

Emerald Spiral Events, LLC
15731 NE 8th Street #6146, Bellevue, WA 98008
425-445-8789/Astara@EmeraldSpiralEvents.com

Emerald Spiral Events Vendor Application

For those vendors that have been exhibiting at the Emerald Spiral Events Expo in Kent, WA, please read this application carefully as there are significant differences between these two event locations.

This application is in two (2) Parts:

Part 1 = the booth application form for Emerald Spiral Events

Part 2 = the table, chair, electrical, etc. reservation form for Design Events, Inc.

SPECIAL NOTE:

Emerald Spiral Events has contracted with Design Events, Inc. (DE) in Coeur d'Alene, Idaho to setup/teardown the expo and to provide the pipe & drape booth exteriors. Additionally, they can provide tables, electrical, carpeting, etc., for a fee, to those vendors that will not be bringing their own. Part 2 is the order form that you will send directly to Design Events, AFTER, you have confirmation from Emerald Spiral events of your Booth Number.

KEEP THIS INFORMATION FOR YOUR RECORDS.
SIGN AND RETURN PART 1 PAGES 3 & 4 to Emerald Spiral Events

What is a Vendor? Exhibitors, Vendors, Healers and Readers and anyone that has an approved booth.
Only one (1) Business allowed per booth

Location: Greyhound Park and Event Center, 5100 Riverbend Avenue, Post Falls, ID 83854.

Date & Time of public access:

May 30, 2020 10:00am—4:00pm

May 31, 2020 10:00am—4:00pm

Registration: Application form must be read, completed and signed with payment attached. Incomplete applications will not be accepted or approved. Applications will not be accepted without payment. Signed Release and Indemnity Agreement is acknowledgment that you have read all the rules and regulations regarding this event. **Only one business is allowed per booth.**

Release & Indemnity Agreement: This form must be signed prior to set up. All persons in your booth must sign a Release and Indemnity Agreement. All applications are subject to approval by Emerald Spiral and become a legal contract.

Facility Entrance/Set Up/Tear Down:

SETUP: May 29, 2020 from 2:00pm—8:00pm

TEARDOWN: May 31, 2020 from 4:00pm—8:00pm

Booth Set Up: Doors open at 2:00pm on Friday. Please inspect your floor area before setting up. If there is ANY damage to your booth area, immediately notify Emerald Spiral/Design Events. You must be in your booth by 9:00am on Saturday and Sunday. We do opening circle at 9:30AM to 9:45 AM. Any last minute setup must be complete by 10:00am. Doors open at 10:00am. Vendor setup access is on the SIDE of the building, DO NOT use the front doors.

Booth Tear Down: The Expo doors close at 4:00pm. Tear down begins at 4:00pm. **NO EARLY TEAR DOWNS.** Please ensure your floor area is cleaned up at the end of the Expo. You will be responsible for any damage to chairs, tables, drapes, curtains, etc., and the floor area in your booth. Booths must be vacated by 8:00pm on Sunday, May 31, 2020.

Parking: Plenty of free parking is available. Vendors should park on the side of the building to allow customers to park in the front of the building. But do NOT park right “NEXT” to the building. We may have food truck(s) there and they will need access.

Registration Fee: You can send payment by paypal (Astara@EmeraldSpiralEvents.com), credit card via telephone or mail a check to 15731 NE 8th Street #6146, Bellevue, WA 98008.

Fee Structure:

Existing Emerald Spiral vendors (From 2019 shows) pay \$200

Lighting: The room has adequate lighting. It is not necessary to bring extra lighting but you may if you desire.

Electrical Power: Booths along the outer walls have **free** access to a **limited number** of electrical outlets. Bring your own extension cords, power strips and painters tape to keep the cord in place and prevent anyone from tripping over the cord. **NO DUCT TAPE.** As the number of free outlets is **limited** you'll need to be a good neighbor and share... OR, to ensure you have access to power, you can order, and pay for, a power drop from Design Events.

Booths in the center sections will need to order, and pay for, electrical power access from Design Events. (See their order form in Part 2 of this application.)

Booth Space: Booth space will be eight (8) feet deep and ten (10) feet wide.

Booth spaces will be surrounded in Pipe & Drape. That is, fabric covered back walls that are eight feet high, fabric covered side walls that are three feet high, and an open front to the aisles.

Tables/Chairs/Carpet, Etc.: If you want a table or tables you can bring your own or order them from Design Events in part 2 of this application. Also, please indicate on the order form if you would like 0, 1, 2, 3 or 4 chairs. (If nothing is marked then no chairs will be provided.) If you would like carpeting, audio/video equipment or other furniture type things, please review the Design Events order form. (Please note that any changes required onsite will incur extra fees.)

Safety: To ensure a safe (by fire regulation) and healthy (allergies, etc) Expo for everyone, burning of incense, candles or other related items is prohibited. No exceptions! We appreciate your cooperation.

Door Prize and Volunteer Appreciation donations: We are no longer collecting donations for drawings. If you like you can hold a drawing at your booth as long as it's not disruptive to those around you.

Cancellations: Call or email at least 30 days before the expo. Cancellations must be by email or phone call. There are no refunds. **Booth spaces belong to Emerald Spiral and CANNOT be resold by vendor.** If you are delayed, please call 425-445-8789. **NO SHOWS WILL NOT BE INVITED BACK TO THE EMERALD SPIRAL EXPO. NO EXCUSES!!!**

Wait List: If you are notified that you are on the wait list, we will notify you at least 24 hours before the event but sooner if you are needed. Please make sure that we have your contact info/cell phone number or email and check your email daily. If you are notified, please confirm that you are available and will be there. Thank you!