

RULES AND REGULATIONS:

APPLICATION PROCESS: Buckler Promotions, Inc. reserves the right to accept products or companies that we feel will add variety and interest as well as compliment our other vendors in order to maintain a quality event. You must submit three (3) photos or slides of your items either by mail, email or through your website. Limited number per category. All photos/slides will be kept on file. Mail your completed application, photos/slides and payment. If you change your product line, you must submit photos for approval. If your work is not accepted, your check will be returned.

PAYMENT AND CANCELLATION POLICY: Show fees are located in the schedule under the desired show. *First time exhibitors must pay their first show in full, additional shows \$20.00 deposit each; if signing up less than one month before the show, a money order, certified check or credit card is required. We accept Visa, MasterCard and Discover. Prior exhibitors may place a \$20.00 deposit per show, balance due 30 days prior to show. No refunds will be given. If you cancel at least 30 days prior to a show, a credit will be applied, less a \$10 transfer fee. If you cancel less than 30 days prior to a show: a) you are responsible for the balance. b) no credit will be given on any monies paid. A \$10.00 late fee will be charged if a balance is paid less than 30 days prior to a show. Space rentals subject to change without notification. A \$20 fee will be imposed for all returned checks.

BOOTH DISPLAY: All tables must be draped to the floor on all 4 sides. Boxes, coolers, totes or carts shouldn't be visible. Sale or unprofessional signs are not allowed. Nothing shall be nailed, stapled or otherwise affixed to the walls, floors or any part of the exhibition rooms. Exhibitor's booth must not interfere with adjacent exhibitors in any way unless they have given you permission. All of the exhibitor's booth and display, including chairs, must be placed within the confines of the space. Buckler Promotions, Inc. reserves the right to remove any booth, or portion thereof, that does not meet with the professional standards of the show. We require exhibitors to remove any objectionable material: pornography, witches, wizards, occult items, etc. If you order electric, you must bring at least a 50 ft. extension cord.

SET-UP AND BREAK DOWN: Upon arriving, check in at the Information Booth. Set-up: Friday 2:00 pm – 8:00 pm. (In some shows, earlier set-up may be available). You must be completely set up by 9:30 am Saturday morning or forfeit your space. If you cannot make it to a show, please call our office and leave a message, as we do check it Saturday a.m. You must remain completely set up during show hours. No packing up early (no boxes/equipment brought in or out, no preparations made before 4:00 pm Sunday). **Anyone arriving late, leaving before the show closes or breaking down during show hours will be excluded from our future shows.** No vehicles to be brought up to building before 4:00 p.m. Sunday

SOLD OUT SHOWS: When a show is sold out, you may place your name on a waiting list (no deposit required). Prior exhibitors please call (386) 860-0092 or write. New exhibitors must send photos and application to be pre-approved for the waiting list.

EXHIBITOR RESPONSIBILITIES: Exhibitors should keep a professional appearance and are responsible for clean up and daily maintenance of their area. All booths must be attended at all times. Exhibitors must be in their booth 10 minutes prior to the time of the show opening. If the exhibitor is not present when the show opens and the booth is closed or covered, Buckler Promotions, Inc. reserves the right to open the booth so as not to distract from the overall appearance of the show. No smoking allowed inside facility. Pets are not allowed at any shows. Alcoholic beverages are not permitted. Liability Insurance, if desired by the exhibitor, must be obtained by them at their own expense. Please come prepared with sweaters, etc. as large exhibit halls are hard to heat/cool to everyone's satisfaction. Each crafter must collect Florida sales tax.

FOR OFFICIAL USE ONLY - SHOW FEES FOR EACH SHOW ARE BASED UPON 25% SPACE RENT
(INCLUDES SALES TAX) 75% FOR PROFESSIONAL SERVICES RENDERED

KEEP TOP PORTION FOR YOUR RECORDS



APPLICATION (You may copy this form)

NAME _____ PHONE _____ CELL _____

(Please print/type - one name only)

BUSINESS NAME _____ WEBSITE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

E-MAIL _____ ITEMS/PRODUCTS _____

(Attach a sheet of paper if necessary)

Date (Month/Year)	City	Indoor Or Outdoor	# Of Spaces Needed	Electric (See Show Fees)	Tables - \$10 Ea. Chairs - \$2 Ea.	Corner - \$30 (If Available)	FOR OFFICE USE ONLY
1				Yes___No___	# Tables ___# Chairs ___	Yes___No___	
2				Yes___No___	# Tables ___# Chairs ___	Yes___No___	
3				Yes___No___	# Tables ___# Chairs ___	Yes___No___	

SEND PAYMENT & FORM TO: Buckler Promotions, Inc., 1697 Doyle Rd., Deltona, FL 32725

Visa/MC/Discover # _____	Exp. _____	3 digit security code _____	Zip _____
Name _____	Signature _____		Amt _____

1. Prior Exhibitor ___Yes___ No _____ **New exhibitors referred by:** _____
2. What percentage of your items are handcrafted by you? _____%
3. Display over 3 ft. high? ___No___ Yes, How high _____ft. Do you need an exact 10 x 10 space? ___Yes___ No. A canopy is required for all outdoor spaces.
4. Do you want a confirmation? ___No___ Yes - **You must enclose a legal size self-addressed stamped envelope.**
5. Fee: **First time exhibitors must pay their first show in full, additional shows \$20.00 deposit each; if signing up less than one month before the show, a money order, certified check or credit card is required.** Prior exhibitors may place a \$20.00 deposit per show, balance must be paid 30 days prior to a show. Exhibitors signing up for a show less than 30 days prior to a show must pay the show in full. If you cancel at least 30 days prior to a show, a credit will be applied, less a \$10 transfer fee. If you cancel less than 30 days prior to a show: a) you are responsible for the balance. b) no credit will be given on any monies paid. **A \$10.00 late fee will be charged if a balance is paid less than 30 days prior to a show.** A \$20 fee will be imposed for all returned checks.

The following applies to any and all Buckler Promotions, Inc. shows: Upon arriving, I will check in at the information table (space #'s subject to change). I must be completely set up by 9:30 am Saturday morning or forfeit my space. Also, I must exhibit until 4:00 pm Sunday or I will be excluded from any future shows. I understand that Buckler Promotions, Inc. reserves the right to accept or reject my items. I agree that if payment is made by check or credit card and I do not cancel a show at least 30 days prior, all services will be considered rendered and any stop payment or charge back will be considered breach of contract by both payer and financial processor. I do hereby release, forever discharge, indemnify and hold harmless Buckler Promotions, Inc., its sponsors and the grounds from all manner of actions, suits, sums of money, damage, claims & demands from any loss or injury. Refunds will not be made unless a show is cancelled due to circumstances beyond the control of Buckler Promotions, Inc. e.g. due to disaster, flood, fire, etc. In such a case, fees received less all expenses of the exhibition, including but not limited to advertising, rental of the facilities, insurance, utilities, promotions and other related expenses, will be refunded to exhibitor on a pro-rata basis. Should acts of God, strikes, work stoppage or any other cause not within the control of Buckler Promotions, Inc., it's officers & employees are jointly released from any and all claims that may arise in consequence thereof. In no event shall Buckler Promotions, Inc. be liable for loss of profits, business or any other damage to exhibitor through cancellation for such causes.

ITEMS MUST BE APPROVED BY BUCKLER PROMOTIONS, INC.

SIGNED: _____ DATE: _____