

# 4th Annual



# Polk Home & Garden Show



February 25, 26 & 27, 2011

520 S. Pacific Hwy West \* Rickreall, Oregon 97371

Setup: Feb 24th: 1pm - 5pm & Feb 25th: 9am - 12pm

Show Hours: Friday 1pm-8pm, Saturday 9am-5pm, Sunday 10am-5pm

## APPLICATION

Business Name \_\_\_\_\_

Booth Rent # of Booths

Mailing Address \_\_\_\_\_

Inside Booth 10 x 10' \$250.00 \_\_\_\_\_

City \_\_\_\_\_

Outside Booth 10 x 20' \$250.00 \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

8 ft Tables # needed \_\_\_\_\_ free

Cell Phone \_\_\_\_\_

7 ft Tables # needed \_\_\_\_\_ free

Email Address: \_\_\_\_\_

Electricity needed \_\_\_\_\_ free

Website Address: \_\_\_\_\_

Vendor Badges # needed: \_\_\_\_\_

Description of Product \_\_\_\_\_

**Total Enclosed \$** \_\_\_\_\_

Please send me show flyers.

### Office use only

### AGREEMENT & SIGNATURE

Booth #'s \_\_\_\_\_

DATE REC'D \_\_\_\_\_

The undersigned by signing acknowledges that the rules and release on the reverse side have been carefully read and understood and by signing agrees to abide by these terms.

Please mail checks to:

Polk Productions Inc.

PO Box 393

Independence, OR 97351

TEL: 503-428-8224

polkproductions@meritel.net

www.polkhomeandgardenshow.com

Signed \_\_\_\_\_

## TERMS AND CONDITIONS/HOME & GARDEN SHOW

The following terms and condition define the agreement between you as the VENDOR and Polk Productions Inc. as HOME SHOW MANAGEMENT. Participation in the show is contingent on agreeing to, as well as adhering to, these rules.

1. **LAWS, RULES AND REGULATIONS:** All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed. VENDOR agrees to keep all merchandise, chairs and other equipment within the marked boundaries of the booth.
2. **CONTENT OF BOOTH:** Home Show Management reserves the right to approve the contents and character of all exhibits and reserves the right to prohibit or expel any merchandise that is out of keeping with the character of the show. Adult items, or item not intended for family viewing are to be displayed where young children cannot view them. Table covers that reach the floor are required.
3. **RELEASE AND HOLD HARMLESS AGREEMENT:** The request to reserve vendors space constitutes an express contractual agreement between myself and Polk Productions Inc. and it is understood and agreed that by signing this agreement I fully and finally release and hold harmless both Polk Productions Inc., its agents, and employees, and the Landlord of the venue, and its agents and employees from any and all liability for all claims of every nature and kind whatsoever, Including death, personal injury, loss, theft, or damages to personal property, whether or not caused by Polk Productions Inc. or Landlord's own negligence or the negligence of their agents and employees. The vendor must carry current liability insurance.
4. **PAYMENT/CANCELLATION POLICY:** Payment for Booth Space will be due with the return of the enclosed contract. Payment may be refunded in all or part for notice received up to 14 days prior to the show set up date. Refunds will be issued if Home Show Management is able to re-rent your booth space.
5. **PARKING:** Vendors may load and unload in handicapped areas and by doors during set up hours and when the Home Show is closed. After unloading vendors must park in designated parking spaces. That means between lines of officially laid out parking spaces. Vendors may use Handicapped spaces if they have official handicapped hang tag. Failure to park in designated parking spaces may lead to the towing of the vehicle.
6. **BOOTH SHARING:** Partnering or sharing of booth space is permissible with consent and knowledge of Home Show Management. Subletting or donation of space is not permissible without consent of show management.
7. The County Health Inspector has designated the main building of the Polk County Fairgrounds off limits to pets. Therefore there are **NO PETS ALLOWED**.
8. **SHOW HOURS:** Vendors are not allowed to begin dismantling their booths until the show is closed Sunday.