

## The Christmas Arts & Crafts Show Information

### LOCATION

Brazos Center (thebrazoscenter.com)  
3232 Briarcrest Drive, Bryan, Texas 77802

### DATES & HOURS

- Saturday, December 7<sup>th</sup> 10:00am - 5:00pm
- Sunday, December 8<sup>th</sup> 10:00am - 5:00pm

### MOVE-IN SCHEDULE

- Friday, December 6<sup>th</sup> 12:00pm - 5:00pm **and/or**
- Saturday, December 7<sup>th</sup> 6:00am - 9:45am

**You must claim your booth no later than 8:30am on Saturday, December 7th. Please have your booth ready at least 15 minutes before show time.** You are permitted to bring your own table(s) and chair(s).

### SHOW SET UP

Please come to the registration desk in the front lobby for your space assignment. Unload all merchandise and display equipment before setting up. Move your vehicle(s) to the parking lot then set-up.

There are a limited amount of dollies. It is strongly suggested that you bring your own dolly or push-cart. Dollies and carts must be out of the aisles before the show can open to the public. No dollies or carts will be allowed in the aisles until the show is over.

Please cooperate. The unloading area is limited.

### MOVE-OUT SCHEDULE

- Sunday, December 8<sup>th</sup> 5:00pm - 8:00pm

Please cooperate and keep your exhibit intact and open for business until the show closes and/or visitors have departed. **Move out or dismantling is not allowed before 5:00pm on Sunday, December 8th. All products and exhibit material must be removed by Sunday, December 8<sup>th</sup> by 8:00pm.**

### BOOTH GUIDELINES

Our aim is to create an exciting and attractive show; one that keeps show guests coming back year after year. This can only be accomplished by maintaining a professional show with eye-catching exhibits and quality features.

- Tables used in exhibits must be draped to the floor and look professional.
- All boxes, wires, storage materials, etc. must be kept out of sight.
- Creatively display products. Use visuals to showcase your products.
- Stand, smile, and be inviting.

Our agreement does not permit you to give, sell, lend, share or otherwise sublet your space to someone else. You may share a booth (at no extra charge) if both you and your associate have read and signed the contract upon initial submission. Items that may be sold include arts, crafts, selected imports are limited and select commercial products. All items sold must be approved. Do not assume you have a booth in the show until you receive a confirmation.

### **EXHIBITOR PARKING**

Please park in the rear of the parking lot. This policy is in place so **YOUR** customers will have ample parking.

### **EXHIBITOR BADGES**

Pick up badges at the registration desk when you arrive to set-up.

### **EXHIBIT STAFFING**

Every exhibitor is responsible for having their display staffed at all times.

### **AISLE SPACE**

Aisle space may not be used for exhibit purposes or for solicitation of business.

### **SIGNAGE**

Hanging signs are permitted in your space only.

### **ELECTRICITY, CHAIRS & TABLES**

Electricity (one outlet) is \$20. Exhibitor must bring extension cord. Chairs are \$3 each and tables are \$5 each.

### **CLEANING**

Exhibitors will be responsible for keeping their booth clean. Booth areas must be cleaned and cleared before departure. Please remove the tape from the floor that marked off your booth area.

### **HEALTH PERMITS FOR FOOD SELLING/SAMPLING**

All booths selling and/or sampling food and/or beverages are responsible to obtain the proper temporary Health Permits. Contact the Brazos County Health Department 72 hours before the show at (979) 361-4440.

### **SECURITY**

Security is provided during show times and overnight. Show Management will exercise reasonable care in safeguarding your property, neither Show Management, neither the facility, nor the Security Contractor assumes any responsibility for such property.

### **TAXES**

**You must provide your Texas sales tax number on your show application.** Sales tax is the exhibitor's responsibility and is required by law to be collected and reported. For information on obtaining a Texas sales tax permit, please contact the Texas Comptroller's office at (800) 252-5555. You may also access this information online at [www.window.state.tx.us](http://www.window.state.tx.us). We are not qualified to counsel you on this information, so please call the appropriate number listed with any sales tax questions you may have.

### **FACILITY DAMAGES**

Any damages to the facility will be billed to the exhibitor by the Brazos Center.

**MARKETING**

Please be assured that there will be extensive, effective advertising for every show that bears our name. We are dedicated to making our shows the best they can be and to letting everyone know when and where they are held. And, we know that you will make the most of the crowd by working your booth effectively during each and every show. We are deeply appreciative of your interest in our events and hope you will let us know if we can help you in any way.

**FURTHER ASSISTANCE**

Our staff is always available to assist you. If you have any further questions, please contact **Ronni Elmore** at **(954) 557-7930** or **elmoreproductions@yahoo.com**.

**WE LOOK FORWARD TO HAVING YOU AT THE SHOW. THANK YOU!**