



# Information Sheet

PLEASE READ CAREFULLY. Please contact us after you have read this information if you still have questions about our shows. Come join our amazing group of exhibitors and be a part of the Sami Show family.

**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.

**ITEMS THAT MAY NOT BE SOLD** include commercial cosmetic lines, weight loss products, herbal and vitamin supplements, products that make medical claims/medical devices, cleaning products, windows, siding, and other items deemed inappropriate by us. The sale of raffle tickets and booths that give away prizes 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 p.m. The three day Thanksgiving weekend show hours are Friday, 9 a.m. to 5 p.m., 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 and Saturday morning from 7-9:45 a.m. Move-In for The Thanksgiving weekend show in Belton is on the Wednesday prior from 12 p.m. to 5 p.m. and Friday morning from 6-8:45 a.m. You must claim your booth no later than 8:30 a.m. (7:30 a.m. for the Thanksgiving show) 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. **PAYMENTS RECEIVED WITHIN 2 WEEKS OF THE SHOW MUST BE MADE BY CASH, CASHIER'S CHECK, MONEY ORDER OR CREDIT CARD.**

**WHEN SUBMITTING YOUR APPLICATION**, please include payment in full along with photos or your work and display. Your application must be signed. Upon approval, a confirmation will be returned to you with your booth assignment and specific show information.

**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 upon initial submission.

**TO REQUEST A SPECIFIC BOOTH**, please circle your choice on the floor plan of the appropriate facility. All floor plans may be found on our website at: [www.samishow.com/floor-plans](http://www.samishow.com/floor-plans). Make several selections and number them in order of preference. If you do not circle choices or 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 some shows, as indicated on the application.

**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.**

**SIGNS: ALL MERCHANDISE AND DISPLAYS WILL BE SUBJECT TO LESSOR'S APPROVAL. NO SALE SIGNS, DISCOUNT SIGNS, PERCENT OFF SIGNS OR BANNERS WILL BE ALLOWED. SIGNS THAT ARE PERMISSABLE 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. If applying within two weeks of a show, please contact us before submitting your application to inquire about space availability. 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. (7:30 for the Thanksgiving weekend show) on the morning of the show, 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. You must provide your Texas sales tax number on your show application. For information on obtaining a Texas sales tax permit, please contact the Texas Comptroller's office at (800) 252-5555 or call (512) 463-4600 in Austin. You may also access this information online at [www.window.state.tx.us](http://www.window.state.tx.us). 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.

**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, sauces, condiments and spices. Please contact us if you are uncertain of your food item's eligibility. Belton does not require our food vendors to obtain a permit.

**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 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.