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**2011**  
**INFORMATION SHEET**

In this Information Sheet and the Contract are all of the conditions in which each Exhibitor must agree to in order to participate in the show. Our aim is to produce a quality Antique and Collectible show and these guidelines will only serve to make the shows the best they can be for everyone involved. We hope you will join us in our efforts to make the shows better than ever before!

**Who May Participate: Guidelines**

- 1) Anyone who wishes to sell second-hand, used or antique merchandise may participate in the show.
- 2) **New merchandise is not allowed without the express consent of Management.**
- 3) Exhibitors must have a Texas State Sales Tax Permit

**How do I register?**

First, **please read this information sheet and the contract carefully then:**

- 1) Fill out the contract making sure to read, initial and sign it (only one per year).
- 2) Fill out a Show Application (one for each show).
- 3) Send the contract and Show Application with your payment. Show Applications will not be accepted without payment.
- 4) **Within Two weeks of the show** payment must be made by Credit Card, Cash or Money Order.

**Important: Once you have been confirmed for a show there are no refunds!**

**Sales Tax**

Texas State Sales Tax must be collected by all Exhibitors and reported to the Comptroller's office. For information on obtaining a sales tax permit, please call 1 800 252-5555 or (512) 463-4600 in Austin.

**Sale Hours**

Exhibitors must be present and have their booths open for the entire duration of the show. Early packing/breakdown is not allowed. The sale in Austin is open to the public from 8:30am - 5pm on Saturday and from 11am - 5pm on Sunday. The hours in Belton are Saturday 8:30-5 and Sunday 11-4:00

**The Contract for 2011.**

You will notice that there are three places on the Contract that require your initials. This is to ensure that there are no misunderstandings with regard to certain guidelines for the show. Each year every exhibitor will sign a contract once for the entire year. A Show Application will then be required for each show. These forms were designed to save time and make each application easier.

**Sharing:**

If you would like to share a booth, both parties must read this Information Sheet and sign a Contract. All parties participating in the show must sign as Exhibitor on the Contract (only one contract is needed.)

**Booth Confirmation:**

We will send booth confirmation upon receipt of your application. If you have applied but not received a Confirmation two weeks before the show, call our office. Booth numbers will be posted by Wednesday prior to the event and emailed or mailed to you along with the number of tables, chairs and electricity ordered. A floorplan will be available on our web site or on the back of the hard copy if mailed to you.

**Transfers and Refunds:**

There are no Refunds. Transfers will be permitted only if 1) a show is sold out AND 2) enough advance notice is given so that the space may be resold. If these criteria are not met a transfer WILL NOT be allowed. A **\$20 transfer fee** will apply to all transfers allowed.

**Booth Sizes and Prices:**

All single spaces are 10 feet across the front and 10 feet deep. 1 1/2 spaces (10X15) are 15 feet across the front and 10 feet deep. Double spaces(10X20) are 20 feet across the front and 10 feet deep. Please refer to the Application for current prices. **Remember that everything in your booth must be kept within the boundaries of your space.**

**Booth Assignments**

All spaces are assigned on a seniority basis (**determined by the number of shows attended in the last two years**). If you would like to request a specific booth or a booth in a particular area, please write your request on the Show Application in the space labeled Booth Requests. You will be assigned a booth as close to your choice as possible. If you did not get the space you requested it was already rented to an Exhibitor with more seniority.

**Inviting Friends to the Show**

Please do not invite friends for the purpose of shopping early. If you ask another dealer or friend to help you move in they will not be allowed to shop on Friday. Early Shopper passes go on sale Saturday morning in Austin at 8:30am for \$10. Shopping and dealing on Friday is for Paid Exhibitors Only.

**Where the Sales are Held**

City-Wide Garage Sale® – Palmer Events Center in Austin, Texas. Bouldin Avenue and Barton Springs Road (1 1/2 miles west of IH-35)  
– Bell County Expo Center, 60 miles north of Austin, Exit #292 from IH-35

**Set-up times**

Friday set-up in Austin is from 10am-3:30pm (drive-in) and 3:30pm-6:30pm (general), and Saturday, 7am-8:30am. In Belton set-up time is 10am - 6pm Friday and 7am-8:30am Saturday. Please check your Confirmation for any changes in set-up times or hours of operation. Please note the move-in times for the Thanksgiving weekend Austin show are altered.

Please call our office if you have any questions. Thanks for your support of Vintage Market & Event Company!