ONLY

Indianapolis, IN

Booth (s) _____, _____, _____, _____

Springfield, MO

Booth(s) _____, _____, _____, _____

Amount Received _____

Date Received _____

Check/MO/CC# _____

Exhibitor's Name: _____ Email: _____

Exhibitor's Company Name (If Applicable): _____

Exhibitor's Address: _____

City: _____ State: _____ Zip: _____

Exhibitor's Day Phone: () _____ Evening Phone: () _____

Type of Goods Being Sold (Be Specific): _____

If you need an electrical form please check here: Indianapolis, IN _____ ***Electricity is included in Springfield, MO

1) I would like ____ (up to 4 maximum) 10' X 10' (*approximately*) booth space(s) at a cost of eighty-five dollars (\$85.00) per individual booth space plus a \$3 handling fee per contract for participation in the **36th Annual Greater Indianapolis Garage Sale** on January . (Please list first choice(s) for booth space. We cannot guarantee the booth will be available, but we will try to place you as close as possible to the booth space(s) listed: _____, _____, _____, _____).

2) I would like ____ (up to 4 maximum) 10' X 10' (*approximately*) booth space(s) at a cost of eighty-five dollars (\$85.00) per individual booth space plus a \$3 handling fee per contract for participation in the **19th Annual Greater Springfield, MO Garage Sale** on January. (Please list first choice(s) for booth space. We cannot guarantee the booth will be available, but we will try to place you as close as possible to the booth space(s) listed: _____, _____, _____, _____).

3) I recognize The Promotion Company, Inc. TPC as the **GARAGE SALE** managers and hereby agree to abide by the rules and information herein and any other direction given by The Promotion Company.

SIGNED _____ DATE _____
(Exhibitor's Signature)

Payable to: The Promotion Company, Inc, 838 North Delaware Street, Indianapolis, IN 46204

CANCELLATION/TRANSFER POLICY: If you are unable to attend the Garage Sale, you may transfer your booth to another show or same show next year only by submitting a **written request** to The Promotion Company. You may only transfer to another show one (1) time or forfeit your space. You may also get a full refund of your registration fee by sending a **written request** to The Promotion Company. **These requests must be received no later than one (1) week PRIOR to the event.**

REFUNDS CANNOT BE REQUESTED OVER THE TELEPHONE!

White: TPC - Indianapolis, IN Yellow: TPC - Springfield, MO Pink: Exhibitor

Exhibitor Rules and Information

Exhibitor Rules:

- a) NO ITEMS WILL BE ALLOWED OUTSIDE OF YOUR BOOTH SPACE (INCLUDING CHAIRS).
- b) LINE OF SITE RULE: The front 3 feet of your booth space may not contain any items taller than 4 Feet. The intent of this rule is to prevent blocking of booth spaces from the sight of the customers. TPC will be the final judge of what is acceptable. NO TENTS ALLOWED.
- c) The distribution of religious or political information is prohibited. Under no circumstances may leaflets or brochures be passed out or posted which conflict with THE GARAGE SALE.
- d) No food or beverage (including candy, nuts, or items that can be consumed on site) may be sold by an exhibitor without prior approval of management, nor can food or beverage be brought into the GARAGE SALE.
- e) The sale or possession of any firearms, ammunition or explosives is strictly prohibited. (This includes but is not limited to large knives, swords, airsoft guns and pistols)
- f) No animals allowed. No helium balloons.
- g) No pornographic materials will be allowed to be sold or displayed in any way.
- h) Alcoholic beverages may not be sold or brought into the building.
- i) Stereos or other items allowing amplification must be kept at a volume that does not disturb other exhibitors.
- j) All booths must be manned during show hours.
- k) No Smoking during show hours except in designated areas.
- l) By signing this agreement, exhibitor will not knowingly violate any copyrighted trademark statutes with respect to items sold or displayed in exhibitor's booth.
- m) We forbid exhibitors to use their booth as a way to advertise their company. We are not promoting a trade show, but an actual garage sale. All exhibitors must be selling items (garage sale/ flea market) in their booths.

VIOLATORS WILL BE REQUIRED TO LEAVE. NO REFUNDS WILL BE ISSUED!

Exhibit Booths:

- a) A maximum limit of four (4) booths will be assigned to an exhibitor.
- b) Each booth will be assigned numerically on a first-come first-served basis. To reserve adjoining booths (either for yourself or for friends) you must reserve them at the same time.
- c) Each booth will be approximately 10' x 10' or as noted on layout.
- d) Each booth will be divided from the adjoining booths by floor markings.
- e) A table WILL NOT be provided. It is the responsibility of the exhibitor to supply tables.

Exhibitor Service:

- a) Electricity will be available for an additional cost at Indianapolis, IN. If you would like electricity, please check off the appropriate place on your application, and we will mail out an electrical form to you. Electricity is included in your booth at the Springfield, MO garage sale.
- b) PA Announcements are available at a charge of \$1.00 per announcement to promote "specials" at your booth. Announcements will be read on the hour.
- c) Security will be on duty at the GARAGE SALE during show hours. However, we suggest that you guard your merchandise carefully, as the officers will not be responsible for watching it.

Exhibitor Information:

- a) **MOVE IN:** Check in is Friday before the event between 4:00pm and 9:00pm. **You must be checked in by 9:00pm Friday night or you lose your space with no refund.** Exhibitor passes must be picked up at the show office during check-in. You are allowed four (4) passes **PER APPLICATION**. Additional passes may be purchased at the show office for \$2.00 each.
- b) **MOVE OUT:** Move out will be Sunday from 4:00pm to 9:00pm. Exhibitors must clean their booth by removing trash and empty boxes. **Teardown is NOT permissible during show hours. DO NOT TEAR DOWN EARLY!**
- c) The Promotion Company is not responsible for damaged, lost or stolen merchandise or for personal injury experienced at the GARAGE SALE.
- d) The exhibitor acknowledges that said exhibitor is and agrees to be solely responsible and to hold The Promotion Co., Inc.; its officers, directors, employees, and all show sponsors thereof harmless and indemnified with respect to any locally or nationally required licensing fees or taxes whether governmentally imposed or otherwise. Said fees may include, but are not limited to, local merchant's certificates, local transient merchant's certificates, state licensing requirements for sales tax or merchant's certificates, music licensing fees, county taxes, corporate trademark licensing fees or other like fees.
- e) The Promotion Company will provide and man a show management office on the exhibit floor to answer any questions and enforce this agreement. The management office will be manned at all hours that the building is open to exhibitors.
- f) **RENEWAL** - You may apply for the next year's sale at the current GARAGE SALE. If you wish to renew your current booth space for next year's sale, you may fill out an application with full payment at the show office before 3:00pm the day of the event on Sunday. After that time, all booth space will be open to other exhibitors and the public. Otherwise applications will be accepted **ONLY** through the mail. Reservations will not be accepted over the telephone.

g)BANK FEES: Starting in 2010, The Promotion Company will charge \$32 for any returned check or any disputed credit card charge. Vendors may not participate in any events with outstanding bank fees.

For further information contact: The Promotion Company, 838 North Delaware Street, Indianapolis, IN 46204 (317) 236-6515.