

**HOLIDAY IN THE PINES 2010  
General Provisions**

1. Booth sizes and fees:

<b>B o o t h S i z e</b>	<b>Convention Center</b>	<b>B a n i t a R o o m</b>	<b>R u s k R o o m</b>
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 17, 2010 and 8:00 am to 5:00 pm Thursday, November 18, 2010 for all merchants to set up their booth. We will require that all vendors be checked in no later than 4:00 pm on Thursday, November 18, 2010. All vendors must be completely set up no later than 5:00 pm on Thursday, November 18, 2010. **Please note: Security requires that all vendors leave the Convention Center & Banita /Rusk Rooms by 11:00 pm on November 17<sup>th</sup>, 10:00 pm on Thursday, November 18<sup>th</sup> and 9:00pm on Friday, November 19<sup>th</sup> – NO EXCEPTIONS.** *We are looking into re-aligning our space in the staging area of the Convention Center; if this happens, the back dock (loading/unloading area) will be closed at an earlier time on Thursday in order for the booths in the staging area to set-up appropriately without distraction.*
3. Vendors will be required to purchase tickets for One HIP Night, our preview party on Thursday, November 18, 2010, 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 any food, beverage or discount that MIGHT be available that evening.
4. Security will be provided from 8:00 p.m. on Wednesday, November 17, 2010 through 6:00 p.m. on Saturday, November 20, 2010.
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 18, 2010 for One HIP Night; 9:00 am to 8:00 pm Friday, November 19, 2010 and 9:00 am to 5:00 pm Saturday, November 20, 2010 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. You will be provided with one-two plug outlet. **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.** You will also be provided with two chairs. *Merchants are responsible for renting tables—NJF does not provide tables for the event. If you are needing to rent tables and chairs, please indicate on enclosed questionnaire.*
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 18, 2010 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 19<sup>th</sup> from 8:00 am to 7:30 pm and Saturday, November 20<sup>th</sup> 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.