EXHIBITOR APPLICATION/CONTRACT FORM

Booth Name ___________________________________________________________ (as you want it to appear on signage)

Exhibitor Contact Name ________________________________________________________

Address ________________________________________   City ___________________________   State _______   ZIP _________

Phone _____________________________  Cell Phone _____________________________  Fax ____________________________

E-mail Address ______________________________________________________________

Booth Size: 10’ x 10’ or 10’ x 8’ (Multiple booths available)

☐ 10’ x 10’ Corner _____________ $ 550
☐ 10’ x 10’ Single _____________ $ 450
☐ 10’ x 8’ Single _____________ $ 350
☐ 8’ Table Top _____________ $ 200  (concourse/lobby area)
☐ Electrical - Included - check if you need it activated
☐ Phone Line _____________ $ 150  (available only in 10’x10’ & 10’x8’ booths)
☐ Additional Tables _____________ $ 20  (available only in 10’x10’ & 10’x8’ booths)
☐ Additional Chairs _____________ $ 2  (available only in 10’x10’ & 10’x8’ booths)

CATEGORY: Please describe the merchandise that will be sold and the price range. Include color photographs if possible. All photographs submitted will become the property of the Pitt Community College Foundation.

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

CHECK CATEGORIES THAT APPLY TO YOUR BOOTH:

☐ Art: prints, pottery, glass, etc.  ☐ Clothing - Adult ___/Children ___
☐ Jewelry  ☐ Garden/Outdoor accents
☐ Collectibles  ☐ Food Specialties
☐ Handcrafted items  ☐ Wine
☐ Christmas specialities  ☐ Household accents
☐ Novelty items  ☐ Floral accents
☐ Children’s items  ☐ Men’s gifts
☐ Handbags/purses  ☐ Books
☐ Music  ☐ Monogramming
☐ Other ________________________

Booth Location Choices: (see enclosed plan; first come, first served basis; selections are not guaranteed)

1st Choice __________  2nd Choice __________  3rd Choice __________
CONTRACT:

I, __________________________________________, representative of __________________________________________ agree to secure booth space during the Pitt Community College Foundation 2011 Down East Holiday Show to be held in Greenville, North Carolina at the Greenville Convention Center on November 4-6, 2011. I hereby pay $100 per booth space as a non-refundable deposit to hold the space for the 2011 show. I agree to pay in full $___________ (balance) prior to June 1, 2011 as the total fee for booth space rental. This deadline is essential to accurately promote and advertise the show. **Exhibit space(s) will not be reserved until the PCC Foundation receives full payment of booth rental and signed exhibitor contract.** Sub-rental of booths will not be allowed. All booth rentals will contract with the PCC Foundation. Any change in merchandise to be sold from that described must be approved by the PCC Foundation 30 days prior to the show. Each booth will include one covered and skirted table, two chairs, and a limited amount of decorative curtains. Additional tables and chairs may be rented for an additional fee to the exhibitor. **Exhibits cannot be dismantled before 5:00 p.m. on Sunday, November 6, 2011.**

I release Pitt Community College and the Greenville Convention Center of any responsibility for personal injury, damage or loss of merchandise or personal property while exhibiting at the Down East Holiday Show. **PCC reserves the right to accept or refuse any vendor based on repetition of or acceptability of merchandise.**

**Deposits:** Deposits are $100 per booth/tabletop space and must be paid by January 1, 2011. On January 2, 2011 all spaces not held by a deposit will be made available to the public. All deposits are non-refundable. **No Exceptions. No Courtesy phone call reminders will be made.**

**Cancellation:** A $100 fee will be assessed for cancellations of contracts for tabletop space and a $250 fee will be assessed for cancellations of contracts for booth space prior to August 1, 2011. After August 1, 2011, no monies will be refunded.

Signing below acknowledges your acceptance of the above conditions.

**RETURN CONTRACT AND CHECK TO:**

Pitt Community College Foundation  
Down East Holiday Show  
P. O. Drawer 7007  
Greenville, NC  27835-7007

**DEPOSIT DEADLINE: JANUARY 1, 2011**

**PAYMENT IN FULL DEADLINE: JUNE 1, 2011**

__________________________________________________________________  ____________________________________________________________________  
Signature of Exhibitor  Date

__________________________________________________________________  ____________________________________________________________________  
PCC Foundation  Date