

The Gift and Craft Expos by Miller Promotions

Handcrafted and Non-crafted application

Please fill out page 3-6. Keep page 1-2 for your records.

Checks payable to: **Miller Promotions, 248 Allison Ave. Pittsburgh, PA 15202**

Office: 412 415 3584 M-F 11-7 pm FAX: 412 415 1315 MillerPromotions@Comcast.net

A \$45 NSF fee will be charged for each check returned.

Please make a copy of this application for your records.

Application deadline is 7 days prior to each event date. Vendors could be subject to a \$10 late fee for any application processed with less than 7 days prior to a scheduled event. The \$10 late fee will be enforced for vendors participating in the Pittsburgh Mills events. ***Spaces will be assigned on a first come first served basis. This also applies to electric, wall space, table/table cloth rentals and special needs.*** All approved vendors will be listed on our website: www.GiftandCraftExpo.com. This will serve as your participation confirmation. If you are NOT approved, then we will call you, and provide the reasons why you were not accepted.

Booth and table cover information: a vendor's rental space is **10'x10'**. **All vendors are responsible for their own booth erection, tables, and booth dismantlement.** Vendor spaces must be contained within this space. Vendors will share the 5' walk space that is assigned between booths with the vendor next to them. This space is not included in your rental space. If a larger space is needed, then you must rent additional space. Table rental is available for \$15 per table. Please indicate this on your application, and the table will be in your booth when you arrive. Table rental fees will be collected during the show. **All tables must be covered to the floor and on all 4 sides with solid color table covers. Sheets or plastic are not acceptable. Covers must be cloth, clean and wrinkle-free.** Any vendor that does not abide by this, could be subject to a \$10 table cloth rental fee per table.

Procedure for accepting vendors: Miller Promotions will contact vendors that are NOT accepted. Accepted vendors will be listed on the website: www.GiftandCraftExpo.com A completed application and payment will complete the application process. A completed application in our office will help our staff to effectively meet your needs, communicate, and provide marketing exposure.

Set up information: This information will be sent to the vendor by email, the Wednesday prior to the event. It will also be listed on the website, www.GiftandCraftExpo.com, under the SET UP INFORMATION tab.

For vendors that do not have table covers: You may purchase or rent fitted table covers from Miller Promotions. Purchase: \$38 for 6' or \$45 for 8'. **Rental:** \$10 per table cover. (Black only) The table clothes we offer are seamless, made of heavy duty polyester, commercial quality, and they cover 4 sides. 3 colors available for purchase: White, Black, Navy, Red,

Please indicate your order on the application. You can also call or email your table cover order in.

Refunds: Registrations is a commitment to the show. **NO REFUNDS! NO EXCEPTIONS!** Once your application has been received, no refunds will be honored. This also applies to no shows, late arrivals to the show, illness, family circumstances, and any type of request for refund. Spaces cannot be re-rented without the approval of the show promoter. **A \$45 NSF fee will be charged for each check returned. All cancelled checks will be filed with the magistrate.**

Rules of the Show

1. Your booth must stay open during all mall hours. Generally hours are Fri-Sat from 10am to 9pm and Sunday from 11am to 6pm.
2. Exhibitors provide their own props and other display items.
3. Maximum display height is 6'6".
4. The backside of your display must have a finished appearance if you are building a booth.
5. All boxes, cartons, trash, coats, and inventory should be stored out of sight.
6. Early tear-downs are NOT permitted. Vendors that tear down early, will not be permitted to do any future shows through Miller Promotions.
7. Exhibitor attire should be professional looking. Collared shirts, blouses, and casual pants are preferred. Company t-shirts are permitted. No shorts, t-shirts, or flip-flops allowed.
8. Exhibitor's booth must not interfere with adjacent exhibits, extend into the aisle in any way, or occupy any space other than the specific rented size.
9. The mall management reserves the right to remove any vendor that does not meet mall management requirements.

10. Exhibitor's booth must not interfere with adjacent exhibits, extend into the aisle in any way, or occupy any space other than the specific rented size.
 11. All exhibitors must follow additional rules set by mall management.
 12. The leased tenants have priority over weekend vendors of Miller Promotions. To eliminate direct competition with leased tenants of the mall, the Mall Management reserves the right to move or remove any weekend vendor of Miller Promotions. If this situation should arise, then Miller Promotions will extend a credit or refund to any vendor that is removed by mall management for competition reasons.
 13. Exhibit booth must be manned at all times.
 14. Exhibitors are solely responsible for unloading, erection of display, and removal of exhibit.
 15. Set up will only be allowed before the mall opens, or after it closes. Any exhibitor attempting to set up during mall hours will be expelled from the show immediately.
 16. The show promoter, the mall management, and all of its agents are not responsible for lost, stolen, or damaged, merchandise of exhibitor.
 17. Children of vendors, under the age of 15, are not permitted to walk through the mall without adult supervision
 18. The Gift and Craft Expo(s), Miller Promotions, and any of it's coordinators and agents, will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to reasons of the enclosure in which the show is produced, being before, or during the show is destroyed by fire or any other calamity, act of God, public enemy, strikes, ordinances, or legal authority, or any other act beyond the control of the coordinators which make it impossible to hold the show.
 19. Exhibitors are responsible for their own insurance and should provide proof of insurance. Failure to secure insurance will make the exhibitor liable for any claims or suits held against them by the customer or people attending the event. Exhibitor accepts this liability when participating in this show. Certificate must list ***Susan Miller dba Miller Promotions is named as an additional insured***
- The following are ***not*** permitted at any show:
 - NO Lawn chairs, TV trays, Radios, TV's, headsets, card playing (tip – reading a book is not conducive to sales).
 - NO Alcohol – Any exhibitor under the influence of alcohol or drugs will be removed from the show.
 - NO handmade signs.
 - NO "Hawking" or standing/sitting outside booth.
 - NO Aluminum clamp lights. Studio draftsman and acrylic clip-on lights are permitted.
 - NO Eating in front of customers. Smoking is prohibited in most malls.
 - Do not use mall fixtures, trees, seating or fountains for display or storage.
 - Do not extend outside of measured area.
 - NO SOLICITING TO STORE OWNERS OR LEASED TENANTS
 - No canopies or pop tents will be allowed.
 - Vendors must use the following:
 - Rubber tips or mats must be used under metal displays.
 - Painter's tape to cover any electrical cords
 - Rubber wheeled dollies

Vendor Check List

_____ READ all rules, fill out, sign and date application.

_____ Save page 1 & 2 for your records

_____ Make check payable to: Miller Promotions

_____ Print your receipt for online payments and send with your application

_____ Fax or mail page 3 & 4 ONLY to Miller Promotions

_____ Allow 1-2 weeks for Miller Promotions to list you on the website.

For Your Records

Date sent: _____ Form of Payment: _____ Amount: _____

Requested: (circle) _____ Tables _____ Covers _____ Electric _____ Other _____

Setup _____ day or evening?

Marketing material is available for vendor distribution. Vendors should forward our event email to their email database, post the Facebook event link on their Facebook page, and download the event flyer from www.GiftandCraftExpo.com

Sales rep name: _____

NAME: _____ Telephone: _____

Business Name: _____

Address: _____

Email: _____

Web address: _____

Facebook link: _____

Product Category: _____

How did you hear about the show? _____

Have you done the show before? _____ When? _____

Of spaces _____ # of tables @ \$15 ea. _____ # Table cover rental @ \$10 each _____

DAYS PARTICIPATING WED THURS FRI SAT SUN

Special needs _____

CHOOSE YOUR SET UP DAY: (circle choice) Wed Thurs Fri or Sat Evening?
Wed Thurs Fri Sat or Sun Morning?

All vendors who refer other vendors will be given a \$10 credit to the next show.
(Just tell potential vendor to list your name, in the area of the application that asks how they heard of the show)

Have you referred a vendor? Their name? _____

We will be marketing all exhibitors prior to the event. Customers can shop from you before and after the event if you provide the following: Pictures, web address, Facebook link. Send this information to MillerPromotions@comcast.net

- I understand that the show promoter, the mall management, and all of its agents are not responsible for lost, stolen, or damaged, merchandise of mine. Please initial _____
- I understand that The Gift and Craft Expo(s), Miller Promotions, and any of it's coordinators and agents, will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to reasons of the enclosure in which the show is produced, being before, or during the show is destroyed by fire or any other calamity, act of God, public enemy, strikes, ordinances, or legal authority, or any other act beyond the control of the coordinators which make it impossible to hold the show. Please initial _____
- I understand that I am responsible for my own insurance and I should provide proof of insurance. Failure to secure insurance will make me liable for any claims or suits held against me by the customer or people attending the event. I accept these liabilities when participating in this show. Please initial _____

Check Box the event(s) you are interested in participating in.

Events at Pittsburgh Mills

Price for Handcrafted: \$60 for Fri. OR Sun. and \$100 for Sat. \$180 for all 3 days.

Discounted rate!!! Pay only \$160 for a 3 day participation, for each Pittsburgh Mills event, when you choose 2 events at our other locations.
(Example: 1 Pitts. Mills event + 2 other mall locations = \$160 for each event)

Price for NON-crafted: \$80 for Fri. OR Sun. and \$120 for Sat. \$210 for all 3 days.

Discounted rate!!! Pay only \$190 for a 3 day participation, for each Pittsburgh Mills event, when you choose 2 events at our other locations.
(Example: 1 Pitts. Mills event + 2 other mall locations = \$190 for each event)

☐ **September 9-11, 2016 – 5th annual "Luv that Black n' Gold" Gift and Craft Expo - Galleria at Pittsburgh Mills, Tarentum, PA**

☐ **Nov 4-6, 2016 – 21st Annual Christmas Gift and Craft Expo, Galleria at Pittsburgh Mills, Tarentum, PA**

☐ **January 27-29, 2017 – 16th Annual Gifts and Crafts for VALENTINE Expo, Pittsburgh Mills, Tarentum, PA.**

☐ **May 5-7, 2017 – 18th Annual Gifts and Crafts for MOM Expo, Galleria at Pittsburgh Mills, Tarentum, PA**

Monroeville, Westmoreland, Washington Crown, Logan Valley, or Clearview Malls – Bonus: Pick up Wed. & Thurs. at no charge when you do Fri, Sat, & Sun.

Price is Handcrafted: \$50 for Fri. OR Sun. and \$90 for Sat. or \$140 Sat. & Sun. \$160 for all 3 days.

Price is NON crafted: \$70 for Fri. OR Sun. and \$110 for Sat. \$180 for Sat. & Sun. \$190 for all 3 days.

☐ **September 14-18, 2016 – 1st Annual Fall Frenzy Gift and Craft Expo Westmoreland Mall, Greensburg, PA.**

☐ **September 21-25, 2016 – 4th annual Autumn Abundance Gift and Craft Expo, Monroeville Mall, Monroeville, PA.**

☐ **October 5-9, 2016 – 4th annual Falling into Fall Gift and Craft Expo Clearview Mall, Butler, PA**

☐ **October 14-16, 2016 – 1st annual Fall Frolic Gift and Craft Expo, Logan Valley Mall, Altoona, PA.**

☐ **November 9-13, 2016 – 51st Annual Early Bird Gift and Craft Expo Monroeville Mall, Monroeville, PA.**

☐ **Jan. 18-22, 2017 – 2nd annual Just For Valentine Gift and Craft Expo, Logan Valley Mall, Altoona, PA.**

☐ **February 1-5, 2017 – 5th Annual Devoted Valentine Gift and Craft Expo Monroeville Mall, Monroeville, PA.**

☐ **February 8-12, 2017 – 5th Annual Winter Meltdown Gift and Craft Expo Westmoreland Mall, Westmoreland, PA.**

☐ **March 1-5, 2017 – 2nd annual Easter Extravaganza Gift and Craft Expo, Logan Valley Mall, Altoona, PA.**

☐ **March 8-12, 2017 – 5th Annual Hoppy Easter Gift and Craft Expo, Clearview Mall, Butler, PA**

☐ **April 19-23, 2017 – 5th annual Spring Spectacular Gift and Craft Expo, Monroeville Mall, Monroeville, PA.**

☐ **April 26-30, 2017 – 1st annual Spring Splendor Gift and Craft Expo, Washington Crown Mall, Washington, PA.**

☐ **May 31-June 4, 2017 – 4th Annual Splendor of Spring Gift and Craft Expo Westmoreland Mall, Greensburg, PA.**

Events at these popular mall locations Johnstown Galleria & Shenango Valley Mall - Bonus: Pick up Wed. & Thurs. at no charge when you do Fri, Sat, & Sun.

Price is Handcrafted: \$50 for Fri. OR Sun. and \$90 for Sat. for \$120 Sat. Sat. & Sun. \$120 for all 3 days.

Price is NON crafted: \$70 for Fri. OR Sun. and \$100 for Sat. for \$150 Sat. Sat. & Sun. \$150 for all 3 days

☐ **October 19-23, 2016 – 6th annual Harvest Bounty Gift and Craft Expo, Shenango Valley Mall, Hermitage, PA.**

☐ **March 15-19, 2017 – 5th Annual Easter Gifts and Crafts Expo Johnstown Galleria, Johnstown, PA.**

☐ **April 5-9, 2016 – 6th annual Spring Fling Gift and Craft Expo, Shenango Valley Mall, Hermitage, PA**

☐ **May 4-8, 2016 – 4th Annual Just for MOM Gift and Craft Expo, Johnstown Galleria, Johnstown, PA**

☐ **February 25-26, 2017 - 1st annual Healthy Preventions Healthy & Wellness Expo, Washington Crown Mall, Washington, PA.**
Price is \$120 for Sat \$100 for Sun or \$200 for both days.

Holiday Giving Gift and Craft Expo – Christmas Storefront in Pittsburgh Mills
10x10 spaces Bonus: Pick up Wed. & Thurs. at no charge when you do Fri, Sat, & Sun.

<input type="checkbox"/> Nov. 25-27, 2016 – \$160	<input type="checkbox"/> Dec. 7-11, 2016 – \$210
<input type="checkbox"/> Nov. 30-Dec. 4, 2016 – \$185	<input type="checkbox"/> Dec. 14-18, 2016 – \$235
<input type="checkbox"/> Dec. 19-24, 2016 – \$60 per day Which days participating? _____	

Other shows produced by Miller Promotions. Contact our office for applications.

I DO! Wedding Expos
www.PGHbridalshows.com
 (Online application is available for these events)

PRICES
 One Show \$300 Two Shows \$550
 Three Shows \$810 Four Shows \$800

<input type="checkbox"/>	September 2017 – 4th annual "I Do!" Wedding Expo
<input type="checkbox"/>	October 2017 – 4th annual "I Do!" Wedding Expo
<input type="checkbox"/>	January 2017 – 4th annual "I Do!" Wedding Expo
<input type="checkbox"/>	February 2017 – 5th annual "I Do!" Wedding Expo.

PAMPERFEST
 May 12-13, 2017 - 8th annual Pamperfest - Airport Embassy Suites, Robinson, PA
 Go to www.Pamperfest.com

	Prices
2017 Vendor suite \$180.00	Room Sharing \$30.00

SUMMER DAZE FESTIVAL
 August 12, 2017 – 4th Annual Summer Daze Festival, Castle Shannon, PA.
 A collection of Pittsburgh premier art, craft, and gift exhibits.
Summer Daze Festival Prices

Artist/Craftsman	Crafter	Vendor	Commercial
Indoor \$15.00	Indoor \$25.00	Indoor \$30.00	Indoor \$250.00
Outdoor \$-	Outdoor \$30.00	Outdoor \$35.00	Outdoor \$250.00

Payment Information

of Pittsburgh Mills shows _____ x vendor fee(s) _____ = Subtotal _____

of other popular mall shows _____ x vendor fee(s) _____ = Subtotal _____

Promotional code _____

Promotional discount _____ – Subtotal amount _____ = Final total _____

Secure your vendor space with a 50% deposit when you do 3 or more shows with Miller Promotions. Promotional discounts do not apply.

Dates of 3 shows participating in. _____

of shows _____ x vendor fee _____ = Subtotal _____

Subtotal amount – 50% deposit = Total amount submitted _____

Balance is due prior to set up of for each show

Payment Type: Check one please _____ Check _____ Virtual invoice request _____ credit card

Credit card# _____

Expiration ____/____ Vcode on back _____ Billing zip code _____

Please initial for credit card processing _____ I authorize Miller Promotions to charge my credit card, for the

following amount \$ _____ for the purchase of vendor space at shows listed in this application.

Date: _____

_____ of tables rentals @ \$15 per table per event ___Fees Collected at Show

_____ of table covers rentals @ \$10 each per event ___Fees Collected at Show

_____ of table covers purchased @ \$38 for 6' or \$45 for 8' (circle size)

_____ Circle color : Black, White, Navy, Red, Burgandy

PLEASE READ, SIGN, AND DATE

Exhibitor indemnifies and hold harmless merchant and leasing association, mall owners, Miller Promotions, Susan Miller, employees and contractors of Miller Promotions, Zamias Property Group, CBL & Associates Properties, Inc., Gemini Real Estate Advisors, LLC., J J Gumberg Co., Urban Rental, Moonbeam Capital Investments LLC., show managers and all merchants leasing or owning space in said mall, or show, their agents and employees from and against any and all liability, claims, thefts, demands, expenses, fees and penalties, suits, proceedings, actions, and causes of action of any and every kind and nature arising or growing out of or in any way connected with Exhibitor's use of occupancy of mall or any Exhibitor's activities in said mall (show). Exhibitor acknowledges and agrees to abide by all guidelines, rules, and regulations set forth by Miller Promotions, which are found on www.GiftandCraftExpo.com, or available by mall, as well as set forth by mall owners, for all Miller Promotions shows you participate in. Miller Promotions and the mall management reserves the right to refuse space to or remove any exhibitor who does not comply with, accept, or cooperate with guidelines as stated in Miller Promotions, rules and regulations even if exhibitor has already been accepted into shows. Miller Promotions and mall management reserves the right to ask an exhibitor to remove and/or change any item or signage within booth space relative to the levels of professional standards set by the mall or Miller Promotions or if a product is in direct competition with another in-line store or cart/kiosk at the time of the show, anytime during the show, even if already accepted in advance.

Signature _____ Date _____

Signature attests that signor has read the above indemnity clause and agrees to the terms contained herein

