

**Antique Alley Arkansas Registration Form**  
**CONWAY EXPO CENTER – November 10-11, 2018**

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

May we link to your website? If so, please list your website address:

\_\_\_\_\_

What types of items will you be selling? \_\_\_\_\_

\_\_\_\_\_

Do you agree with Antique Alley's terms of agreement?    Yes    No

Preferred Booth Numbers \_\_\_\_\_

Will you need electricity?    Yes    No

Can I mail you promotional cards? How many? \_\_\_\_\_

Approximately how many tables and chairs will you need to rent? We will have these ready for you in your booth on setup day. \$6 each to rent tables / \$2 each for chairs.

# of Tables: \_\_\_\_\_ # of chairs: \_\_\_\_\_

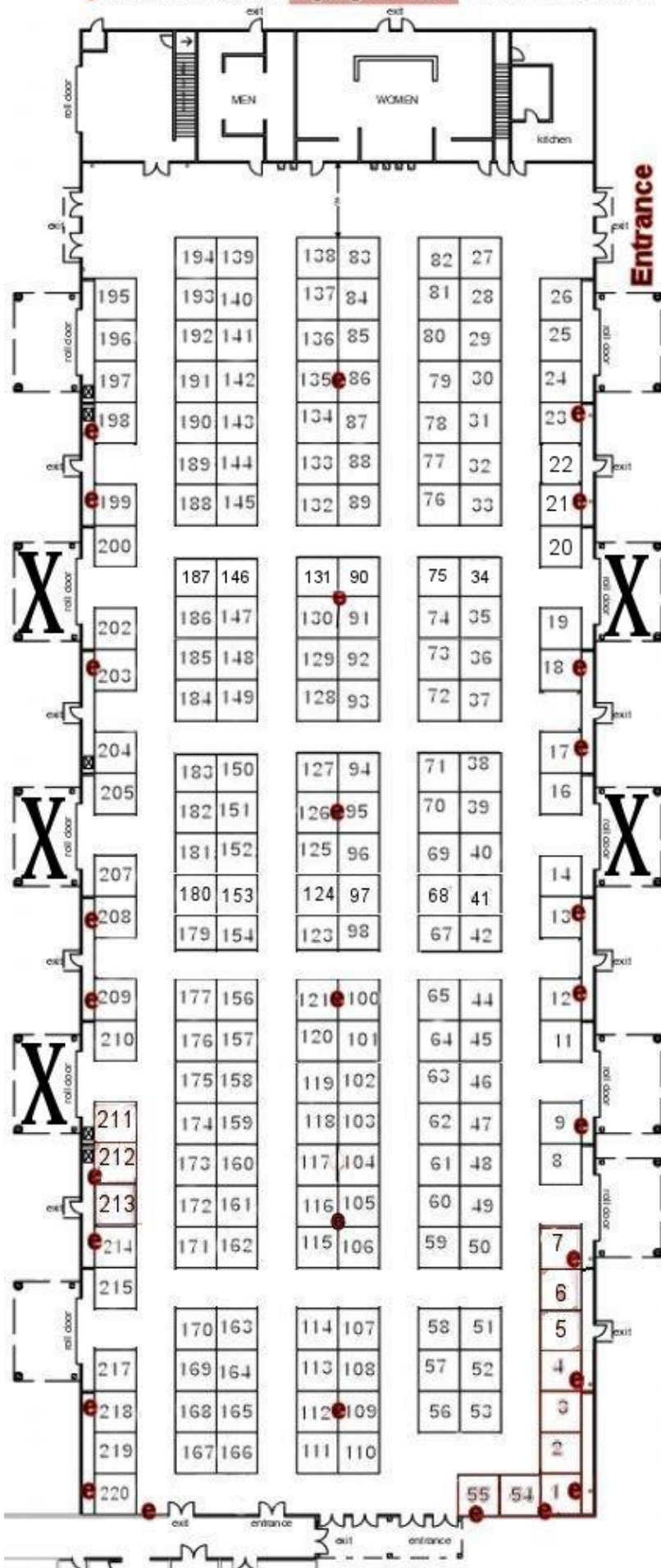
Anything else we should know?

If mailing in form and deposit, please send to:

Antique Alley Arkansas  
P.O. Box 2716  
Conway, AR 72033

This form can be filled out and the deposit paid online: [AntiqueAlleyArkansas.com](http://AntiqueAlleyArkansas.com)  
Questions? Please call Ashley at 501-230-5728.

e - Electrical Outlet **Highlighted Red** = Reserved Booth



- \* Booth spaces are reserved on a first come, first serve basis. Booths are \$110 each. Spaces will be reserved with a 50% deposit. The reservations will be updated online at least daily. Reservations will be taken by phone, by mail, and online.
- \* No outside folding tables and chairs allowed. This is a Conway Expo Center rule. Folding tables and chairs are to be rented only from the Expo Center. 8' folding tables are \$6 each and chairs are \$2 each for the show. Balances for tables and chairs can be paid for online with deposit or will be paid for Friday afternoon once exhibitor knows how many tables/chairs are needed.
- \* Setup times are Thursday, November 8, 4PM – 7:30PM  
Friday, November 9, from 8AM to 7:30PM.  
Saturday, November 10, 7AM-9AM, and Sunday from 11AM-12PM.  
Show hours: Saturday, November 10, 9AM-5PM, and Sunday, 12PM-5PM.  
Load Out: Sunday, November 11, 5PM – 12AM
- \* To cancel a pre-paid reservation, you must call before NOON on the Monday TWO weeks before the show (October 29, 2018). Cancellations after 12:00PM on the Monday two weeks before the show will result in all funds received from Exhibitor being forfeited. Deposits will not be refunded, but can be rolled to a future show.
- \* There is a \$25.00 service charge on all returned checks.
- \* Promoter reserves the right to change any assigned space of exhibitor and relocate for any reasonable cause in his sole judgment.
- \* Merchandise must fall in the category of antiques/collectibles/vintage from the 1950s and earlier and are subject to Promoter's approval. Up to fifteen percent (15%) of items can be from the 1960s - 1970s.
- \* Promoter reserves the right to cancel a booth reservation or require alteration of any merchandise or activity that is inconsistent with the quality, theme, image, and safety of the show.
- \* Exhibitors may pull their vehicles into the building for unloading at their own risk. The number of dollies available will be limited, so please prepare accordingly.
- \* Dealer badges are provided and must be worn by all exhibitors Saturday through Sunday. Any Exhibitor found obtaining dealer badges for those other than legitimate assistants will be barred from any and all future shows. Please return all badges once the show is over.
- \* Exhibitor grants permission to promoter to use images of exhibitor (including any video or photo made by promoter of exhibitor's likeness or merchandise) for any purposes in connection with promoting the event, which may include advertising, promotion and marketing. The promoter may crop, alter or modify/combine such images with other images, text and graphics without notifying exhibitor. Exhibitor consents to use of his/her name and any other information provided by exhibitor to the promoter to be displayed as necessary in order to promote the event.
- \* Exhibitor must notify the promoter beforehand if he/she will be arriving after the show opens.
- \* Promoter will re-sell spaces not claimed by 8:00AM on Saturday and payments will be forfeited.

- \* Credit card services are available. The fee is 5% of the charge amount for this service. Exhibitors are not required to accept credit cards or use our service.
- \* Exhibitor must keep his/her exhibit within the designated boundaries and avoid interference with other booths and Exhibitors.
- \* Exhibitors requiring electricity must provide their own extension cord and electrical strips.
- \* Exhibitor must keep exhibit open during all show hours. There will be no early packing (boxing up items, loading up furniture, etc) during the show hours. As you could imagine, any signs of early packing by the exhibitors makes the remaining customers uneasy and tends to end any last minute shopping. Early packing will result in barred participation in future shows.
- \* Exhibitor must duly report all sales made during the show in accordance with the appropriate sales tax regulations. Exhibitor must charge 9.125% sales tax on his/her sales.
- \* Exhibitor must abide by all pertinent city, county, state, and federal laws, ordinances, fire and safety codes; and all pertinent regulations of the Conway Expo Center.
- \* The Promoter is not liable for Acts of God which may result in the cancellation, rescheduling or modification of the event. The lease agreement shall terminate and the exhibitor waives any claim for damages except the return of the rental fee.
- \* Nightly security is provided. Promoter is not responsible or liable for the loss of or damage to exhibitor's property from theft, mysterious disappearances, or damages by fire, water, accident, or any other cause. This includes any damage due to an accident by a porter. Please use porters at your own risk.
- \* Disorderly conduct such as fighting or drunkenness will not be tolerated. Exhibitors cannot smoke inside the Conway Expo Center.
- \* Exhibitor must use care to not damage the walls of the Conway Expo Center. He/She may not hang items on Conway Expo Center walls using nails or anything that may damage the wall. Exhibitor is responsible for the payment of any damage charges assessed by Conway Expo Center for intentional or accidental damage caused by exhibitor or for failure to observe the rules and regulations for the construction and operations of his/her booth.
- \* Pets are discouraged. Dogs must be kept in a kennel underneath tables at all times. No barking, whining or loose dogs!
- \* Exhibitor may not sublet or donate part or all of his/her booth space without the prior written consent of show management.
- \* Sales price is to be clearly marked on each item and the exhibitor must mark all damage or repairs.
- \* No discount/sale signs allowed.