



November 30-December 2, 2017
TD Convention Center
 One Exposition Drive, Greenville, SC 29607
 Phone: 864-255-5855 Fax: 864-255-8615

PROSPECTUS
 General Information
 Rules & Regulations
 Items of Contract

1. MANAGEMENT

The exhibition ("Show") is owned by the City of Greenville, SC and produced and managed by SMG, a facilities management corporation. The name "Holiday Fair" is a registered Service Mark (State of South Carolina).

2. CHARACTER OF HOLIDAY FAIR

Holiday FairSM is a combined exhibition with traditional and non-traditional crafters, as well as commercial and retail vendors, collectively "Exhibitors".

Crafters are located in the area designated "Crafter's Village."
Commercial vendors are located in the area designated "Gift Bazaar." Exhibitors with a mix of crafts and commercial products will be placed in the "Gift Bazaar" side of the hall. Both areas are located in Hall 1 of the TD Convention Center. Show Management reserves the exclusive right to locate an Exhibitor in the area deemed most appropriate for the products being exhibited. Show Management also reserves the right to amend the floor plan if, in the sole judgment of Show Management, it is in the best interest of the Holiday Fair.

3. DATES & HOURS OF THE FAIR

Thursday, November 30, 2017	10 a.m. - 8 p.m.
Friday, December 1, 2017	10 a.m. - 8 p.m.
Saturday, December 2, 2017	10 a.m. - 6 p.m.

Exhibitors are required to be in their booths **at least 30 minutes** prior to the scheduled opening each day. Exhibitors are allowed entrance to the building to work in their booths as early as **one hour** prior to the opening of the Show each day. Exhibitors must display their Exhibitor badges upon entering the building.

4. ADMISSIONS

Adults:	\$6
Senior Citizens 60+	\$5
Children under 12	FREE

5. BOOTH TYPES & RENTAL FEES

All booths are approximately 10' x 10' and support columns may be located within some booths. Please consult the floor plan, and be aware of this factor when selecting your booth! A **Combo Booth** is defined as two 10 x 10 inside booths where one **inside booth has a support column within it.**

BOOTH TYPE	Crafter's Village (Crafts)	Gift Bazaar (Commercial)
Inside with Column	\$300	\$375
Inside Booth	\$350	\$425
Corner Booth	\$450	\$525
Combo with Column	\$500	\$625

BE SURE TO FILL OUT YOUR APPLICATION in its entirety!

Incomplete applications and/or applications submitted without the required deposit will not be processed. The same rules apply regarding applications submitted through the Show's website.

6. BOOTH SPACE, PAYMENTS & CONTRACTS

Booth spaces for the 2017 Show are assigned to Exhibitors on the basis of seniority, product type and application date. **All payments for booth space are non-refundable.** Space will be assigned by Show Management in the following order:

(1) Previous Exhibitors from the 2016 Holiday Fair who have returned their applications and a 50% deposit by June 1, 2017. Exhibitors will have the choice to keep the same booth occupied at the 2016 Show.

Exhibitors may opt to change their booth space instead of reserving the same booth they occupied during the 2016 Show, but they must still submit their application and deposit by the deadline of June 1, 2017.

(2) All other eligible applicants, whether they be Exhibitors from past shows (prior to 2016) or whether they are a new Exhibitor, will be classified as a new prospect and will be assigned booths on a best space remaining basis after June 15, 2017, in the order their applications are received and proximity to similar product types/Exhibitors.

All Exhibitors are required to submit a 50% deposit with a completed application. The remaining 50% of the rental fee is due no later than November 1, 2017. **The full booth fee is required with the application if you are applying after November 1, 2017.** Preliminary booth assignments by Show Management to Exhibitors who have not paid at least 50% deposit are **not** guaranteed.

7. CANCELLATIONS

All payments for booth space and/or utility orders **are non-refundable.** Cancellations must be submitted to Show Management in writing. In the event of a cancellation, Show Management, in its sole discretion, may elect to transfer an Exhibitor's booth space payment as a deposit for the 2018 Holiday Fair.

8. EXHIBITOR BADGES & PARKING PASSES

Show Management will provide a maximum of four (4) identification badges per contracted Exhibitor for booth personnel. Should an Exhibitor have a legitimate need for additional badges, a request may be made.

If in the sole judgement of Show Management a request for additional badges is justified, a limited number of additional badges may be issued. Exhibitor badges must be worn at all times during set-up, show hours and move-out, in order to gain access to the exhibit hall floor.

Three-day parking passes will be available for purchase during move in at the discounted price of \$12.

Exhibitor Badges and Parking Passes will be in your Exhibitor Packet. **You will receive your Exhibitor Packet when you move-in. Exhibitor packets are not mailed.**

9. MOVE-IN / MOVE OUT SCHEDULE

Exhibitors may move in during the following schedule:

- Tuesday, November 28, 2017: 9:00 a.m. - 6:00 p.m.
- Wednesday, November 29, 2017: 9:00 a.m. - 9:00 p.m.

All booths must be set up by 9:00 p.m. on Wednesday, November 29, 2017. In the event an Exhibitor has not begun set-up by 6:00 p.m. Wednesday, November 29, 2017, Show Management reserves the right to reclaim booth space without recourse unless Exhibitor, has notified Show Management in writing.

Exhibitors are encouraged to bring any necessary transport equipment for move in and move out. Show Management cannot guarantee that carts will be on-site or available for Exhibitor use.

Exhibitors must move out during the following schedule:

- Saturday, December 2, 2017: 6:00 p.m. to 11:00 p.m.
- Sunday, December 3, 2017: 9:00 a.m. to 2:00 p.m.

Show Management will not hold or be responsible for any items left in the exhibit hall after 2:00 p.m., Sunday, December 3, 2017.

Any Exhibitor requiring labor for install or dismantle must contact the show decorator. Exhibitors can obtain information from our decorator by request to Show Management. Show decorator services and rates will be posted on the website when they become available.

10. JURY PROCESS FOR CRAFTERS

Exhibitors who apply for the crafter side of the hall (i.e., Crafter's Village) will be strictly juried. All products on this side of the hall must be hand produced products only. **No commercial products will be allowed in the crafted area.** In order to provide a true crafted area, Holiday Fair may have a local craft center provide knowledgeable people to jury this side of the hall.

Photographs are required with your application as well as a detailed description of your products and a contact phone number where you can be reached with any questions about your crafts Show Management might have. Please be aware that your booth space location will be contingent on your product type and/or jury process.

11. JEWELRY VENDORS

Due to the high number of jewelry Exhibitors that Holiday Fair draws, Show Management must limit the amount of vendors in this category. This number will be based on applications received by the June 1, 2017 deadline for our previous Exhibitors.

12. STORAGE TRAILER PARKING

Exhibitors who request to park storage trailers in Hall 2 must apply for a Storage Trailer Parking Permit in advance of the Show. This form can be found on our website in the "Forms" area. This is done on a first-come, first-served basis. Please note that you may not leave a car, truck or any other vehicle attached to your storage trailer, and the trailer must remain in Hall 2 for the entire Show.

Due to Fire Marshal regulations, your storage trailer must remain unlocked at all times, and no combustible materials can be placed inside of the trailer. Per Holiday Fair regulations, you must tape your copy of the Storage Trailer Parking Permit to your trailer, in an area that can be easily seen.

13. HANDICAPPED PARKING (In The Dock Area)

A limited number of parking spaces will be available for **handicapped individuals who are in a wheelchair, a scooter, or use oxygen.** You may apply for one of these parking spaces using the form found in our 'FORMS' section of the website. This is done on a first-come, first-served basis until the spaces have been filled. **You must apply in advance of the Show and furnish a copy of your State issued handicapped parking permit with the application for Show Management records.**

14. COMPLIMENTARY PARKING FOR EXHIBITORS

Parking with badges are provided for spaces located in **Watson Aviation Road parking lot only.** This is the parking lot with the fence around it that parallels the airport next to Hall 2. This is the only parking lot that Exhibitors will be allowed to park for free with their exhibitor badges. If an Exhibitor wishes to use any other parking lot they may do so at their own expense.

15. FOOD EXHIBITOR REQUIREMENTS

All food and beverage sales and sampling requests must be made in writing. A **Food & Beverage Application Form** is on the website in the "Forms" area, and is required to be submitted by any Exhibitor sampling products or selling food/beverage items. All food items must be packaged, wrapped and sold for off-site consumption. Food products should be produced in an inspected facility.

Please read the SC Department of Health & Environmental Control information sheet provided on the website for additional regulations. Exhibitors with questions regarding DHEC regulations are directed to contact: **Pam Hall, Department of Health & Environmental Control, PO Box 2507, Greenville, SC 29602, Phone (864) 282-4146, FAX (864) 282-4371.**

16. ANIMAL FEED

Any vendor selling animal feed (including dog or cat treats) must furnish to Show Management a copy of their Feed Certificate of Registration, provided by the state Department of Agriculture. Information and registration forms can be found online at <http://agriculture.sc.gov>.

17. FIRE REGULATIONS

No flammable liquid, substance or material shall be brought on the premises. Personnel should not use, or allow to be used, any candles or other open flame. All cloth used for decorative purposes, including table coverings, floor coverings and any other display material, must be fire-retardant and approved by the Fire Marshal.

Table drapes or other cloth materials are not permitted to touch the floor. Exhibitors shall not allow anything to be brought onto the premises or permit any act that will increase the fire hazard or endanger persons or property. Be aware that all displays will be inspected by the Fire Marshal prior to opening.

No smoke-laden vapors (e.g. burning incense) are permitted. Items being sold, such as potpourri, which may produce odors that extend beyond the Exhibitor's booth area must be brought into the building pre-packaged. Open containers, etc. of such items are not permitted.

Electrical extension cords and/or power strips must be U/L Listed and in proper working condition (e.g., no exposed wire, missing insulation,

cracked housings, etc.). Extension cords cannot be plugged into an outlet of a power strip. Extension cords and power strips must be grounded (i.e., plug has 3 wires). All plugs/wire cords to appliances must be original to the equipment and unmodified.

Questions regarding fire regulations should be directed to: **Fire Marshal, City of Greenville, 206 S. Maint St., 2nd Floor, Greenville, SC 29601, Phone (864) 467-4445.**

18. ELECTRICAL/TELEPHONE SERVICE

Electrical, dedicated internet and telephone service is available for an additional charge. These forms are available online at our website. In addition, you can call, email or fax the TD Convention Center to request the needed forms.

19. HOTELS & RV PARKS

The hotel and RV park pages in the "Forms" section of the website lists the locations, rates, contact information and directions to the areas RV parks and nearby hotels. (Note the special rates for Holiday Fair Exhibitors).

20. BOOTH FURNITURE & ACCESSORIES

Each Exhibitor booth includes an 8-foot-high back drape, and up to two 3-foot-high draped side rails, at no additional expense. **Exhibitors may use their own tables, chairs and carpeting.** If an Exhibitor prefers to rent these items, they may rent them from the show decorator. Tables, chairs and carpeting **are not provided** with your booth rental. Please note that you are renting booth space only. You are not required to have carpeting in your booth. Show Management also provides a booth id sign, stating the exhibit name and booth number, to be hung on the back drape pipe. The sign is provided for all exhibitors who contract and pay for space 30 days prior to Show opening. No additional signs or decorations may be hung from any of the Show drape or support pipes.

21. EXHIBITOR PROPERTY INSURANCE

Show Management carries no insurance on Exhibitor's property and will not be liable for any loss or damage to Exhibitor property.

22. TD CONVENTION CENTER REGULATIONS

- a. No helium-filled balloons permitted on the premises.
- b. No adhesive backed stickers may be used or distributed.
- c. The TD Convention Center is a smoke-free environment. Absolutely no smoking is allowed anywhere in the building.
- d. No food or beverage may be brought into the building for on-site consumption.
- e. The continuous playing of music by Exhibitors is prohibited.
- f. Any promotional signage must be confined to the rented booth space.
- g. No soliciting in the aisles is permitted. Exhibitors must remain within their booth space.
- h. No exotic animals will be allowed in your booth. Only cats and dogs will be allowed inside the TD Convention Center. Certain restrictions will apply.

- i. Booths should be kept under 6 feet in height.
- j. No tent tops are permitted. You may use the tent frame only.
- k. Your booth must be manned during the entire show.

The Exhibitor will be responsible for all damage to the floor, walls, or other parts of the TD Convention Center caused by the Exhibitor, its employees, agents or representatives and by all contractors, erectors, delivery persons, suppliers and persons furnishing services, deliveries, work or materials in behalf of the Exhibitor. Exhibitors shall promptly reimburse the TD Convention Center all cost arising out of such damage.

23. SECURITY

Show Management will employ reputable and competent guards for the course of the Show, but assumes no responsibility for loss or damage by any cause. Exhibitors are reminded this is an open booth show and the safeguarding of merchandise is the responsibility of the Exhibitors.

24. MANAGEMENT CONTROL

Show Management reserves the right to prohibit entrance to the TD Convention Center and its premises and to remove from the TD Convention Center and its premises any person or object which Show Management deems is not in the best interest of visitors to the Holiday Fair. Show Management further reserves the right to prohibit any activity or an Exhibitor which, in the sole judgement of Show Management, interferes with the enjoyment of visitors or work of other Exhibitors. Failure of an Exhibitor to comply with the rules, regulations and instructions of Show Management of Holiday Fair may result in the removal of the Exhibitor's booth from the premises during the Show. In the interpretation of the rules and regulations governing Holiday Fair, Show Management shall be the sole arbitrator.

25. RETAIL LICENSE

Exhibitor is solely responsible for obtaining all required South Carolina retail licenses to conduct business in the state. Show Management recommends that exhibitors have their licenses on hand for inspection should a representative from the Department of Revenue visit the exhibition. South Carolina retail license information can be found within the Sales and Use Section at www.sctax.org.

Show Management has acquired the necessary business license from the City of Greenville for each Exhibitor booth. Exhibitors do not need to acquire a separate business license from the City of Greenville for this Show. The cost of this license is included in the booth rental fee.



EXHIBITOR APPLICATION & CONTRACT

November 30-December 2, 2017

www.holidayfairgreenville.com

One Exposition Drive, Greenville, SC 29607 — Phone: 864-233-2562 Fax: 864-255-8650

DATE: _____ VENDOR TYPE: _____ CRAFTER _____ COMMERCIAL

APPLICANT NAME: _____

EXHIBIT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____ SC RETAIL LICENSE #: _____

I WANT TO BE CONTACTED ABOUT DOOR PRIZE OPPORTUNITIES: _____ YES _____ NO

PRODUCT DESCRIPTION: _____

Show Management does not guarantee exclusivity to any Exhibitor for products and/or services displayed at this Show. In order to minimize duplications, please state exactly what you plan to exhibit including any brand names.

_____ I WANT TO KEEP THE SAME BOOTH(S) I HAD IN 2016

_____ I DO NOT WANT TO KEEP THE SAME BOOTH(S) I HAD IN 2016

_____ I AM A NEW VENDOR IN 2017 OR AN EXHIBITOR FROM SHOWS PRIOR TO 2016

BOOTH PREFERENCES: _____

I HAVE READ & AGREE TO ABIDE BY THE SHOW RULES & REGULATIONS IN THE PROSPECTUS. (MUST BE SIGNED TO BE ACCEPTED)

SIGNATURE: _____ **DATE:** _____

Refer to our website www.holidayfairgreenville.com or contact Show Management for electrical, dedicated internet or telephone services.

BOOTH RENTAL RATES		
BOOTH TYPE	CRAFTER ROWS 900-1600	COMMERCIAL ROWS 100-800
INSIDE W/ COLUMN	\$300	\$375
INSIDE BOOTH	\$350	\$425
CORNER BOOTH	\$450	\$525
COMBO W/ COLUMN	\$500	\$625

CREDIT CARD PAYMENT AREA	
Please Charge my Card: \$	
Credit Card#:	
VI MC AX DS Exp:	V-Code:
Cardholder Name (PRINT):	
Cardholder Signature:	

EXHIBITORS WILL BE CONTACTED AFTER THE JUNE 1, 2017 SENIORITY DEADLINE TO DISCUSS BOOTH PLACEMENT. BE SURE TO INCLUDE A MINIMUM 50% DEPOSIT. PHOTOGRAPHS ARE REQUIRED IF YOU ARE REQUESTING A BOOTH ON THE CRAFTER'S SIDE OF THE SHOW.

Show Prospectus is available online or by request to Show Management.