Mark Your Calendars for the 2nd Annual Portland Spring Bazaar!

The 1st Annual Portland Spring Bazaar was a huge success and we are excited to invite you to participate in 2020!

The Portland Spring Bazaar is brought to you by Christine Palmer & Associates, the Producers of America’s Largest Christmas Bazaar and America’s Largest Antique & Collectible Shows.

The Spring Bazaar is held in conjunction with America’s Largest Antique & Collectible Show, a 39 year old event held at the Portland Expo Center on March 7th & 8th, 2020

The Spring Bazaar and our Antique Show are a compatible unity of old, eclectic, upcycled, crafters, artisans, garden items and DIY!

Our Antique Shows have a built in audience and draw customers from all across the country! In addition to the built in audience of the Antique Show, we have an extensive Christmas Bazaar mailing list of over 35k previous craft show attendees!

The Spring Bazaar will have its own advertising budget however it will benefit greatly as it will also be included in all of The Antique Show’s extensive 40k dollar advertising campaign. Advertising will include television and radio broadcast, print, digital, social media, email and direct mail.

Your part in bringing people to the show is the distribution of postcards to put out at your corner store, hairdresser, county fairs & Farmer’s Markets. So please request them. Postcards are available at no charge (you can request them on your contract). The other important ingredient is Social media. You can currently find us on Facebook and Instagram by entering the show name: Expo Portland Bazaar

Looking for extra exposure? The Program Guide is distributed to all buyers as they enter the show. It contains the map of the show and list of exhibitors. If you are interested in advertising, please give our office a call and we’ll be glad to send you a copy of the rate sheet.

The Portland Spring Bazaar will have over 200 booths, and will be held in the Northern half of Hall D. The Antique Show will be in the other half of Hall D, as well as Hall E.
The Spring Bazaar will be a select mix of juried artisans, crafters and local vendors. Contracts will be accepted and juried, however due to the size of the space we are using; we will not be able to accept all contracts. Our acceptance process will be lengthy so we can bring the best of the best to our Portland Spring Bazaar!

The sooner your application is received, the more likely you will be considered for being included in the show. Notification of acceptance or waitlist status will be mailed once a decision is made on your contract and product. If you do not hear from us right away, do not get discouraged. We will be hand selecting each potential vendor, which will take some time!

We want to make sure we have a wonderful and diverse selection of items to offer your customers. We will place everyone strategically by product and will “cap” categories as they become full. If you are placed on our waitlist, you will be notified if your category becomes available.

To qualify as handcrafted, and so we can place you away from a competitor, we require a photo of the crafters finished product. Our definition of handcrafted is: a product that you make by yourself. The vendors’ work must be predominant and the starting materials must be significantly altered and/or enhanced by the vendor. Imported items do not qualify.

It is very important to fill out the enclosed list for products thoroughly. We use this list to make sure you are not placed too closely to another exhibitor selling a like item.

Exhibitor set-up takes place on Friday March 6th from 10am to 6pm. We recommend that you bring handcarts since the show only has a limited number of carts for your use. Show hours are Saturday from 10am to 6pm and Sunday from 10am to 4pm. Having your booth staffed during all hours is mandatory.

Booth height requirements: The front 4’ of your booth can be no taller than 3’ high. The back 6’ of your booth can be no taller than 8’ high. This includes any signage. If you need to build walls to the front of your booth for your display, check the box on the contract that indicates you need high sides, and we will place you next to other exhibitors needing the same.

By order of the Fire Marshall, straw and hay are considered extremely flammable and are not allowed in the show. Helium balloons are also not allowed. Incense may not be burned, and candles cannot be lit. The use of canopies and sidewalls are fine, however you will need a fire extinguisher in your booth.
If you are cooking samples or warming items, a fire extinguisher is required as well.

If your product utilizes more than the 500 watts of power such as grinders, T-shirt transfer equipment, electric cooking equipment, irons, microwaves and others, please contact our office and we’ll send you an order form for additional power. Please order your additional power in advance if you know you will need it, to avoid the floor order price.

We accept checks that are postdated for February 10th, 2020. We also accept currently dated checks, money orders and all major credit cards. If you postdate your check, please make sure that February 10th is on your check, as we will deposit any check with the current date on it! Sorry, but we cannot take postdated credit card payments.

If you find that you need to cancel, there is a $50 cancellation fee once you’ve signed up. However, cancellations made after 4:30pm on Friday February 7th, 2020 are not subject to any refund. All cancellations must be made with a phone conversation with staff. Cancellations by voice mail or email are not valid.

Parking: On Friday there is no charge for exhibitors to park at Expo. You must show the attendant your badge. All exhibitors are required to buy a parking pass for the rest of the weekend if you plan to park onsite. Parking passes will be sold from 9am to 4pm on Friday in the Hall E lobby.

Please take time to read the show rules printed on the back of the contract and sign the front of the contract and return both copies. We will send back your confirmed copy by return mail.

We want this to be a successful show for everyone and look forward to working with you! Please call our office if you have any questions.

Our office hours are Monday-Friday 9-4:30. We can be reached at 503-282-0877

Christine Palmer & Associates
# Portland Spring Bazaar 2020

## MARCH 7 & 8

**ARTISANS • CRAFTS • GARDEN**

**OFFICE USE ONLY please**
- CONTRACT #
- MAR ’20 LOCATION
- MAR ’19 LOCATION

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**Christine Palmer & Associates Presents the 2nd Annual Portland Spring Bazaar at the Portland Expo Center**

**MARCH 7 & 8 2020**

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**NAME**

**BUSINESS NAME**

**ADDRESS**

**CITY**

**STATE**

**ZIP**

**CELL PHONE**

**ALT. DAYTIME PHONE**

**EMAIL ADDRESS**

**BADGE NAMES:** List ALL people including yourself who will be staffing your booth. Up to two badges per 10 x 10’ booth are provided. Please indicate any badges that are for children under 18.

1. 
2. 
3. 
4. 

☐ My booth requires that I have high sides to the front of the aisle (see show terms on reverse)

Send BOTH copies along with your check/credit card payment

To: Christine Palmer & Associates
PO BOX 82050 E
VANCOUVER, WA 98682
Phone: (503) 282-0877  email: springbazaar@christinepalmer.net

ONE COPY WILL BE RETURNED TO YOU (by return mail) WHICH WILL SERVE AS YOUR CONFIRMATION.

TO BE COMPLETED BY CHRISTINE PALMER & ASSOCIATES

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### CONFIRMATION

**SPACE SIZE**

- TABLES 8’ 6’ 4’

**EXTRAS**

**DATE REC’D**

**AMOUNT REC’D**

- POSTDATED  CASHABLE  CREDITCARD

**NOTES:**

**PHOTOS REC’D BY**

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**10 x 10’ Handcrafted Booth w/No Tables**

- $175  

**10 x 20’ Handcrafted Booth w/No Tables**

- $340  

**10 x 30’ Handcrafted Booth w/No Tables**

- $500 * Pictures Required for handcrafted rate

**10 x 10’ Commercial Booth w/No Tables**

- $205  

**10 x 20’ Commercial Booth w/No Tables**

- $400

**INDICATE QUANTITY**

- 8’ Undecorated Tables @ 13 00

- 6’ Undecorated Tables @ 13 00

- 4’ Undecorated Tables @ 13 00

- 8’ Skirted Tables @ 31 00

- 6’ Skirted Tables @ 31 00

- Booth Carpeting (9 x 10’) @ 31 00

- Electricity (500 watts) @ 45 00

- Backdrape (per 10 x 10’) @ 21 00

- ADDITIONAL BADGE FOR

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<th>Teal</th>
<th>Blue</th>
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- POSTDATED Check/Date  CASHABLE

**Credit Card** (will be charged on receipt of contract):

Exp. Date CVV #  Billing address the same as listed on contract?

**TOTAL ENCLOSED**

Order as many postcards as you can distribute: (Please indicate quantity)

- Portland Spring Bazaar Post Cards 2020

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**AGREEMENT & SIGNATURE**

The undersigned states that the rules and release on the reverse side has been carefully read and understood and that it is signed as the free act and deed of such individual.

Signed: ____________________________
TERMS AND CONDITIONS / SHOW RULES

The following terms and conditions define the agreement between you as the EXHIBITOR and Palmer/Wirfs & Associates, Inc. (dba Christine Palmer & Associates and Portland Spring Bazaar) as SHOW MANAGEMENT. Participating in the show is contingent on agreeing to, as well as adhering to, these rules.

1. LAWS, RULES AND REGULATIONS: All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed. The Exhibitor agrees to keep all merchandise, chairs and other equipment within the marked boundaries of the booth.

2. SPACE RENTAL: Each Agreement between Exhibitor and Show Management will designate a space area or booth number in conformity with the floor plan for the particular show. The Agreement will also indicate the approximate dimensions of the rented space. Due to last minute changes caused by building safety, fire codes, size of show, electrical layout and/or for just reason, Show Management may relocate the Exhibitor.

3. BOOTH STAFFING: The Exhibitor agrees that the booth under contract will be open and adequately staffed during all public show hours. In the event the Exhibitor does not arrive to fill their space (a no show) by 3pm on Friday, the consequences will be that the exhibitor will not be invited to return. Show Management will then occupy said space in such manner, as it may deem best for the interest of the show. In the event of a no show, Show Management will retain all funds, no refund will be made and any outstanding balance will still be due.

4. CONTENT OF BOOTH: Show Management reserves the right to approve the contents and character of all exhibits and reserves the right to prohibit or expel any merchandise that is out of keeping with the character of the show. Adult items, or items not intended for family viewing are to be displayed where young children cannot view them.

5. RELEASE AND HOLD HARMLESS AGREEMENT: This request to reserve vendors space constitutes an express contractual agreement between myself and Palmer/Wirfs & Associates and it is understood and agreed that by signing this agreement I fully and finally release and hold harmless both Palmer/Wirfs & Associates, its agents, and employees, and the Landlord of the venue, and its agents and employees from any and all liability for all claims of every nature and kind whatsoever, including death, personal injury, loss, theft, or damages to personal property, whether or not caused by Palmer/Wirfs & Associates (dba Christine Palmer & Associates). Note: while we are responsible for incidents that occur in the aisles, you are responsible for any damage, injury or loss within your space boundaries.

6. INSURANCE: Exhibitor is responsible for obtaining its own insurance coverage to insure against theft, fire, smoke, flood, or any other loss or injury within Exhibitor’s space boundaries.

7. SECURITY: Show Management will provide security. Show Management shall not be liable for theft or breakage. The Exhibitor agrees not to hold Show Management or Landlord responsible for loss, theft, fire, destruction or damage in any manner to the Exhibitor’s property. The Exhibitor further agrees to indemnify, defend and hold Show Management and Landlord harmless from damage due to any injury to person or property caused by negligence of the Exhibitor or the Exhibitor’s employees.

8. PAYMENT/CANCELLATION POLICIES: We accept checks that are postdated for February 10, 2020. We also accept currently dated checks, money orders and major credit cards. Once you sign up to participate in the Portland Spring Bazaar, if you need to cancel, we will assess a $50 cancellation fee. If you paid via a postdated check, we will destroy the check and invoice you for the cancellation fee. No refund will be made if cancellation is made after 4:30pm on February 7, 2020. If for any reason payment has not been made, you will be invoiced for the full amount of the booth and any tables or equipment that you have ordered. All cancellations need to be made with an actual phone conversation with one of our staff. Leaving a phone message or email does not cancel your booth. If the reason for cancellation is health related and you can provide a letter from your doctor advising that you don’t do the show, we will refund you minus the cancellation fee.

9. BOUNDARIES FOR CONDUCTING BUSINESS: All business and displays must be within your designated space. No soliciting in the aisles, entrance or parking lot is allowed. Exhibitors must stay inside the respective booth, as do personnel handing out flyers or information.

10. SIDES OF BOOTH: Side walls are to be no higher than 8” for the first 6’ from the back of the booth, and not over 3’ high the last 4’ forward to the front of the space. Booths may be ordered modified if not in compliance. This does not apply to those who have selected to be in a high sides area on the front side of the contract. Illustrations are available from Show Management if this requirement is unclear to you.

11. SHOW CANCELLATION: Cancellation or rescheduling of show – In the event of cancellation or interruption of the event due to fire, strikes, government regulations, war, act of God, or any other cause that makes it impossible to conduct the show, your contract will terminate and the exhibitor will waive any claim for damages. Your booth rent will be applied to the following show in the same venue. If, for any reason the location of location of the show is changed, no refund will be made, but Show Management must be able to assign exhibitors space in lieu of original space.

12. BOOTH OR SPACE SHARING: Subletting or donation of space partially or in its entirety is not permissible without the consent of Show Management.

13. SIGNAGE: All booth signage will be subject to the approval of Show Management. This includes signs indicating a reduction in price. No discount signage is allowed on Friday. On Saturday & Sunday, a maximum of two signs per 10 x 10, no larger than 5 X 4”. Show Management may remove any signs or replace them with signs made by Show Management in order for the show to maintain a professional appearance.

14. ACCESS: The Exhibitor agrees that neither Exhibitor nor anyone under Exhibitor’s control will enter any unattended booth during the show, not during set-up or dismantling of the show. Show Management, Landlord, or their duly authorized representative may enter the area to be used by the Exhibitor without any restriction whatsoever.

15. RETURNED CHECKS: are subject to a $19.00 charge per check each time it is returned from the bank.

INITIAL: ________
As you can imagine, with a show of this type, it is very important that we know what will be in each booth. This is for your sake. We don’t want anyone to end up 20’ away from someone selling a similar product. We need the most complete list you can provide. If you need to add product after you sign up, please contact us to make sure we can accommodate that product. We will close categories and stop taking reservations once we feel the category is full.

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