

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

**6th annual "Holiday Giving" Gift and Craft Expo  
Handcrafted and Non-crafted vendor application.**

**Commercial vendors are not permitted**

**(Wed,Thurs) Fri & Sat 10 am - 9pm Sun 11 am - 6 pm**

**In store front #264 Pittsburgh Mills, 590 Pittsburgh Mills Blvd., Tarentum, Pa. 15084**

**Booth pricing (10'x10;):**

**November 24 - 26, 2017 \$70 for Fri or Sun \$90 for Sat \$185 for all 3 days**

**Nov. 29 - Dec. 3, 2017 \$40 Wed or Thurs, \$60 for Fri or Sun \$100 for Sat \$160 for all 3 days**

**December 6-10, 2017 \$40 Wed or Thurs, \$80 for Fri or Sun \$110 for Sat \$210 for Fri Sun**

**(Wed & Thurs FREE with Fri - Sun participation)**

**December 13-17, 2017 \$50 Wed or Thurs \$90 for Fri or Sun \$120 for Sat \$235 for all 3 days.**

**(Wed & Thurs FREE with Fri - Sun participation)**

**December 18-24, 2017 \$60 per day**

**Table pricing (large enough for one 8' table):**

**November 24 - 26, 2017: \$50 for Fri or Sun \$70 for Sat**

**Nov. 29 - Dec. 3, 2017 \$30 Wed or Thurs, \$40 for Fri or Sun \$50 for Sat**

**December 6 - 10, 2017 \$40 Wed or Thurs, \$50 for Fri or Sun \$60 for Sat**

**December 13 - 17, 2017 \$50 Wed or Thurs \$60 for Fri or Sun \$70 for Sat**

**December 18 - 24, 2017 \$40 per day**

**NEW category!! Fine Craft Artist pricing: \$30 for Fri or Sun - \$50 for Sat,**

**\$75 for all 3 days, any weekend, for one 8' table. (special pricing for artists that require a 10x10 space)**

**To be accepted as an artist, you must provide 3 pictures of your work, an overview on how you make the items you sell, and a list of ART Festivals you have been juried and accepted into in the past. We are looking for skilled artisans, which means that a skill is required to make the fine craft you are selling.** The fine craft artists must create original work and agree to be present to sell that work personally. This pricing is not available for dealers or agents selling on behalf of other crafts persons. Ineligible crafts include hobby-crafts such as ceramics cast from commercial molds, decoupage, embellished items, beads, dough art, commercially produced buckles, import items, kits. Miller Promotions will reject any artist that does not provide all the information required. Miller Promotions reserves the right to make the final decision on fine art crafts that has been accepted. Please feel free to call our office if you are unsure if you qualify for this category.

*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.* We cannot guarantee that table confirmations, emails, or flyers will be sent to vendors after this date. All approved vendors will be listed on our website: [www.GiftandCraftshows.com](http://www.GiftandCraftshows.com). If you are NOT approved, then we will call you, along with the reasons why you were not accepted.

**Booth size and table covers: 10'x10' space and 8' table space. Booth or table space does not include tables. 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, tables, and booths dismantle. Please indicate on your application, the number of tables needed. 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.

**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: White, Ivory, Black. *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 be finished.
  5. All boxes, cartons, trash, coats, and inventory should be stored out of sight.
  6. Early tear-downs are NOT permitted. Vendors doing so, WILL NOT be permitted to do any future shows through Miller Promotions.
  7. Exhibitor attire should be professional looking.
- 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 TENANT
  - 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
    - 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.
    - All exhibitors must follow additional rules set by mall management.
    - The mall management reserves the right to remove any vendor that does not meet mall management requirements.
    - The leased tenants have priority 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, that is in direct competition.
    - Exhibit booth must be manned at all times.
    - Exhibitors are solely responsible for unloading, erection of display, and removal of exhibit.
    - No canopies will be allowed.
    - 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.
    - Exhibitors are responsible for their own insurance. Certificate of liability should be forwarded to Miller Promotions. Exhibitors that fail to secure insurance, subject themselves to all liabilities associated with participation of the show.
    - The show promoter, the mall management, and all of its agents are not responsible for lost, stolen, or damaged, merchandise of exhibitor.
    - “Holiday Giving” Gift and Craft Expo, 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.
  - 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. Exhibitor accepts this liability when participating in this show. Certificate of liability should list **Susan Miller dba Miller Promotions.**

Vendor Check List

- \_\_\_\_\_ READ all rules, fill out, and sign application.
- \_\_\_\_\_ Save page 1 & 2 for your records
- \_\_\_\_\_ Make check payable to: Miller Promotions
- \_\_\_\_\_ Print our receipt for online payments and send a copy
- \_\_\_\_\_ Fax or mail page 3 & 4 to Miller Promotions and receipt of payment
- \_\_\_\_\_ 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 \_\_\_\_\_ Set up day \_\_\_\_\_ AM or PM?

**6th annual "Holiday Giving" Gift and Craft Expo**

Please keep page 1 & 2. Please send page 3 & 4.

**NAME:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

**Web address:** \_\_\_\_\_

**Vendor Category** Fine art \_\_\_\_\_ Crafter \_\_\_\_\_ Non-crafted \_\_\_\_\_

**Have you done the show before?** \_\_\_\_\_ **When?** \_\_\_\_\_

**# of booth spaces** \_\_\_\_\_ **# of tables @ \$15 ea.** \_\_\_\_\_

**Table cover rental @ \$10 each** \_\_\_\_\_ **# of Artist tables** \_\_\_\_\_

**DAYS PARTICIPATING** Wed Thurs Fri Sat Sun **Dates participating** \_\_\_\_\_

**Special needs** \_\_\_\_\_

**CHOOSE YOUR SET UP DAY: (circle choice)** Tues 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?** \_\_\_\_\_

**Which of the marketing material would you prefer?** Postcards \_\_\_\_\_ Fliers \_\_\_\_\_ E-flier \_\_\_\_\_

**Facebook event link?** \_\_\_\_\_

Set up information will be sent to you by email, 1 week prior to the date of the event. We will also list the set up information on our website, [www.GiftandCraftShows.com](http://www.GiftandCraftShows.com)

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

**Payment Information**

Booth fee submitted \_\_\_\_\_  
\_\_\_\_\_ 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, Ivory  
Total amount submitted \_\_\_\_\_

**PLEASE READ, SIGN, AND DATE**

Exhibitor indemnifies and hold harmless merchant and leasing association, mall owners, Miller Promotions, Zamias Property Group, Susan Miller, 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.Giftandcraftshows.com](http://www.Giftandcraftshows.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

Office use	
Date received: _____	Form of Payment: _____ Amount Owed _____
Needs: Electric	Tables Covers Other: _____
Marketing material needed _____	Seniority level 1 2 3 4 5
Type of vendor: Craft	NON Commercial NON profit
App forwarded: _____	Approved by _____