

## **Commercial-Vendor Guidelines**

### **Booths/Tables:**

We have 10'x10' and 10'x8' booths; all booths will have pipe and drape on three sides. Each booth comes with one 8'x30" table and two chairs.

Vendor tables are 8'x30".

Prices: \$60 for the first booth, \$40 for each additional booth; Additional 8-foot vendor tables for the booth or tables without pipe and drape are \$35 for each table and two chairs.

Electricity will be provided at vendor booths and tables. Please advise if you have high current needs so that we are ready to spread the load for your booth or table.

### **Registration:**

Vendors must register on line using the Vendor Registration form.

Purchase of any combination of booths and/or tables provides a commercial vendor with up to two free admittance badges. Additional badges will cost \$12.50 on-line or \$15.00 at the door.

Registration must be paid in full prior to the event or vendors may not be allowed to occupy booth/table.

When you arrive, check in at the Vendor-ck-in table before you set up. The table is located at the rear of the Grand Foyer near the doors where you need to bring in your merchandise. Please check in to receive your badge(s) and any last-minute instructions.

Your registration packet will include a floor plan indicating where your booth and/or tables are located.

Look for table-top name tags as well, but in the event of a discrepancy between floor plan and tags, the floor plan takes precedence.

### **Badges:**

Badges must be worn at all times when in the exhibit hall, the meeting rooms, or banquet areas.

## **Set up time:**

Vendors need to set up on Thursday afternoon starting at 3 p.m. and ending at 7 p.m. Vendors may also set up on Friday morning between 7 a.m. and 10 a.m. The doors open to the public at 10 a.m. on Friday.

If you have an extensive set-up, and need to use the dock to load in or out, or have other special needs, contact us at [vendors2020@dukecityhamfest.org](mailto:vendors2020@dukecityhamfest.org). Please remain set up during the entire sales time through noon on Sunday.

## **Loading and Unloading Zone:**

DCHF will provide a few dollies and small flat-bed hand trucks to transport merchandise from vehicle to booth/table. We will have some staff available to assist as well.

See Maps to locate loading and unloading zones. The ballroom loading dock is for large quantities of merchandise but can accommodate only two or three vehicles at a time. The foyer unloading area is for commercial vendors who need only a few runs with hand carts to move their merchandise into the commercial-vendor/flea-market hall. Note: The resort prohibits carts or hand trucks moving through the resort's main lobby.

Please move vehicles away from the loading area and into general resort parking spaces as quickly as possible to make space for others.

Loading in and loading out through the hotel lobby is strictly limited to hand-carried items. Materials that may require use of two-wheeled (or more) apparatus must go through the designated loading-unloading area. Passenger elevators and escalators are designed for passenger use and are not intended to carry heavy weights.

## **Booth and Table Locations:**

Location is first come, first serve, during advance registration but may be subject to change if the need arises.

### **Booth and Table Housekeeping:**

All decorations and banners within the exhibitor's booth must be fire-retardant in accordance with fire codes.

Packing materials, waste and debris must be removed prior to the start of vendor hours and kept picked up during the convention.

All areas are inspected periodically.

Boxed brochures, product, and sales material storage must be kept tight, orderly, and not stored in the aisles or where it may interfere with another vendor.

Please do not encroach on aisles that border your designated area.

Fire extinguishers, hose cabinets, fire exits, or fire alarms cannot be blocked or covered.

### **Extension Cords, Plugs & Lighting:**

All extension cords must be a minimum of 14 gauge, 3 wire and grounded.

Ties, tape, and/or cable clamps must be used when running cords.

Lightweight extension cords or "zip cords" are strictly prohibited.

Power strips are approved for additional outlet plugs (cube taps are not allowed).

Cords, plugs, and strips must have UL labeling.

Lighting must be UL-labeled and use must be consistent with the lighting's design.

### **Sales Time by Day:**

Friday: 10:00 a.m. to 5:00 p.m.

Saturday: 9:00 a.m. to 5:00 p.m.

Sunday: 9:00 a.m. to 12:00 p.m.

**Signs:**

All signs must be affixed to pipe and drape or table. All tables will be skirted by the hotel.

Nothing is to be affixed to the walls.

**Advertising opportunities:**

We will put vendor logos up on our website, and have them scrolling on a computer screen in the Grand Foyer, the convention's crossroads. This is free to you. Submit your logos electronically to [vendors2020@dukecityhamfest.org](mailto:vendors2020@dukecityhamfest.org). Please be sure to provide any information you would like to be displayed about your either in the products field on the registration form or via email to [vendors2020@dukecityhamfest.org](mailto:vendors2020@dukecityhamfest.org).

**Security:**

The indoor commercial vendor/fleamarket area will be locked at night by the hotel staff.

Neither the DCHF nor the hotel can be held responsible for damage, loss, or theft.

Exhibitor is responsible for his or her own security.

**Other:**

No smoking in the conference center

Sales Tax: Exhibitors are responsible for collection and payment of New Mexico State Retail Sales Tax as applicable. For more information, please visit <http://www.tax.newmexico.gov/Businesses/Pages/Home.aspx>.

If you plan on shipping any material to the hotel for this event, please contact [vendors2020@dukecityhamfest.org](mailto:vendors2020@dukecityhamfest.org) for specific information related to this.

**Liability:**

Any damage caused to the building or furnishings by the Exhibitor is the sole responsibility of the Exhibitor.

Exhibitor agrees to protect, keep, and save Duke City Hamfest (DCHF) forever harmless from any damage(s) or charge(s) imposed for violations of any ordinance or regulation by the Exhibitor, his employees or agents. Further, Exhibitor shall at all times protect, indemnify, save, and keep harmless DCHF against and from any loss, cost, damage, liability, or expense which arises out of or from or by reason of any act or omission of the Exhibitor, his employees, or agents. In the event that the Hotel or any part of the exhibit area thereof is unavailable, whether for the entire event or a portion of the event, as a result of fire, flood, tempest, or another such cause, or as a result of governmental intervention, malicious damage, acts of war, strike, labor disputes, riot, or agency which the DCHF has no control, or should the DCHF decide that because of any such cause it is necessary to cancel, postpone, or re-site the hamfest, or reduce installation time, exhibit time, or move-out time, the DCHF shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect arising as a result thereof.