



**HOLIDAY GIFT BAZAAR & ART SHOW**  
 at the "Ellington Mall" sponsored by S.H.A.D.E.  
**EXHIBITOR REGISTRATION FORM**

**Duke Ellington School of the Arts**  
**3500 R STREET, N.W.**  
**WASHINGTON, D.C. 20007**

**Exhibit Hours: 10 am – 7 pm**

**Exhibit Set-Up Time: 7am**

**Exhibit Space: 8 x 8 and includes 6' table (multiple spaces can be purchased) – All table covering must reach the floor**

To reserve your exhibit booth, please email the completed form and payment to shade4desa@gmail.com and include "Holiday Bazaar Exhibit Reservation" in the Subject Line. All reservations must be received no later than December 2, 2011.

Please email questions to [swoodsdirect@gmail.com](mailto:swoodsdirect@gmail.com) or shade4desa@gmail.com

**PLEASE PRINT OR TYPE INFORMATION BELOW:**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Preferred Address: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Business License or Social Security Number: \_\_\_\_\_  
 Product Description: \_\_\_\_\_

Is Electricity Needed?  YES  NO (\$15 electric fee)

Please indicate any Special Needs: \_\_\_\_\_

<b>PLEASE INDICATE ALL OPTIONS DESIRED AND TOTAL FEE:</b>	Description/Cost	# Requested	Total Cost	Final Payment Due Date
Booth Space:	<input type="checkbox"/> Non-Food Booth - \$100		\$	<b>Friday, Dec. 2</b>
	<input type="checkbox"/> Food Vendor - \$200		\$	
			\$	
Electricity	<input type="checkbox"/> Dual Outlet - \$15		\$	
			\$	

**TOTAL FEE ENCLOSED: \$** \_\_\_\_\_

**Form of Payment:**  Certified Check  Company Check  Money Order  Visa  MasterCard  AMEX  Diners Club  
 PayPal

<b>Name As it appears on Card:</b>	_____		
<b>Expiration Date:</b>	_____	<b>CVC Code:</b>	_____
<b>Billing Zip Code:</b>	_____	<b>Contact Telephone Number</b>	_____
<b>Electronic Signature:</b> (By Typing Your Name Here you agree to pay charges listed above)		_____	

**Duke Ellington School of the Arts Holiday Art & Gift Bazaar  
SPONSOR/EXHIBITOR AGREEMENT**

The purpose of this agreement is to grant EXHIBITOR occupancy of a Booth at S.H.A.D.E.'s (hereinafter called SPONSOR'S) Event, 1st Annual Holiday Art & Gift Bazaar (2011)(hereinafter referred to as "Show"). The SPONSOR hereby leases to the EXHIBITOR in accordance with the following terms:

**1. CONTRACT/FEES FOR EXHIBIT SPACE:**

Return completed/signed Agreement and full payment of booth rental fee **NO LATER THAN FRIDAY, DECEMBER 2, 2011** to reserve a space. Spaces assigned with full payment only. First pay, first assigned procedure applies per show layout protocol of SPONSOR. **Money orders or cash are preferred; Returned checks are subject to a \$25 fee. Payment made with a credit card or online will be assessed an additional fee of \$5.00.** Please make payment to SHADE, 3500 R Street, NW, Washington, D.C. 20007.

**2. SPACE AND SUPPLIES:**

A. Booth Space: 8 x 8. Supplies: One 6'x 2' ¾" table and one chair. (No floor space available for racks, extra tables, boxes, other items for sale, etc. All items must be displayed and sold from the table.) Note: must supply table covering large enough to extend to the floor.

B. Food Vendor Space: 8' x 10' space; 6' table is available (if needed) and dual electrical outlet.

C. Only one exhibitor will be permitted in each space unless approved by SPONSOR.

**3. SET-UP TIME:**

Set-up is only allowed three (3) hours prior to Show opening. **NO UNLOADING OF BOXES, RACKS, DOLLIES, AFTER SHOW HAS OPENED.** The booth fee will not be refunded. **ABSOLUTELY NO EXCEPTIONS.**

**4. SUBLETTING SPACE:**

Exhibitor's will not assign or sublet the exhibit space without prior approval of the SPONSOR. Failure to inform SPONSOR will result in immediate ejection from the Show.

**5. CANCELLATION OF BOOTH SPACE:**

The SPONSOR reserves the right to reject an application at any time before the Show for reasons at the SPONSOR'S discretion.

**6. DRESS ATTIRE**

EXHIBITORS are to dress appropriately in festive attire. Please respect our goal to produce a successful Show for you and S.H.A.D.E.

**7. PROMOTIONS**

The EXHIBITOR agrees to actively market the Show by advertising, contacting clientele and distributing flyers whenever possible. A master copy has been provided to make additional flyers for you to duplicate and distribute. *Please email [shade4desa@gmail.com](mailto:shade4desa@gmail.com) with any questions.*

**8. CHANGES**

The SPONSOR reserves the right to make such changes and further rules and regulations regarding the Show as it, in its sole discretion, deems necessary and upon notice to the EXHIBITOR, all said action shall become past of this lease and binding on all parties.

**Exhibitor's Signature:** \_\_\_\_\_

**9. INDEMNIFICATION**

The EXHIBITOR will indemnify SPONSOR, its agents, representatives, affiliates, security and successors from any liability arising from the loss, theft, or damage to EXHIBITOR's goods, literature, promotional materials, or personal property, or the person or property of third parties caused by EXHIBITOR's actions or goods sold. The SPONSOR will do whatever is necessary (including leasing tall buildings) to have a successful Show!

S.H.A.D.E. will not be held liable to refund any payment in the event of a circumstance or circumstances beyond the control of the SPONSOR (i.e., inclement weather, condition of the facilities, circumstances of EXHIBITOR, etc.)

**Print Name:**

\_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Amount Enclosed \$ \_\_\_\_\_