

## *Business Women's Association of Halifax County*

PO Box 1404, Halifax, VA 24558 – Telephone: 434-579-5528

Internet: [www.halifaxbusinesswomen.org](http://www.halifaxbusinesswomen.org) - Email: [info@halifaxbusinesswomen.org](mailto:info@halifaxbusinesswomen.org)

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Dear Exhibitor:

Plans for the 2017 Holiday Living Show are already well underway.

**DATES:** SATURDAY, NOVEMBER 11, 2017 – 9:00 AM to 5:00 PM  
SUNDAY, NOVEMBER 12, 2017 – 1:00 PM to 5:00 PM  
**PLACE:** HALIFAX COUNTY HIGH SCHOOL - South Boston, Virginia  
**FEE:** \$75.00 PER SPACE, NO MAXIMUM

The 2017 Holiday Living Show is managed by the Business Women's Association of Halifax County. There will be spaces allocated to fine art and handcrafted items (made completely and solely by the craftsman and artist) as well as antiques and collectibles in the school lobby. There will also be a section set aside for commercial dealers and resellers in the school gymnasium.

To be an exhibitor you must agree to exhibit both days. An application can be mailed to you, but one is also available online at the Business Women's Association of Halifax County's website listed above. Please make sure to read the enclosed revised copy of the guidelines before submitting your application. All information must be filled out on the application (written or typed) and any missing information can cause your application to be rejected. Please make sure that the items listed on your application will be a COMPLETE LIST of all of the items you will be bringing to display and sell. If more room is needed to list your items for sale, you may enclose a separate sheet. If you are a licensed representative for a line of brand name merchandise, that information must also be disclosed. All of this information is requested so that we can better space vendors with similar items around the display floor.

Because there is always a waiting list of vendors trying to get into the show at the last minute, the Holiday Living Show Committee strongly suggests that you get your completed application in as soon as possible. If you did not get your application in soon enough, **WE WILL NOTIFY YOU IF YOU ARE ON THE WAITING LIST. ALL APPLICANTS WILL BE NOTIFIED BY EMAIL WHEN THEIR APPLICATION IS RECEIVED. IF YOU DO NOT HAVE AN EMAIL, YOU SHOULD CALL TWO WEEKS AFTER MAILING YOUR APPLICATION TO BE SURE IT WAS RECEIVED.** When you return your application please keep this information sheet for future reference.

The Business Women's Association of Halifax County provides excellent advertising at **NO COST TO YOU**, which is why the committee requests that you supply carefully labeled photographs of your wares and one written paragraph about you and your craft along with your application. Please note that the submission of this information is not mandatory. As the time for the show grows near the local newspapers usually feature articles about the craftspeople and vendors who participate in the Holiday Living Show, starting approximately six weeks prior to the show.

The Holiday Living Show is an annual fundraiser to provide scholarship money for local deserving candidates and, because we want you to participate again next year, we strive to provide you with an enjoyable and successful event in which to sell your products. If I can be of any assistance, please feel free to contact me, Pat Yancey, at 434-579-5528 or send an email to: [pcyancey1950@centurylink.net](mailto:pcyancey1950@centurylink.net). You can also contact the organization at [info@halifaxbusinesswomen.org](mailto:info@halifaxbusinesswomen.org) or speak with a Business Women's Association of Halifax County member at the information table during the Holiday Living Show.

We all look forward to working with you and having another successful Holiday Living Show.

*Pat Yancey*

Pat Yancey  
Holiday Living Show Chairperson

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### **2017 HOLIDAY LIVING SHOW RULES AND REGULATIONS**

The Holiday Living Show is sponsored by the Business Women's Association of Halifax County and Halifax County High School. The show will be held on two days, Saturday, November 11, 2017 from 9:00 AM to 5:00 PM, and Sunday, November 12, 2017 from 1:00 PM to 5:00 PM at the Halifax County High School, located opposite the South Boston Walmart, 3471 Old Halifax Road (VA Route # 129), in South Boston, VA.

#### **ENTRY FEE**

A fee of \$75.00 per 8' X 8' space (with or without table) will be charged. This Fee must be pre-paid and must accompany the application. There is NO MAXIMUM ON THE NUMBER OF SPACES YOU MAY RESERVE. RESERVATIONS ARE ALLOTTED ON A FIRST-COME, FIRST-SERVED BASIS.

#### **APPLICATION DEADLINE**

Completed applications will be accepted up to and including the date of the show. If all spaces are filled, the remaining applications will be placed on a waiting list if the applicant so desires. NO SPACES WILL BE HELD WITHOUT A COMPLETED APPLICATION AND FULL PAYMENT OF THE ENTRY FEE.

#### **HOW TO ENTER**

Complete the Exhibitor's Application and return with the appropriate registration fee. Make your check payable to "Holiday Living Show". Exhibitors must submit a completed printed or typed and signed application. Application cannot be made by telephone.

#### **WAITING LIST**

If the show is filled when your application is received, you will be contacted and given the option of being put on a waiting list or having your check returned. If you choose to be placed on the waiting list, we will notify you if space becomes available. If you do not have a chance to get a space, your check will be returned after the show.

#### **REFUNDS**

Refunds will only be made to exhibitors for whom we cannot provide space or to those who choose to cancel and notify us before SEPTEMBER 1, 2017. Exhibitors not able to participate are requested to call or email their cancellations to Pat Yancey, by phone: 434-579-5528, or email: [pcyancey1950@centurylink.net](mailto:pcyancey1950@centurylink.net) as soon as possible so that those on the waiting list can be accommodated.

#### **SELLING OF ITEMS**

No selling to the public should be done prior to 9:00 AM on Saturday; however, you may sell to other exhibitors before the doors open at 9:00 AM. Exhibitors must provide their own money for change.

## **SETTING UP EXHIBITS**

All exhibitors **MUST** set up major portions of their exhibits/displays on Friday, the day before the show, from 6:30 PM until 9:00 PM, unless prior permission is given to set up on Saturday morning. There is no guarantee that exhibitors will be allowed to enter the school building prior to 6:30 PM on Friday. Only if the school is ready will exhibitors be allowed to enter the building any earlier than 6:30 PM on Friday. Doors will be open at 7:30 AM on Saturday for exhibitors with passes only and at 12:30 PM on Sunday for exhibitors with passes. **NOTE: IF YOU DO NOT SET UP ON FRIDAY, YOUR SPACE WILL BE GIVEN TO SOMEONE ON THE WAITING LIST, UNLESS YOU HAVE PRIOR PERMISSION TO SET UP SATURDAY MORNING.**

## **EXHIBIT SIGHT LINES**

Exhibitors are reminded to please be courteous and avoid blocking the view of, or display of, adjoining exhibitors, or extending into the space of adjoining exhibitors. If your display is tall, it must be constructed of a see through, mesh, or trellis-like material so that your display does not block the view of exhibitors next to or behind you. All walkways **MUST** be kept clear at all times.

## **DISMANTLING**

Exhibitors are required to remain set up at the show on both days for the entire time the show is open to the public. No one should take down his or her exhibit before 5:00 PM on Sunday. Exhibitors selling out prior to the close of the show should check with a member of the committee, and only after being given permission by said member will any exhibitor be allowed to dismantle and leave. **UNDER NO CIRCUMSTANCES SHOULD A VEHICLE BE MOVED TO THE FRONT OF THE SCHOOL TO START LOADING BEFORE 5:00 PM ON SUNDAY.**

## **EXHIBIT SPACES**

All spaces will be 8 feet wide by 8 feet deep. Vendors must set up in this allocated space only. Pedestrian walkways must be kept unobstructed.

## **SPACE ASSIGNMENTS**

Space assignments will be made in late October but space numbers will not be mailed out as in previous years. Spaces are not transferable and cannot be altered. Cancellations must be called in to Pat Yancey, by phone: 434-579-5528, or email: pcyancey1950@centurylink.net. If you must cancel, please call as soon as you know because there is always a vendor waiting list.

## **LICENSED MERCHANDISE DEALER DISCLOSURE**

If you are a licensed representative for a line of brand name merchandise (e.g. Tupperware, Scentsy, Avon, etc.), and you will be selling that brand name merchandise at the show, your license affiliation **MUST BE DISCLOSED** in your application. On a first-come, first-fully-completed-and-paid application basis, the Business Women's Association of Halifax County will try to grant only one distributor the exclusive right to sell a licensed brand of products at the show. That is why this disclosure has become necessary.

## **TABLES AND CHAIRS**

Requests for tables must be made when making application. If you do not request a table you will not get a table. Persons requesting a table and later deciding not to use it should contact Pat Yancey, by phone: 434-579-5528, or email: pcyancey1950@centurylink.net by October 29, 2017 to make this change. NO ATTEMPT WILL BE MADE TO SECURE A TABLE FOR EXHIBITORS MAKING A TABLE REQUEST ON THE DAY THE EXHIBITS ARE BEING SET UP. If you bring your own tables, do not bring any tables over 6 feet long. Your tables must be marked with your ID on the front and back. You must stay within your allotted space. The Halifax County High School supplies two folding chairs per space.

## **SELLING FOODS**

Foods sold inside the building are limited to baked goods, candies, jelly and preserves, ham or sausage biscuits. **INSIDE EXHIBITORS CANNOT SELL BEVERAGES.**

Exhibitors must make sure all food is securely wrapped prior to bringing it in the building. Cakes, pies, etc., cannot be sliced and wrapped in the exhibit area. Please inform your buyer that all food must either be eaten in the concession area or removed from the building; this is to comply with the wishes of the school.

## **ELECTRICITY**

Let us know if electricity is necessary to your exhibit. Electrical outlets are very limited and therefore cannot be guaranteed if requested. Only heavy-duty extension cords may be used. Exhibitors must provide their own extension cords. Any extension cord run across a walkway must be securely taped to the floor to avoid creating a tripping hazard.

## **CHILDREN**

If it is absolutely necessary that you bring your children during set-up, you must keep them at your exhibit area and under control at all times. Due to fire regulations and general safety concerns your children must be kept with you!

## **CANDLES AND SCENTS**

Do not light candles at your exhibit; they are a fire hazard and against fire code. Also, do not burn incense or use any item that creates scents as some people may have allergies.

## **SAFETY AND COMMON SENSE**

It is school policy to maintain safety in the school building and grounds at all times. Exhibitors will be responsible for the safety of their exhibits. The lobby and gym will be locked after 9:30 PM on Friday and Saturday. **DO NOT LEAVE MONEY OR VALUABLES IN THE SCHOOL OVERNIGHT.**

## **CONFIRMATION**

Persons requesting confirmation and receipts should enclose a self-addressed stamped envelope when submitting their application.

## **DAMAGES**

Exhibitors should make sure display items and other articles will not damage the gym wood floor or carpeting. Exhibitors or other persons causing damage to the facility will be responsible to the Halifax County High School for the cost of repairs.

## **CLEAN-UP**

Exhibitors are requested to leave the exhibit free of trash. Supplied tables and chairs should be folded and placed against the nearest wall or placed flat on the floor at the conclusion of the show. All trash should be removed; please bring your own trash bags. Exhibitors leaving unclean spaces may not be allowed to participate in future shows. Exhibitors are reminded to adhere to this request.

## **FINAL REMINDER**

Exhibitors must participate in the show both Saturday, 9:00 AM to 5:00 PM and Sunday, 1:00 PM to 5:00 PM. The only exceptions allowed are sickness or death. If you pull out early for any other reason, we may not allow you to participate in the Holiday Living Show next year.

## **QUESTIONS**

If you have any questions prior to the show please contact the 2017 Holiday Living Show Chairperson, Pat Yancey, by phone: 434-579-5528, or email: [pcyancey1950@centurylink.net](mailto:pcyancey1950@centurylink.net) (or [info@halifaxbusinesswomen.org](mailto:info@halifaxbusinesswomen.org)) for clarification. During the Show, the Business Women's Association of Halifax County personnel at the information desk, just inside the front door, can answer any questions you may have.

We all look forward to working with you and having another successful Holiday Living Show.

*Pat Yancey*

Pat Yancey  
Holiday Living Show Chairperson

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**2017 HOLIDAY LIVING SHOW VENDOR APPLICATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address (Optional): \_\_\_\_\_

Check one or both:  I am selling fine art or handcrafted items.  I am a commercial dealer or reseller.

LIST ITEMS TO BE DISPLAYED AND BRING ONLY THOSE ITEMS LISTED. LICENSED DEALERS MUST DISCLOSE THE BRAND NAMES OF PRODUCTS TO BE SOLD: \_\_\_\_\_

Each space is approximately 8 feet wide by 8 feet deep. There is no maximum number of spaces that you can purchase. Please fill-in the number of spaces requested (\$75.00 per space – no maximum): \_\_\_\_\_

The available tables are 6 feet long x 2.5 feet wide and you may request one free-to-use table per space that you purchase. Do you wish BWAHC to provide you a table?  Yes or  No (No Check Mark = No Table). Please note that you may bring your own table(s) but no table used may be larger than 6 ft. x 3 ft.

I have enclosed my Registration Fee of \$ \_\_\_\_\_ (please do not send cash by mail). Make your check payable to “**Holiday Living Show**”. The Registration Fee must accompany your application. If your check is returned for any reason (insufficient funds, non-payment, etc.), you will have to pay your Registration Fee in cash plus a \$25.00 handling fee.

Electrical outlets are limited, therefore we cannot guarantee that electricity will be available. Will you need an electrical outlet?  Yes or  No (check one). What is it needed for? \_\_\_\_\_

**Two** free show access nametags will be provided for you and your workers, per assigned space, in the packet you will receive when you check in to the show. You can add the names of your workers to the nametags at that time. Additional tags will cost you \$1.00.

Do you grant permission for releasing your name, address and/or telephone number or email address to persons requesting information concerning your exhibit after the show?  Yes or  No (check one).

If the show is already filled up by the time your application is received, do you wish to be put on the waiting list?  Yes or  No (check one). Do you wish to have your check returned?  Yes or  No (check one). You will be notified if you are placed on the waiting list, otherwise you can assume you have a space.

I have read the rules and regulations of the Holiday Living Show and will adhere to all of them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Early registration is strongly encouraged. Return completed Vendor Applications with full payment to: Business Women's Association of Halifax County, Holiday Living Show, P.O. Box 1404, Halifax, VA 24558

**OFFICE USE ONLY:** DATE APPLICATION RECEIVED \_\_\_\_\_

CHECK # \_\_\_\_\_ ELECTRICITY? \_\_\_\_\_ TABLE? \_\_\_\_\_ SPACE NUMBERS: \_\_\_\_\_