

# The Gift and Craft Expos by Miller Promotions

## Handcrafted and Non-crafted application

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

**Check the number of shows you are interested in.**

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. 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. If you are NOT approved, then we will call you and we will provide the reasons why you were not accepted.

**Booth and table space information-** Vendors may choose the space size they need. A vendor's rental space is: a table space that will accommodate a 8' table provided by the vendor or a 10'x10' space. *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. Vendors are responsible for providing tables and table cloths. Additional table rental is available for \$15 per table.* Table rental fees will be collected during the show. If a larger space is needed, then additional space must be rented. All vendors are responsible for their own booth erection and booths dismantle. Please indicate the number of extra tables needed on your application.

**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 could be subject to a \$10 table cloth rental fee per table, if they do not abide by this.

**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.*

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**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.**

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### 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 its 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*
20. 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.
21. NO SOLICITING TO STORE OWNERS OR LEASED TENANTS
22. No canopies or pop tents will be allowed.
23. 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 dolly

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 \_\_\_\_\_

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?

1. 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 \_\_\_\_\_
2. 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 \_\_\_\_\_
3. 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 \_\_\_\_\_

**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](http://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

**Check Box the event(s) you are interested in participating in. Price is as follows**

Events at Pittsburgh Mills, Westmoreland Mall, Logan Valley Mall, & Monroeville Mall

VENDORS USING TABLE DISPLAY: \$30 PER TABLE PER DAY (WED – FRI, OR SUN.), \$60 FOR SAT PER TABLE - VENDOR PROVIDES TABLE(S)

Price for VENDORS USING A 10X10 SPACE (6'X24' FOR MONROEVILLE MALL) Wed. & Thurs FREE for 5 day shows.

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

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

Pittsburgh Mills, Monroeville, Westmoreland, Logan Valley, Washington Crown, or Clearview Mall

January 17-, 2018 – 3rd annual Just for Valentines Gift and Craft Expo Logan Valley Mall, Altoona, PA

January 27-29, 2017 – 16th Annual Gifts and Crafts for VALENTINE Expo, Pittsburgh Mills, Tarentum, 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** – 4th 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** - 2nd annual Spring Splendor Gift and Craft Expo, Washington Crown Mall, Washington, PA.
- May 5-7, 2017** – 18th Annual Gifts and Crafts for MOM Expo, Galleria at Pittsburgh Mills, Tarentum, PA
- May 31- June 4, 2017** – 5<sup>th</sup> Annual Splendor of Spring Gift and Craft Expo Westmoreland Mall, Greensburg, PA.
- September 8-10, 2017** – 6th annual "Luv that Black n' Gold" Gift and Craft Expo - Pittsburgh Mills, Tarentum, PA

- September 13-17, 201** – 2nd Annual Fall Frenzy Gift and Craft Expo Westmoreland Mall, Westmoreland, PA.
- September 20-24, 2017** – 5th annual Autumn Abundance Gift and Craft Expo, Monroeville Mall, Monroeville, PA.
- Sept. 27-- Oct 1, 2017** - 1st annual Fall Foliage Gift and Craft Expo, Washington Crown Mall, Washington, PA.
- October 4-8, 2017** – 4th annual Falling into Fall Gift and Craft Expo Clearview Mall, Butler, PA
- October 11-14, 2017** – 2nd annual Fall Frolic Gift and Craft Expo Logan Valley Mall, Altoona, PA
- Nov 3-5, 2017** – 22st Annual Christmas Gift and Craft Expo, Galleria at Pittsburgh Mills, Tarentum, Pa.
- November 8-12, 2017** - 2nd annual Early Bird Gift and Craft Expo, Monroeville Mall, Monroeville, PA.

**Events at these popular mall locations Johnstown Galleria & Shenango Valley Mall**

**VENDORS USING TABLE DISPLAY: \$30 PER TABLE PER DAY (WED – FRI, OR SUN.), \$60 FOR SAT PER TABLE - VENDOR PROVIDES TABLE(S)**

**Price for VENDORS USING A 10X10 SPACE (6'X24' FOR MONROEVILLE MALL) Wed. & Thurs FREE for 5 day shows.**

**Handcrafted: \$50 for Fri. OR Sun. and \$90 for Sat. \$160 for all 3 days.**

**NON-crafted: \$70 for Fri. OR Sun. and \$110 for Sat. \$190 for all 3 days.**

- March 15-19, 2017** – 5th Annual Easter Gifts and Crafts Expo Johnstown Galleria, Johnstown, PA.
- March 22-26 2017** – 6th annual Spring Fling Gift and Craft Expo, Shenango Valley Mall, Hermitage, PA
- May 10-14, 2017** – 5th Annual Just for MOM Gift and Craft Expo, Johnstown Galleria, Johnstown, PA
- October 18-22, 2017** – 7th annual Harvest Bounty Gift and Craft Expo, Shenango Valley Mall, Hermitage, PA.

**Payment Information**

**BOOTH PRICING (Wed.&Thurs is Free with 3 day participation, excluding Pitts. Mills) Write in booth price for mall choice**  
 Fri \_\_\_\_\_, Sat \_\_\_\_\_, Sun \_\_\_\_\_, or All 3 days \_\_\_\_\_, = Subtotal \_\_\_\_\_

**TABLE PRICING (price is per table space per day.) Check choice of days**  
 \$30 Wed \_\_\_\_, \$30 Thurs \_\_\_\_, \$30 Fri \_\_\_\_, \$60 Sat \_\_\_\_, \$30 Sun \_\_\_\_, = 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