



March 14th and 15th, 2009
At the Carolina First Center

1. MANAGEMENT

The exhibition is owned by the City of Greenville, SC and produced and managed by SMG, a facilities management corporation. The name "Simply Scrapbooking Show" is a registered Service Mark (State of South Carolina).

2. CHARACTER OF SIMPLY SCRAPBOOKING SHOW

All vendors will be located within Hall A of the Carolina First Center. Educational classes will be scheduled in rooms available in the CFC and the surrounding area based on the number of students registered.

Management reserves the right to amend the floor plan **and move exhibitors** if, in the judgment of Management, it is in the best interest of the Simply Scrapbooking Show

3. HOURS AND DATES FOR SHOW

Saturday, March 14, 2009	10 am – 9 pm
Sunday, March 15, 2009	10 am – 6 pm

Exhibitors are required to be in their booths **at least 30 minutes** prior to the scheduled opening each day. Exhibitors are allowed entrance to the building to work in their booths as early as **one hour** prior to the opening of the Show each day. **Upon entering the building, exhibitors must display their exhibitor badges.**

4. ADVANCE TICKETS AVAILABLE THROUGH CROP FOR THE CURE FOR \$25 which includes admission and the Crop.

ADMISSION ON SHOW DAYS / at the door

Adults (12 and over)	\$8.00
Children (6 - 11)	\$2.00
Children (under 6)	FREE
Senior Citizens 60+	\$4.00

5. BOOTH TYPES & RENTAL FEES

Please consult the floor plan, and be aware of the different sizes when selecting your booth.

The fee shown is for both days of the show:

INLINE BOOTHS: The first 10 x 10 is \$600, with each additional 10 x 10 add \$200 (limit 3).

ISLAND BOOTHS: 20 x 20 is \$1300 and 30 x 20 is \$1500

We have 10 class rooms available for your workshops and crop parties. Book your classes NOW! You set your rates!

BE SURE TO FILL OUT YOUR APPLICATION in its entirety! Incomplete applications, and applications submitted without the required deposit, will not be processed!

6. BOOTH SPACES, PAYMENTS & CONTRACTS

Booth spaces for the 2009 show will be chosen by exhibitors on priority basis. Applications can be submitted via fax to 864-255-8615 at any time. Sponsors **MUST** get their request for space submitted on or before January 5, 2009.

Space will be assigned by Management in the following order:

Sponsors receive first priority

Space assigned for Crop For The Cure

All exhibitors will be assigned space based on the order their application is received, and the total square footage they are contracting.

Exhibitors may display only in the space allocated to them. All other locations are prohibited without the written consent of show management.

A 50% deposit is required with the application. The remaining 50% of the rental fee is due two weeks after the date on the contract. Contracts will be mailed to exhibitors once booth space has been assigned. Exhibitors must sign and return a contract. **Unpaid exhibitors will not be allowed to move in or set up until paid in full. Any on site orders must be paid for at that time as there can be no open invoices at the time of move out.**

7. CANCELLATIONS

Payments on contracted space are not refundable should exhibitor, for any reason, cancel contract, reduce their space to be occupied, or fail to occupy the assigned booth during the period of exhibition **and show management retains the right to resell any booth cancelled by the exhibitor.**

8. EXHIBITOR BADGES & PARKING PASSES

Management will provide a maximum of four (4) identification badges per contracted exhibitor for booth personnel. Should an exhibitor have a legitimate need for additional badges, a request may be made. If in the opinion of Management a request for additional badges is justified, a limited number of additional badges may be issued. Exhibitor badges must be worn at all times during set-up, show hours and move-out, in order to gain access to the exhibit hall floor. Two complimentary parking passes, good for the duration of the Show will be issued. Additional three-day parking passes will be available at the discounted price of \$6. Exhibitor Badges and Parking Passes will be in your Exhibitor Packet. You will receive your Exhibitor Packet when you move-in.

There is a discount on all food concessions at the CFC with your exhibitor badge, please consult exhibitor package for details.

9. MOVE-IN / MOVE OUT SCHEDULE

Exhibitors may move in during the following schedule:
Friday March 13th, 2009 6:00 p.m - 11:00 p.m.
Saturday March 14th, 2009 8:00 a.m.- 9:45 a.m.

All booths must be set up by 10a.m. on Saturday March 14th. In the event an exhibitor has not begun set-up by **9:30 a.m.**, management reserves the right to reclaim booth area without recourse or refund to exhibitor unless exhibitor has notified Management in writing of late arrival, or by telephone.

Exhibitors must move out during the following schedule:

Sunday March 16th 6:10 p.m. to 11:00 p.m.
Monday March 17th 9:00 a.m. to 2:00 p.m.

Management will not be responsible for any items left in the exhibit hall after 2:00 p.m., Monday March 17, 2009.

Should exhibitors require labor to help install or dismantle their exhibits, it is available through the official decorator of the Simply Scrapbooking Show. Please check our website www.simplyscrapbookingshow.com for more info. Information from the show decorator on the price of labor and display materials, and how they can be ordered will be up on the site as soon as it becomes available.

10. CONDUCT

It is considered a violation of exhibitor conduct for any exhibitor to enter another exhibitors' booth, or to photograph or record by any means another exhibitors' booth without the express permission of that exhibitor. Violators will be removed from the Show and their products taken off the floor. There could be fines and other penalties assessed.

Early packing is prohibited. Every exhibitor agrees to keep their exhibit open and not to dismantle until the published closing time on the last day.

You may not solicit, loiter, sell or congregate in the aisles, entrances, or lobby areas.

Smoking within 20 feet of any entry to the CFC is prohibited.

11. FIRE REGULATIONS

No flammable liquid, substance or material shall be brought on the premises. No personnel shall use or allow to be used any open flame, burning candle or candles. All cloth used for decorative purposes, including table coverings, floor coverings and any other display material, shall be fire-retardant and approved by the Fire Marshal's office. Do not permit table drapes or other cloth materials to touch the floor. Exhibitors shall not allow anything to be brought onto the premises or permit any act that will increase the

fire hazard or endanger persons or property. All displays will be inspected by the Fire Marshal prior to opening. No smoke-laden vapors (e.g. burning incense) are permitted. Items being sold, such as potpourri, which may produce odors that extend beyond the exhibitor's booth area must be brought into the building pre-packaged. Open containers, etc. of such items are not permitted.

Questions regarding fire regulations should be directed to: Fire Marshal, City of Greenville, 22 West Broad Street, Greenville, SC 29601, Phone (864) 467-4458, Fax (864) 467-4488.

11. ELECTRICAL/TELEPHONE SERVICE

Electrical and telephone service is available to any booth location for a charge. Forms for these services are included in your application packet. These forms will also be available online at our website or on www.carolinafirstcenter.com.

12. HOTELS & RV PARKS

The hotel and RV park list will contain the necessary information for lodging at nearby hotels and area RV parks. This information will be mailed to exhibitors, and will also be available on our website. Exhibitors are asked to identify themselves as a Holiday Fair participant when making their hotel arrangements. Exhibitors are responsible for their own lodging arrangements.

13. BOOTH FURNITURE & ACCESSORIES

An exhibitor booth consists of an 8-foot-high back drape, and two 3-foot-high draped side rails, at no additional expense. Exhibitors may use their own tables, chairs and carpeting. If an exhibitor prefers to rent these items, they may rent them from the Official Show Decorator, **Tables, chairs and carpeting are not provided with your booth rental.**

Management will provide at no expense to the exhibitor, a booth identification sign, which includes your exhibit or applicant name and booth number, and will be affixed to the 8-foot-high, back-draped pipe. For safety reasons, no product, decorations or additional signs may be attached to drapes or suspended from drape support pipes in any fashion.

14. EXHIBITOR PROPERTY INSURANCE

Management carries no insurance on exhibitor's property and will not be liable for loss or damage to exhibitor property.

15. CAROLINA FIRST CENTER REGULATIONS

- a. No helium-filled balloons permitted on the premises.
- b. No adhesive backed stickers may be used or distributed.
- c. The CFC is a smoke-free environment. Absolutely no smoking is allowed anywhere in the building.

- d. No food or beverage may be brought into the building for on-site consumption.
- e. The continuous playing of music by exhibitors is prohibited.
- f. Any promotional signage must be confined to the rented booth space.
- g. No soliciting in the aisles is permitted. Exhibitors must remain within their booth space.
- h. No animals or insects will be allowed in the building.
- i. Booths must be kept less than 8 feet in height, (written requests for above 8ft must be submitted and approved two weeks in advance of move in and only when not blocking line of sight rules)
- j. Booth must be manned during the entire show.

The exhibitor will be responsible for all damage to the floor, walls, or other parts of the CFC caused by the exhibitor, its employees, agents or representatives and by all contractors, erectors, delivery persons, suppliers and persons furnishing services, deliveries, work or materials in behalf of the exhibitor. Exhibitors shall promptly reimburse the CFC all cost arising out of such damage.

16. SECURITY

Management will employ reputable and competent guards for the course of the Show, but assumes no responsibility for loss or damage by any cause. Exhibitors are reminded this is an open booth show and the primary responsibility for the safeguarding of merchandise is the exhibitors.

17. MANAGEMENT CONTROL

Management reserves the right to prohibit entrance to the Carolina First Center and its premises and to remove from the CFC and its premises any person or object which Management deems is not in the best interest of visitors to the SIMPLY SCRAPBOOKING SHOW. Management further reserves the right to prohibit any activity or an exhibitor which, in the opinion of Management, interferes with the right of the visitors or other exhibitors. Failure of an exhibitor to comply with the rules and regulations of SS SHOW may result in the removal of the exhibitor's booth from the premises during the show. In the interpretation of the rules and regulations governing SS SHOW, Management shall be the sole arbitrator.

18. EDUCATIONAL WORKSHOP CRITERIA

Scrapbooking Skill Standards:

"Easy" classes: **introduce** scrapbooking to the novice or feature simple projects that can be done quickly. Only the basic tools are required (scissors, trimmer, adhesive, journaling pen).

"Intermediate" classes: **enrich** the scrapbooking experience by teaching techniques that bring a special dimension to memory projects. These techniques generally focus on the use of specialized tools or products.

"Advanced" classes: **challenge** the experienced scrap booker by utilizing multiple techniques in a fast-paced setting. Finished projects require longer class time and introduce trending craft and photography techniques.

Scrapbooking Form Standards:

Traditional scrapbooking projects are created by hand and generally with paper and two and three-dimensional embellishments.

Digital scrapbooking projects are created virtually on a computer utilizing digital software.

Hybrid scrapbooking projects combine certain features of the digital and traditional forms.

Simply Scrapbooking Show will provide survey forms for attendees to complete after each workshop. Results will be available to instructors upon request.

WORKSHOP FEES

Exhibitors may set their own pricing structure for workshops. A 50% fee will be billed to the exhibitor by Simply Scrapbooking Show for each registration.

'CROP 'TIL YOU DROP' CROP- A -THON

WE WILL BE CLOSING THE EXHIBIT AREA AT 9pm ON SATURDAY BUT WE ARE STAYING OPEN ALL NIGHT LONG FOR YOUR CROPPING PARTIES!

THIS IS A FIRST! DON'T MISS YOUR OPPORTUNITY TO HOST YOUR OWN CROP 'TIL YOU DROP PARTY!

Call for details 864-255-5862