

# 'Tis the Season

## 2018 HOMETOWN HOLIDAY SHOWCASE

Saturday, December 1, 2018 from 10:00 a.m. – 4:00 p.m.

BRTC Development Center • 1410 Highway 304 East • Pocahontas, AR 72455

### Vendor Registration Form

Business/Vendor Name: \_\_\_\_\_

Contact: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Description of Items Sold: \_\_\_\_\_

Please send photos of items to [cally.shore@blackrivertech.edu](mailto:cally.shore@blackrivertech.edu) to be put on the Community Education Facebook page and BRTC/CCE Website. (Not Required)

- Price:** \_\_\_\_\_ \$30.00 table rental fee plus door prize donation if paid before November 9<sup>th</sup>  
(Each table rental will include a table, chair, and a boxed lunch.)
- \_\_\_\_\_ \$50.00 booth rental fee plus door prize donation if paid before November 9<sup>th</sup>  
(Each booth rental will include a 10' x 10' space, 1 table, 2 chairs and a boxed lunch.)
- \_\_\_\_\_ \$10.00 for electrical outlet access  
(Availability is limited, please supply your own extension cord and/or power strip.)
- \_\_\_\_\_ \$9.00 per additional boxed lunch  
(Lunches are provided by Dark Side Catering in Walnut Ridge.)
- \_\_\_\_\_ \$10.00 additional fee if paid after November 9<sup>th</sup>

**Deadline for space is November 28<sup>th</sup>.**

**Mail Payment and Registration to:** Black River Technical College  
Attn: Corporate & Community Education  
P.O. Box 468  
Pocahontas, AR 72455

For more information contact: Cally Shore at [cally.shore@blackrivertech.edu](mailto:cally.shore@blackrivertech.edu) or call 870-248-4180

**Participate in the Holiday Booth Decorating Contest to win a free booth rental!**

Proceeds from booth rentals will be donated to Pocahontas Alma Spikes and M.D. Williams Backpack Programs.

Black River Technical College is not liable for accidents or items damaged or stolen during the event.  
No refunds will be issued due to vendor cancellation.

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### VENDOR RULES

1. Booth space fee is NON REFUNDABLE and registration must be submitted prior to the November 28<sup>th</sup> deadline date.
2. All merchandise must be new and/or handmade. If the Showcase Committee determines merchandise does not meet this criteria, space may be denied.
3. Booths may be set-up beginning at 8:00 a.m. on Saturday morning. Booths absolutely should not be taken down until after 4:00 p.m. the day of the event.
4. Booths are to be completely set-up, open, and staffed from 9:45 a.m. until 4:00 p.m.
5. No exhibit should obstruct vision of or access to another exhibit or impede traffic flow.
6. Display materials must be contained inside the 10' x 10' space; use of the wall is not permitted.
7. All tables must have a tablecloth or some type of covering.
8. All display equipment is the sole responsibility of the exhibitor, aside from the provided table and chairs.
9. Exhibitors cannot bring pets and should not bring small children to the show.
10. Only one vendor booth for each brand will be allowed. (Example: Scentsy, Paparazzi, etc.)
11. Please understand, any disregard of the Vendor Rules will be considered a breach of contract and in doing so, participation in future events may not be allowed.

I have read, understand, and will follow the vendor rules.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

