

**HOLIDAY IN THE PINES 2009
General Provisions**

1. Booth sizes and fees:

B o o t h S i z e	Convention Center	B a n i t a R o o m	R u s k R o o m
10' x 10' straight	\$ 425.00	N/A	N/A
10' x 10' corner	\$ 475.00	N/A	N/A
8' x 10' straight	\$ 325.00	\$ 250.00	\$ 250.00
8' x 10' corner	\$ 375.00	N/A	N/A
8' x 8' booth	N/A	\$ 225.00	\$ 225.00

2. The Hotel Fredonia Convention Center will be open from 5:00 pm to 11:00 pm on Wednesday, November 18, 2009 and 8:00 am to 5:00 pm Thursday, November 19, 2009 for all merchants to set up their booth. We will require that all vendors be checking in no later than 5:00 pm on Thursday, November 19, 2009. All vendors must be completely set up no later than 6:00 pm on Thursday, November 19, 2009. **Please note: Security requires that all vendors leave the Convention Center & Banita /Rusk Rooms by 11:00 pm on November 18th, 10:00 pm on Thursday, November 19th and 9:00pm on Friday, November 20th – NO EXCEPTIONS.**
3. Vendors will be required to purchase tickets for One HIP Night, our preview party on Thursday, November 19, 2009, for all vendors that wish to participate in the Hospitality of the evening. The purchase of One HIP Night tickets will allow merchant to enjoy the wine, punch and hors d'oeuvres being served during One HIP Night.
4. Security will be provided from 8:00 p.m. on Wednesday, November 18, 2009 through 6:00 p.m. on Saturday, November 21, 2009.
5. Merchants and their employees and assistants MUST wear a merchant pass at all times for proper identification. Two merchant passes are included with each booth rental. A set of meal tickets, to be used in the Hospitality Suite Friday and Saturday, will come with each set of merchant passes. (If two booths purchased, then a total of four passes included.) Each additional pass is \$5.00. Please indicate number of additional passes on the attached questionnaire.
6. **Each booth is expected to remain open all hours of the show.** These hours are 6:30 pm to 9:00 pm Thursday, November 19, 2009 for One HIP Night; 9:00 am to 8:00 pm Friday, November 20, 2009 and 9:00 am to 5:00 pm Saturday, November 21, 2009 for VIP and Market shopping. Nacogdoches Junior Forum (NJF) specifically requests that merchants do not close their booths prior to the time Holiday in the Pines closes to the public.
7. Merchants will be responsible for any items needed for display purposes. **Two** crock-pots (coffee, tea warmers, etc.) may be used. More than two will have a **\$15.00 charge**. **Merchants may not attach anything to the drape.**
8. NJF will provide each merchant booth with a sign bearing the name of their business. These signs are the property of NJF and may only be removed by a NJF member. Only one sign per booth will be permitted due to weight. **Please print the name to be displayed on this sign on the questionnaire.**
9. NJF will not be responsible for any merchant's money or merchandise. Merchants are responsible for their own change and bankcard slips.
10. NJF will be sponsoring a raffle in which items donated by merchants will be given away to Holiday in the Pines shoppers. Donated items must be turned in to the HIP Co-Chairperson by Thursday, November 19, 2009 at 5:00 pm. Each Merchant booth will be 'highlighted' throughout the show over the p.a. system.
11. No smoking is allowed in the Convention Center market areas.

12. Vendors should never leave their booth unattended. Nacogdoches Junior Forum will provide volunteers to temporarily operate a vendor's booth when the vendor needs to leave the Convention Center, Banita Room or Rusk Room. NJF will not be held responsible for money or the making of change nor will NJF be allowed to complete any sales transactions on behalf of the merchant.
13. Merchandise displayed at Holiday in the Pines should be contained within the designated booth space. Any merchandise outside the designated booth space may be asked to be removed. Merchandise will not include anything that is profane, obscene or would poorly represent the NJF or other merchants. You are only allowed to bring the merchandise of which you have been authorized to sell.
14. No non-profit vendors or organizations accepted.
15. Wholesalers must sell at retail prices.
16. Merchants are **required by law** to provide their tax identification number at the time of application.
17. NJF will be giving a list of merchants to the media and advertisers. If you do not want your name on the list, please make that note on the questionnaire.
18. NJF will host a Hospitality Suite for all merchants on Friday, November 20th from 8:00 am to 7:30 pm and Saturday, November 21st from 8:00 am to 3:00 pm. The Hospitality Suite will serve breakfast, lunch and dinner on Friday and breakfast and lunch on Saturday. There will be drinks available throughout Friday and Saturday of the show. The Hospitality Suite will not be open on Wednesday or Thursday of set-up. In order to enjoy the Hospitality Suite, all merchants **MUST** provide their assigned meal tickets for each meal and **MUST** be wearing their assigned name badges. During the One HIP Night preview party each vendor booth will receive a "box lunch" type dinner for each merchant pass.
19. No unsupervised children allowed in hospitality suite.
20. If your booth is selected by the committee to be at Holiday in the Pines, you will receive an invitation and contract by the end of April. However, your booth space will not be reserved until your payment and signed contract are received.
21. Nacogdoches Junior Forum **cannot guarantee** prior vendors the exact booth location or room held the previous year or any prior year. Vendor placement will be decided by Holiday in the Pines Chair and Holiday in the Pines Committee. Vendor placement at the time of the show is final.