



## Information Sheet



PLEASE READ THE FOLLOWING INFORMATION CAREFULLY. Contact our office after you have read this information if you still have questions about our shows.

**ITEMS THAT MAY BE SOLD** include arts, crafts, selected imports and limited, select commercial products. All items sold must be approved. Limits are placed on jewelry and other categories so that the show is well balanced. If jewelry is any part of your display, please contact our office before applying as this category sells out early in the year.

**ITEMS THAT MAY NOT BE SOLD** include perfume, cosmetics, weight loss products, herbal and vitamin supplements, cleaning products, multi-level marketing products, products that make medical claims and other items deemed inappropriate by us. Booths that give away prizes in order to get names and phone numbers of prospective clients are not allowed. Booths promoting services are not allowed. If you have any questions about your product's eligibility, please call or write our office for clarification.

**SHOW HOURS** are generally Saturday, 10 a.m. to 5 p.m. and Sunday, 11 a.m. to 4:30 p.m. Lafayette show hours are Saturday, 9 a.m. to 5 p.m. and Sunday, 11 a.m. to 4:30 p.m. The three day Thanksgiving show hours are Friday and Saturday, 9 a.m. to 5 p.m. and Sunday, 11 a.m. to 4 p.m. Dollies and carts must be out of the aisles before the show can open to the public. You must remain set up and open for business during all hours the show is open. Please do not begin packing until the show closes. No dollies or carts will be allowed in the aisles until the show is over.

**MOVE-IN** is optional from 1 p.m. to 6 p.m. every Friday before the show, except for the Thanksgiving show in Belton, which will be the Wednesday prior, from 1 p.m. to 5 p.m. You may also move in on the morning of the show, but you must claim your booth no later than 8:30 a.m. (7:30 a.m. for the Thanksgiving & all Lafayette shows) by checking in at the information desk if you did not check in on the optional move-in day. Please have your booth set up at least 15 minutes prior to the opening of the show.

**SPACES ARE RESERVED** and booths are assigned when payment is made in full. We do not accept deposits. No post-dated checks or partial payments are accepted. Spaces cannot be held without payment. We do accept American Express, Discover, MasterCard and Visa and will be happy to charge your fees.

**PAYMENTS RECEIVED WITHIN 2 WEEKS OF THE SHOW MUST BE MADE BY CASH, CASHIER'S CHECK, MONEY ORDER OR CREDIT CARD. You may deduct \$10 per show when paying for 3 or more shows at the same time.**

**PICTURES** of your merchandise and display are required. You may email them to: [sales@samishow.com](mailto:sales@samishow.com) or mail them to our PO Box listed below.

**OUR AGREEMENT DOES NOT PERMIT** you to give, sell, lend, share or otherwise sublet your space to someone else. You may share a booth (at no extra charge) if both you and your associate have read and signed the contract.

**TO REQUEST A SPECIFIC BOOTH**, please circle your choice on the floor plan of the appropriate facility. Make several selections and number them in order of preference. If ordering online, please make your request in the comments section. If the show is very full, we will make the best selection for you. We always take into consideration what will be sold in the booths surrounding yours. Please note that there is an additional charge for corners in Belton (excluding November) and all Lafayette shows.

**TABLES, CHAIRS & ELECTRICITY** should be ordered and paid for at the time booth reservations are made. You are permitted to bring your own tables and chairs. TABLES MUST BE DRAPED ALL AROUND AND TO THE FLOOR. BOXES MUST BE OUT OF SIGHT OR COVERED. DISPLAY EQUIPMENT AND PIPE AND DRAPE ARE NOT PROVIDED. TABLES AND CHAIRS ARE NOT AVAILABLE IN ROUND ROCK.

**ALL EXHIBITORS ARE REQUIRED TO HAVE A BACKDROP. WE HAVE A LIMITED SUPPLY AVAILABLE (10 FT FOR \$20 OR 15 FT FOR \$30).** Please contact us if you are interested in renting a backdrop.

**SIGNS: ALL MERCHANDISE AND DISPLAYS WILL BE SUBJECT TO LESSOR'S APPROVAL. NO SALE SIGNS, DISCOUNT SIGNS OR PERCENTAGE OFF SIGNS ARE PERMITTED WITH THE EXCEPTION OF THE DECEMBER SALE SHOW. PLASTIC/VINYL BANNERS WILL NOT BE ALLOWED. SIGNS THAT ARE PERMISSIBLE INCLUDE THOSE MADE FROM FABRIC, WOOD, CANVAS, ETC. THIS IS STRICTLY ENFORCED.**

**PLEASE DO NOT ASSUME THAT YOU HAVE A BOOTH** in a show until you receive a confirmation. Please contact us by phone or email if you are planning on applying for a show within one week of the show date. Reservations can be made by phone only if you are paying with a credit card and are confirmed only after we receive a signed contract.

**THERE ARE NO REFUNDS.** Refunds will not be made unless the show is not held for reasons other than the malfeasance of Lessor, e.g., due to disaster, flood, fire, etc. If you are unable to attend the show for any reason or if you do not claim your space by 8:30 a.m. on the morning of the show (7:30 for the Belton Thanksgiving & all Lafayette shows), all fees will be forfeited. Also, checks returned for nonpayment will be subject to a \$25 fee and your reservation will be canceled. At our sole discretion, if a show is sold out and your space can be resold, a portion of your fee may be refunded or a transfer to another show may be permitted (subject to a \$35 bookkeeping fee). Therefore, please let us know if you cannot attend a show as planned.

**SALES TAX** must be collected and reported. This is required by state law. TEXAS: For information on obtaining a Texas sales tax permit, please contact the Texas Comptroller's office at (800) 252-5555. You may also access this information online at [www.window.state.tx.us](http://www.window.state.tx.us). LOUISIANA: For information on collecting sales tax in Louisiana, you may apply online at [www.revenue.louisiana.gov](http://www.revenue.louisiana.gov) or contact the Louisiana Department of Revenue at (337) 262-5455. We are not qualified to counsel you on this information, so please call the appropriate number listed with any sales tax questions you may have.

**AMERICAN EXPRESS, DISCOVER, MASTERCARD & VISA SERVICES** are optional for exhibitors who do not have their own. There is a bank charge. If you would like to use this service, please ask for the information at the show, or you may call or write our office.

**FOOD VENDORS HAVE ADDITIONAL RESTRICTIONS!** There are additional requirements to sell food items at the shows. The concessionaire does not allow anyone to compete with their sales. Therefore, they do not allow the sale of food that is consumable at the show. Items that may be sold include dry mixes, condiments and spices. Please contact us if you are uncertain of your food item's eligibility.

**MAILING LISTS** If you have a mailing list and would like to let your customers know you are going to be in one of our shows, please contact us for free postcards. Our postcards give your customers \$1 off show admission and are a great way to let them know where they can see you. Please request them at least two weeks prior to the show.

Please be assured that there will be extensive, effective advertising for every show that bears our name. We are dedicated to making our shows the best they can be and to letting everyone know when and where they are held. And, we know that you will make the most of the crowd by working your booth effectively during each and every show. We are deeply appreciative of your interest in our events and hope you will let us know if we can help you in any way.

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