

Shop Til' You Drop Rules & Regulations

Please read the information sheet, application, and the terms and conditions carefully. We hope you'll join us for an art, craft, and gift show that will be profitable for everyone. Items that may be sold include arts, crafts, selected imports, and limited commercial products. Limits are placed on some categories of items so that our show will be well balanced.

Reservations & Payments

Spaces are reserved when payment is made in full. Vendor spaces cannot be held without payment. We accept checks, cashiers checks, money orders, credit cards, or cash. Please make all checks payable to DPHB Shows. The mailing address is 3001 Rhonda Lane, Shreveport, Louisiana 71118. If it is 14 days prior to the show; we will only accept cash, money orders, or credit cards. Please Choose your dates carefully, there will be no refunds or show credits. The fee for a returned check is \$30.00

Applications & Approvals

Please read, fill out, and return your application as quickly as possible. Your application must be signed. Once we receive your application we will send you a confirmation by e-mail. Please remember to put your e-mail address on the application. If you do not have an e-mail address; please enclose a self-addressed stamped envelope. Notifications of acceptance will not be mailed unless a self-addressed stamped envelope is included with your application.

Subletting Booths & Cancellations

Our Agreement does not permit you to give, sell, lend, share, or otherwise sublet your space to someone else. There are no refunds or show credits unless the show is not held. If the show is cancelled due to weather or the centers we have rented cancel the show because of an emergency, the vendors will be notified immediately through e-mail or the vendors can check our website at www.dphbgiftmarket.com. If there is an emergency and you are forced to cancel a show appearance, please notify us as soon as possible.

Sales Tax

Sales tax must be collected and reported. State law requires a 9% tax in Bossier City and a 9% tax in West Monroe. Please return both tax envelopes to us at the end of the day Sunday. Even if you file your taxes monthly, you still have to fill out the envelopes. Include your sales tax ID number and turn both envelopes into us.

Set-Up Time

Friday, 2:00 p.m. – 7:00 p.m.

Saturday, 7:00 a.m. – 9:00 a.m.

Set up Time November Bossier City Date

Thursday, 4:00 p.m. – 8:00 p.m.

Friday, 7:00 a.m. – 8:30 a.m.

Check-In

If you do not check in by 8:30 a.m. Saturday morning your space will be rented out to a vendor on the waiting list and all fees will be forfeited. There are no refunds once the application is signed and full payment is made. We cannot have vendors checking in and setting up late. If an emergency has come up and you're not going to make it by 8:30 a.m. you need to call us. No one will be allowed to set up after 9:30 a.m.

Set-Up

All merchandise must be inside the building one hour before the doors open. Unload cars, vans, trucks, etc. and move immediately to the designated area before you set up. Designated areas are always the furthest spots from the entrance door. Do not move your vehicles to the door until the show closes. Vendors must have prior permission from DPHB Shows to park near the building during show hours.

Booth Space

Tables must be covered to the floor on all four sides. We do not provide tablecloths, extension cords, or any display items. Dollies will not be allowed in the main building until the show has closed. This is a safety hazard rule and will be followed by all vendors. Customers have paid to come in so they can shop, not trip over vendors packing up. This is disrespectful to the promoter, vendors, and customers. If a customer should be hit or trip over a dolly or boxes brought in before the show is over, the vendor will be liable for any injury. No packing up early, there will be a \$20.00 charge if you pack up early. Vendor is responsible for staying in their space they have rented.

Tack & Tape

Vendors cannot hang, tack, or tape anything on the walls. This is in our contract with both buildings.

Fire Codes

Tables cannot hangover your spot. Vendors cannot sit outside their space or have any kind of display outside their booth space. This is against the venue's fire codes. Each aisle, exit door, front and back door has to have so many feet available. Vendors are responsible to make their own entrance and exit to their booth space. Relying to travel through the next booth space or using space you did not rent will not be tolerated.

Amount of Vendors Allowed Per Booth

Only two people can be responsible for one booth spot. We cannot report to three or more people for one booth space. Two people can be listed on the application and they will be responsible for the booth space. No pets allowed.

Merchandise

Please limit category items to fit into your one small 10 x 10 booth. We do not want children's toys, jelly, makeup, and purses all in one booth. Customers have complained about this problem in the past, plus the booth becomes overfilled and customers can't see any of your items. New products will not be accepted into your booth without prior

approval. If you are adding any new items a new application has to be filled out. Any unapproved items are subject to removal by DPHB Shows.

Commercial Distributors

If it is your company policy to only have one representative in a show we need it in writing from your corporate office. This is not DPHB Shows policy nor will DPHB Shows be put in the middle of two feuding representatives at a show. If a disagreement arises, one vendor will be asked to pack up and leave. The vendor who leaves will not be refunded. DPHB Shows will not be responsible to limit one representative at a show. This is the responsibility of the distributor and their representatives. As of 01/01/2006 only Veggie Tales, Homemade Gourmet, and Cookie Lee have provided DPHB Shows with the information needed for only one of their representatives to be at any one show. Any vendor who has a customer wishing to use a credit card and is not set up to take Discover, MasterCard, or Visa will be able to use DPHB Shows merchant account for a fee of 6%.

Backdrops

Backdrops are not provided at the Bossier Show. If you need to rent a backdrop the fee is \$40.00 for a 10 x 10 booth space. Backdrops Are provided at the West Monroe Show. Backdrops are not required.

Ice Cost

There is a charge for ice at the Bossier Civic Center. You will need to pay a fee of \$2.00 at the information booth before you help yourself to the ice. There is a video camera in the ice room to monitor who is taking the ice, so please see us before you take any.

Air Conditioning & Dress

Please dress in layers. Controlling the air conditioner has been a problem in the past. It may be too cold or too hot. Once it is brought to our attention we will handle the situation as quickly as possible.

Solicitation

Solicitation for vendors' participation in forthcoming shows by any other promoters is not allowed at the show and should never be considered as an endorsement in any way by DPHB Shows.

All Rights Reserved

DPHB Shows reserves the right to enforce and/or interpret the terms and conditions and this information sheet to make any and all final judgments without exception. The vendor agrees to comply with shows terms and conditions and this information sheet as stated. DPHB Shows reserves the rights to restrict, modify, or expel, without refund, any vendor that is deemed undesirable or not in compliance.