



2018 Exhibitor Forms

**Only return forms that pertain to the operation of your display.
Deadline is November 7**

Exhibitor Badge Form: Order deadline is November 7

Canyon County Christmas Show

(208) 939-6426 • www.spectraproductions.com



Company Name: _____ Booth Number: _____

Exhibitor Badge

Please remember that all persons working your booth will need their own Exhibitor Badge to gain entry each day of the show without having to pay. Four badges are included in your booth fee for a single booth, and two badges are included for each additional booth. For example: If you have contracted for three booths you would receive 8 badges; four for the first booth and two additional for each of the next two booths. So, three booths = 4+2+2=8. If you have pass requirements beyond what is included please indicate the number of extra badges you will need below. Names are no longer required for exhibitor badges.

Exhibitor Badge Distribution: Will Call or pre-mail

All Exhibitor Badges will be in your check-in envelope at the show unless you indicate below that you would like them mailed to you for early distribution to booth personnel. Will Call is available to you if you want persons working your booth to get their Exhibitor Badge as they arrive at the show.

<u>Pass Type</u>	<u>Quantity</u>	X	<u>Price</u>	=	<u>Total</u>
Extra Exhibitor Badges:	_____	X	\$4.00	=	_____

Please mail my Exhibitor Badges to me (add 7.00)

Total Pass Purchase: _____

Exhibitor Signature

Date

Courtesy Pass Form: Order deadline is November 7

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Company Name: _____ Booth Number: _____

Courtesy Pass

Courtesy passes are **single use** passes that will get your friends, family, or customers, and others into the show for a considerable discount. The cost of Courtesy passes are 50% of regular admission. And here is the best part: we will only charge you for passes that are redeemed at the door. For example: if you ask for 100 courtesy passes and only 20 are redeemed at the door we will only charge you for those 20 passes!

Courtesy Pass Distribution: Will Call or pre-mail

All courtesy passes will be in your check-in envelope at the show unless you indicate below that you would like them mailed to you for early distribution to those you want to invite to the show. Will Call is available to you if you want a courtesy pass waiting for someone as they arrive at the show.

Mailers and Coupons

Pre-approved mailers and coupons inviting your customers to the show are welcomed. Each mailer or coupon redeemed will be charged at the same rate as a Courtesy Pass.

<u>Pass Type</u>	<u>Quantity</u>	<u>@</u>	<u>Price</u>
Single Use Courtesy Pass:	_____	@	\$2.00 per redeemed pass
<input type="checkbox"/> Please mail my Courtesy Passes to me (add 7.00)		Total Pass Purchase: <u>TBD</u>	

Exhibitor Signature

Date

Exhibitor Booth Furnishings Form: Order deadline is November 7

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Company Name: _____ Booth Number: _____

Use this form to order items for your display. Prices include sales tax, delivery, and pick up. In order to fulfill your request this form must be submitted by the deadline.

<u>Item Description</u>	<u>Price Ea.</u>	<u>Quantity</u>	<u>Total</u>	<u>Item Description</u>	<u>Price Ea.</u>	<u>Quantity</u>	<u>Total</u>
Long Table, Decorated*:	\$45.00	X _____	= _____	Carpet, 10x10:	\$40.00	X _____	= _____
Long Table, Plain*:	\$25.00	X _____	= _____	Carpet, 10x20:	\$70.00	X _____	= _____
Counter Height L. Tbl, Dcrted*:	\$55.00	X _____	= _____	Deluxe Stool:	\$20.00	X _____	= _____
Counter Height L Tbl, Plain*:	\$35.00	X _____	= _____	Wastebasket:	\$5.00	X _____	= _____
Bistro Table, Decorated♦:	\$35.00	X _____	= _____	Folding Chair:	\$5.00	X _____	= _____
Bistro Table, Plain♦:	\$20.00	X _____	= _____	Easel:	\$10.00	X _____	= _____
Total: _____				Total: _____			

*Decorated includes top covering and skirt. Please indicate length; 4': , 6': , 8': All long tables are 30" deep.
 ♦Decorated includes top covering and skirt. Please indicate height; 30": , 42": All bistro tables are 30" diameter.
 *♦**Prices will increase after deadline!**

Total Furnishings Purchase: _____

Exhibitor Signature

Date

Exhibitor Electrical Form: Order deadline is November 7

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Company Name: _____ Booth Number: _____

Electrical service is available for your display. The fee for 5 amp electrical service is \$25.00 (\$35.00 for orders after the deadline). When electrical service is requested, that service is for **ONE OUTLET**. There will be a \$25.00 charge for each outlet used. If you need more than one outlet please indicate. Electrical service may not be directly adjacent to your booth location. **Bring a 50' extension cord, to insure access to an electrical service.** All electrical cords used must be three prong (grounded). Failure to use three prong cords may be cause for the State Electrical Inspector to shut down any equipment that is in violation.

This form is for 110/120 volt orders. If you need 208 volt service please call. For help determining your electrical needs please refer to the Electrical Information page of your event guide.

Yes, I will need one electrical outlet (please check)

No, I will not need an electrical outlet (please check)

I will need more than one electrical outlet (please check)

IMPORTANT: Electrical service is ample, but limited.

Pre-order to ensure electrical service to your booth.

Orders after the deadline are not guaranteed.

Amps: _____ Equipment: _____

Exhibitor Signature

Date

Amplification Approval Form: Order deadline is November 7

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Company Name: _____ Booth Number: _____

AMPLIFICATION RULES

The following rules apply to gain the privilege of using an amplification system in your booth for the purposes of communicating with the attendees of any Spectra event. Failure to follow these rules will be cause for prohibiting the use of a amplification system.

1. The purpose of an amplification system is to allow booth personnel to talk for long periods of time using a low and reserved tone of voice.
2. It is not to be used to make booth personnel louder in order to gain attention or used as a means of drawing attendees to your display.
3. The sound emitted by using amplification shall not be of a volume that it is deemed a distraction to booths across the aisles, or booths adjacent to the vendor using amplification.
4. Failure to comply to these rule will result in a written warning. Upon a second violation, privilege of using the amplification system shall be revoked for the remainder of the event.

I have read, understand, and agree with the rules set forth above for the privilege of using a amplification system as part of my display.

Exhibitor Signature

Date

Product Demonstration Form: Order deadline is November 7

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Company Name: _____ Booth Number: _____

PRODUCT DEMONSTRATION RULES

The following rules apply to gain the privilege of conducting a product demonstration inside of your booth. Failure to follow these rules will be cause for prohibiting the conducting of your product demonstration.

1. All product demonstrations will take place within the confines of your designated booth space.
2. Absolutely no demonstrations, literature distribution, or physical contact will be done in the aisles, walkways, or any other area other than within the confines of your designated booth space.
3. The person signing below agrees that the rules will be made aware to all personnel working in the booth.
4. Failure to comply to these rules will result in one verbal warning. Upon a second violation, a written warning. If there is a third violation, privilege of conducting a product demonstration as part of YOUR display shall be revoked for the remainder of the event.

I have read, understand, and agree with the rules set forth above for the privilege of conducting a product demonstration as part of my display.

Exhibitor Signature

Date

Food Sampling/Sales Form: Order deadline is November 7

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Company Name: _____ Booth Number: _____

If you plan to sample or sell food at your display you must submit this form. Please be specific in describing what you will be sampling including sizes, packaging, serving methods, and any other distinguishing characteristics. Additionally any vendor wanting to sell or sample food must also gain a permit from the Southwest District Health Department at 455-5400.

Food: _____

Samples? Yes No

I understand that in order to sample or sell food I must also gain a permit from the Southwest District Health Department. I understand that if this requirement is not met it will be cause to prohibit any sampling or sales of food to the general public until the permit has secured.

Exhibitor Signature

Date

Drawing Prize Form: Order deadline is November 7

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Company Name: _____ Booth Number: _____

If you plan to offer a drawing at your display you must submit this form. Please be specific in describing your prize, including models, colors, serial numbers, and any other distinguishing characteristics. The "Drawing, Winners Form" is also a part of holding a drawing and must be completed and submitted by December 31.

Prize: _____

Value: _____

Date Of Drawing: _____

Exhibitor Signature

Date

Drawing Winners Form: Submit to Spectra week following the show

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Company Name: _____ Booth Number: _____

Prize: _____

Value: _____

Date Of Drawing: _____

Winners Name: _____

Address: _____

City/ST/Zip: _____

Telephone: _____

Exhibitor Signature

Date