



Foundation Performing Arts Center
 286 ICC Loop Rd. (PO Box 804) Spindale, NC 28160
 Phone: 828-286-9990
boxoffice@foundationshows.org
www.foundationshows.com

Exhibitor Application

Company Name: _____ Contact: _____

Address: _____

City: _____ St: _____ Zip: _____

Phone: (_____) - _____ - _____

Email: _____

Website: _____

What service or brand do you represent?

What do you plan on exhibiting?

Food Vendors – If you plan on providing samples of your food, please provide a current insurance policy and health inspection/permit when filling out form

<u>Booth Options & Rates</u>			
<input type="checkbox"/> 8' booth space	\$150.00		\$ _____
<input type="checkbox"/> Need Table	Table size needed: <input type="checkbox"/> 6' <input type="checkbox"/> 8'	<input type="checkbox"/> Table skirt <input type="checkbox"/> Tablecloth	
<input type="checkbox"/> Additional badge(s) Needed _____		\$5.00 / Additional badge	\$ _____
<input type="checkbox"/> Double booth space	\$300.00		\$ _____
<input type="checkbox"/> With table(s)	Table size needed: <input type="checkbox"/> 6' <input type="checkbox"/> 8'	<input type="checkbox"/> Table skirts <input type="checkbox"/> Tablecloths	
<input type="checkbox"/> Electrical Needed			
			Booth Space Total: \$ _____
<input type="checkbox"/> I only need 1 meal	Vegetarian meal(s) needed _____	Other dietary restrictions: _____	
<input type="checkbox"/> I want to be a sponsor	\$500.00+		Sponsorship Total: \$ _____

Please sign this completed application and email or mail it back to us with your full payment to secure your space. No space is confirmed until payment is received.



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Fees can be paid by credit cards online at
www.foundationshows.org - Under the Wedding Expo Show Listing
Online service fees apply

To avoid this fee, call the Box Office at 828-286-9990 Mon – Thurs 9am to 3pm
and we can take your payment over the phone.

Please fill out the application first and email it in before calling to make a
payment. Email forms to: boxoffice@foundationshows.org

Or return this completed application with your check payment to:

The Foundation PACC
Attn: Michele Martin
PO Box 804
Spindale, NC 28160

For questions, please call 828-286-9990

Release of liability and damages

The undersigned agrees to all of the rules listed in the “vendor information guide”. Your space is confirmed when all payments and contracts are received in full. The undersigned also hereby indemnify and hold harmless Foundation PACC and or Isothermal CC, employees, principles, officers, and or agents of, liable for any damages, personal property, theft, loss or injuries occasioned by the use of this occupancy by the undersigned, its employees or its representatives, of the premises of any building, sidewalk or parking lot on the premises. All fees are non-refundable unless otherwise stated below. Foundation PACC has the right to limit each business category as it sees fit.

Representative signature: _____ Date: _____

Print Name: _____ Title: _____

Confirmation will be emailed to you upon receipt of application along with booth information.



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EXHIBITOR INFORMATION GUIDE – KEEP FOR YOUR REFERENCE

Location

- Foundation Performing Arts Center – on the Isothermal Community College Campus
- 286 ICC Loop Rd. Spindale, NC 28160
- From Business 74 turn into the College campus. Take first drive to your right, beside Foundation sign, come in doors at the roundabout. (*Box Office Entrance*)

Expo Date & Time

- Saturday February 24, 2024 10:00AM – 4:00PM

Load in

- Friday February 23 – 3:00 PM to 9:00 PM
- Saturday February 24 – 7:00 AM to 9:00 AM

Load out

- 4:00pm to 8:00pm
- Do not start to pack up or pull in the circle for load out UNTIL 4:00pm, exhibitors who begin to tear down early may be eliminated from future expos.
- You are responsible for removing all items you bring, nothing may be left in the facility. Items left become property of The Foundation PACC.

Parking and Unloading/Loading

- All parking for exhibitors and public is free of charge
- Do not pull any vehicles onto sidewalks or concrete area in front of box office doors, vehicles should stay on the road in the circle while unloading/loading
- Pull as close to the curb as possible so others can get around you
- Vehicles must be moved from the circle before any work on booths can be done
- Circle is for unloading/loading only – NO PARKING IN CIRCLE
- Please call for limousines, carriages, and food trucks

Cancellations

- 50% can be refunded if cancelled by January 16th
- All cancellations after January 16th will not be refunded
- If weather causes us to postpone the Expo, and the new date doesn't work for you we will refund you 75%
- If for any reason we have to cancel the Expo we will refund you 100%



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Décor

- Pipe and drape provided will be black unless informed otherwise
- All rugs must have non-skid rug pads underneath
- All outside table skirts/cloths must be cloth and fire resistant/retardant
- Exhibitor may only use advertising materials within their designated booth space
- No open flame candles, only battery operated
- Do not attach anything to the walls, floors, or drapery
- Be sure all items are secure to the tables, floors, or other displays to avoid tipping or slipping

Food Vendors

- If you plan on providing samples of your food, please provide a current insurance policy and health inspection/permit when filling out form
- Please provide your own napkins for any samples
- Trash cans available upon request
- Any exhibitor with booth space inside the facility may only offer bottled water. If you would like to hand out beverage samples please contact The Foundation PACC for approval.
- No alcoholic beverages are allowed

Occupancy of booth space

- Your booth space must be staffed at all times during advertised expo times. Only the exhibitor's goods and services contracted with the expo can be exhibited in the booth space. No non-contracted service or business can be represented in your booth space.

Social Media / Event Page

- Foundation PACC will create an Event page within Facebook, no exhibitor should create another event page.
- Once payment is received, Foundation PACC will add you/your business to the event page
- Please be sure to like the Foundation PACC Facebook page to insure tagging in post
- All exhibitors may share the event on their personal and professional pages
- The Foundation PACC reserves the right to take pictures of all exhibitors to use for present and future marketing purposes.
- Exhibitors must tag the Foundation PACC in all post about the Expo
- All post on event page will be approved by the Foundation PACC
- You may post advertizing your business on Event Page only. Please limit this to once a week at most. No advertizing any business not contracted with the expo.



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Sublet and Combined Exhibits

- As a term of your participation agreement, exhibitors are not allowed to sublet or combine any portion of their exhibit space without written permission from The Foundation PACC

Dispensing of Advertising Materials

- No exhibitor is allowed to distribute literature or merchandise outside of their booth space.
- Exhibitors may only display signs, literature, and advertising materials pertaining to their contracted business and service.
- Show Management will remove signs, literature, and business cards of businesses or persons not contracted with the expo and may eliminate the exhibitor from future expos.
- Prize/ raffle boxes not directly affiliated with an exhibitor are not allowed.

Additional items

- Tables will be either 6' or 8'
- Table skirt or tablecloth will either be black or gray
- Electrical is a regular 120w plug
- Each booth with electrical can plug in 2 items or one approved power strip
- The Foundation reserves the right to relocate any and all booths that they feel would be better placed due to traffic flow and competing products. We will make every attempt to not place exhibitors next to competitors.
- Lunch will be provided for 2. Please inform us if you have any dietary restrictions so we can accommodate you.
- Water and coffee will be available all day for exhibitors
- We try to limit each business category for our exhibitors, but we reserve the right to book exhibitor space as we see fit. No exclusivity per category.
- Bring your own carts or means of moving your items in and out of the facility
- 2 exhibitor badges will be provided. They are not transferable. Additional badges are \$5.
- Badges should be worn at all times while unloading, loading, and during the event. If someone is coming with you to help unload/load they will need a badge.
- No food or drink items may be handed out by exhibitors unless you are a Food Vendor, this includes candy.
- There is no smoking allowed around the building, this is an ICC campus rule. Please be sure to only smoke in parking lots near your own vehicle.