



**May 19 – 20, 2012**

at the Tennessee State Fairgrounds / Nashville Expo Center – Nashville

Hello Exhibitors,

We are now accepting applications for our May 19-20, 2012 Galactic Expo.

This is a great venue for Holistic and Alternative Health, natural healing modalities and products, spirituality, and conscious living choices.

The purpose and mission of the Galactic Expo is to promote education and awareness of holistic health, natural healing, conscious living, and spirituality. One way we do this is by bringing together alternative health practitioners, psychics, spiritual counselors, retailers, light workers, vendors and others in one place, allowing them to come together for the health and wellness of body, mind, and spirit.

The Galactic Expo just finished a very successful expo in May. Attendance was 1763!. This is an increase of 428 customers over last year! The energy was fabulous and the line of customers waiting to get in on Saturday morning was the longest line in the history of the show! We had a steady flow both days and just two weeks after this year's show we are already 60% booked for next year!

Booth assignments have already begun with placements going to returning exhibitors first. New exhibitors will be accepted beginning August 1.

A completed application and payment in full is required to hold your space. Exhibitors may as always, sign up anytime. Booths will be assigned as long as there is availability in your category.

We have a great cancellation policy! Cancel by January 31<sup>st</sup> and receive a full refund.

We keep a balance of vendors in all categories: Alternative Practitioners, Massage & Energywork, Aromatherapy, Astrology, Aura Photography, Gifts, Crystals, Jewelry, Health & Nutrition, and Psychics (almost always full).

If you do not receive a confirmation when you first send in an application, we will keep you on a waiting list and will notify you that you are on that list. As a space opens up, we will fill it from a vendor in the same category. Your payment will be held until we ask you to fill a space.

Applications are not carried over from year to year. You must send in a new form for each show.

We look forward to having you join us for another fantastic event in 2012!

*Blessings & Light  
Katherine King*

Katherine King  
www.GalacticExpo.com  
katherine@galacticexpo.com  
1701 Portland Avenue  
Nashville, TN 37212-3811  
615-463-7677  
615-582-7099

**Half-page Vertical Ad**  
**\$80**

Max of 3 1/4"w x 9 1/2" h

**Full Page ad.**  
**\$110**  
Max of 7"w x 9 1/2"h

**Horizontal Business Card ad:**  
**\$30.00**  
Max of 3 1/4"w x 2"h

**Vertical Business Card Ad**  
**\$30**  
Max of 2"w x 3 1/4"h

**Half-Page Horizontal Ad**  
**\$80**  
Max of 7"w x 4 1/4"h

**Advertising Rates**  
May 19-20, 2012 Galactic Expo  
Program is printed in B&W

**Ads must be Copy Ready**  
**Deadline:** March 01, 2012

**Email to:**  
katherine@galacticexpo.com

**Format:**  
Microsoft Publisher, jpg, gif, pdf  
Microsoft Word

**Ad Prices:**  
\$30, \$55, \$80, \$110

**615-463-7677 or 615-582-7099**

**Quarter Page Ad**  
**\$30**  
Max of 3 1/4"w x 4 1/4"h

## The Galactic Expo

Changes from last year's application are hi-lighted

### Date and Location:

- May 19-20, 2012
- Agriculture Hall ~ Tennessee State Fairgrounds, 500 Wedgewood Avenue, Nashville, TN 37203

### Set-Up / Check-In / Show Schedule / Break-Down:

- **Set up:** is from 12 noon to 7 pm CST on Friday.
- **Check in:** Please register at table at front of building, before setting up, to pick up ID badges and vendor packets.
- **Unloading on Friday and Loading on Sunday:** Easy ground level access is available at the main entry doors in the front of the buildings, as well as, two sets of doors on the right side of the building.
- **On Saturday & Sunday. FOR SECURITY REASONS:** only the main entrance doors can be used for entry or exit from the buildings.
- **Show Hours:** Saturday 10am – 7pm. Sunday 10am – 6pm. Nashville is on Central Time – CST.
- Doors will open for exhibitors at 9:00 am on Saturday and Sunday.
- Please be set up and ready by 9:45am each day.
- **Break Down:** Booths are to remain open through the end of the show at 6pm on Sunday. If there are circumstances that require you to breakdown and leave prior to the close of the show, please make prior arrangements with us. You must be packed and out of the hall by 11:00 pm on Sunday.

### Booth Pricing and Booth Choices:

- All booths except for 6 are 10' x 10' and are **\$280 each.**
- Prices for the 6 over-size booths are marked on the floorplan.
- This is a 2-day event. The booth cost is for both days.
- No multiple booth discounts are available.
- Booths assignments have already begun for returning vendors. New vendors are accepted beginning August 1<sup>st</sup>. You may enter booth choices on your application. We keep a balance of vendors in all categories. If the maximum is reached in your category, we will keep you on our cancellation / waiting list and notify you that you are on that list.
- A completed application and payment in full or post-dated payment(s) in full is required to reserve your booth.
- A completed application and payment in full is required to keep you on the waiting list.
- Your checks or payments will not be deposited until you have been assigned a booth.
- Applications are not carried over from year to year. You must resubmit a application for each show.

### Miscellaneous Information:

- We do offer exclusivity to some products. All products and services offered in your booth must be approved by the show. You must notify the show of all products and services you will be offering, even if you do not want them listed in the program or on the expo website.
- All exhibitors must complete a application.
- All sharing exhibitors must complete a 'Sharing Exhibitor' application.
- **ALL FOOD & DRINK** samples must have prior approval of the fairgrounds. Concession is provided by the fairgrounds.

### Each booth comes with:

- All booths are 10' x 10' and come with gold pipe and draping. 8'H draping at the back of the booth, and 3'H on the sides.
- Two single rows in the aisle have 3'H draping only and no 8'H back draping.
- Metal folding chairs provided as needed.
- One rectangular table. Tables are 6' x 2 ½' or 8' x 2 ½'. Tables are unskirted. You will need to provide table covering.
- One 8 ½" H x 14" W white cardstock paper booth sign.
- One table of contents listing per sign.
- Up to four ID Badges per booth for you, your sharing vendor and booth workers.
- One 30-word description per booth for the printed program.
- One 100-150 word description per exhibitor for the Galactic Expo website.

### Electricity: **New for 2012:** *Wall booths will be charged for electric if used. The charge is per booth, not per outlet.*

- For booths along the wall: **Cost is \$15** if ordered before April 1<sup>st</sup>, \$35 after April 1<sup>st</sup>, \$70 on set-up day.
- For aisle booths. **Cost is \$40** if ordered before April 1<sup>st</sup>, \$60 after April 1<sup>st</sup>, \$100 on set-up day.
- Outlets and drops are shared, regardless of location. Bring surge protectors, power strips, and extension cords.

### Additional Tables:

- Additional 6' or 8' tables are **\$9 each in advance** or \$15 each after April 1<sup>st</sup>.
- **Skirted tables** are **\$40 each and are available by** pre-order only. Available skirt color is black only with white top.
- Card tables are not provided-please remember to bring your own.

### Sharing of Booth Spaces:

- Booths may be **shared with show approval only.**
- Sub-letting of your booth is **not** permitted.
- The primary contact person is responsible for all payments or payment arrangements and for informing helpers and others in their booth of all terms and conditions of the show. For anyone sharing your booth, a Sharing Vendor Form, listing services and products being offered must be turned in with your application or mailed to us in a timely manner.

The Galactic Expo

1701 Portland Avenue Nashville TN 37212-3811

Contact: Katherine ~ [katherine@galacticexpo.com](mailto:katherine@galacticexpo.com) 615-463-7677 or 615-582-7099

### Payments:

- Booth payments, fees, and advertising costs may be paid by cash, check, or money order. Make payable to: Galactic Expo and mail to: Galactic Expo 1701 Portland Ave, Nashville TN 37212. Credit card payments are processed through our PayPal account and are subject to a 3% processing fee.
- Payment in full, or PalPay credit card arrangements, and a completed application is required to hold your booth.
- Booth assignments have already begun. Returning exhibitors are placed first. New vendors are accepted beginning July 1<sup>st</sup>.

### Booth Cancellations / Refund Policy:

- Full refund if cancellation is done before February 1<sup>st</sup>.
- 50% refund if cancellation is before April 1<sup>st</sup>.
- After April 1<sup>st</sup>, No Refunds under any circumstances.
- **You must check-in by 2pm Friday (unless you have made prior arrangements). If you have not registered, then your booth will be reassigned and you will forfeit your right to participate in the show and forfeit all fees and monies paid.**

### \$1 OFF Admission Coupons:

- You are welcome to copy and hand out as many of the coupons as you wish.
- We can e-mail you a sheet of coupons that you can, in turn, e-mail to your customer database if you wish.
- Coupons are 'paper savers', permitting more than one person to use the same coupon.
- Approximately one week after the Expo, your coupon rebate will be mailed to you at the rate of \$1 for every person who used your coupon to attend the show. Amount refunded is up to, but not exceeding, the cost of your booth.
- Fairgrounds regulations prohibits distribution of coupons on fairgrounds property or doing any other type of soliciting at our event, or other events, for our show, or any show which is in progress.

### Lectures / Mini-Seminars:

- All seminars are free to the customer, presented free by the exhibitor, and presented at no cost to the exhibitor.
- Each lecture is 30-45 minutes long, including any question and answer period you may want to include.
- Please include a topic and description on your application if you are interested in presenting a lecture.
- Seminars will be finalized in January.
- We offer a limited number of paid seminars. These are chosen at the discretion of the show, and prices for admission to them are set by the show.

### Other Information:

- Due to **fire and safety regulations**, aisles must be kept clear of displays, furniture or other items. All displays and merchandise must be kept inside the allotted space. **We are not permitted to have open flames or burning incense.**
- Signs and advertisements must be kept in allotted space. Banners/signs promoting you or your business may be hung from the draping.
- We are not permitted to tape or pin anything on the walls or doors of the building including in the restrooms and stall doors.
- All exhibitors are expected to keep their exhibit space clean and attractive.
- Exhibitors may not display any object that would be considered offensive or in poor taste and agrees to remove said objects if asked to do so by management.
- All exhibitors are considered independent contractors and all necessary permits, licenses, insurance, credentials, and taxes are the sole responsibility of all participants.
- Each exhibitor is responsible for the security at their booth during expo hours. We provide security during show hours. The building is locked after hours, and roving security and an alarm system are provided during off hours.
- Alcoholic beverages, illegal substances, or illegal activities are not permitted on premises.
- Management expects and requires all exhibitors to behave in a professional and ethical manner at all times. No inappropriate language or body contact is permitted.
- Management reserves the right to ask exhibitors to leave because of unprofessional, unethical, illegal or unacceptable behavior that exhibits gross disrespect for another person or persons and/or their rights and/or property. If exhibitor is asked to leave, all fees, deposits, and payments are forfeited, and they may be prohibited from participating in future events.
- In the event that a show becomes unusable or cancelled due to causes not within our control, exhibitors release The Galactic Expo, Katherine King and all sponsors from all claims, damages, or loss. Refunds will be issued on a pro-rated basis, less all expenses incurred by the show.
- The Galactic Expos reserves the right to determine the eligibility of each exhibitor to participate in the shows. This right may be exercised before or during the show, even if booth deposits or payments have been made.
- **Management assumes no risk.** By acceptance of this agreement, the Exhibitor agrees to hold harmless Katherine King, The Galactic Expo and any sponsors and releases the Management from any and all liability for damage, injury, or loss to any person, property, or goods, which may arise during or as a result of this event.

**\*\*\*Prices for services are required to be clearly posted\*\*\***

*All exhibitors set their own prices for services and merchandise.  
It is your responsibility to collect payment and sales taxes from the customer.  
As of this printing, services of the types provided at the Expo are not sales taxable in Tennessee.*

**Questions? Contact Katherine King: [katherine@galacticexpo.com](mailto:katherine@galacticexpo.com)  
1701 Portland Avenue ~ Nashville, TN 37212-3811 615-463-7677 or 615-582-7099**



**Galactic Expo**  
1701 Portland Avenue  
Nashville, TN 37212  
**615-463-7677 or 615-582-7099**  
**615-463-3290 fax**  
**May 19-20, 2012**

**The Galactic Expo is held at the:**  
*Tennessee State Fairgrounds / Nashville Expo Center*  
*In the Agriculture Hall*  
500 Wedgewood Avenue, Nashville, TN 37203

- **Please write or print clearly.**
- **Read terms & conditions, sign application / contract on back.**
- **Completed application and payment in full is required to hold your space.**
- **Make checks payable to: The Galactic Expo. Mail to: 1701 Portland Avenue Nashville, TN 37212-3811.**
- **Booth assignments have already begun. Returning exhibitors will be placed first. New exhibitors accepted August 1<sup>st</sup>.**
- **Questions?: Contact: Katherine 615-463-7677 or 615-582-7099 or katherine@galacticexpo.com**

• **Name on Booth Sign, Program Listing, & Website should read:**  
(8 1/2" x14"sign. Maximum 40 letters spaces.)

(One sign comes with each booth and includes one table of contents listing.)

• **Name on Optional 2nd Booth Sign, (cost for this sign is \$5):**

(One sign included per booth. This additional sign includes one table of contents listing.)

• **Description for Program:**

(30 words total per booth-even if sharing. (You may send 100-150 words per exhibitor for website, at no charge)

---

---

---

• **Contact Information to list in program:**

(Maximum of 3. Ex: Phone number, email, website.)

**Names for ID Badges:** 1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

• ***I would be interested in doing a 30-45 minute mini-seminar on one of the following topics:***

(30 word or less description. You may send 100-150 for website. Seminars will be chosen in January.)

**1).Title:** \_\_\_\_\_

• **Description:** \_\_\_\_\_

---

---

• **2).Title:** \_\_\_\_\_

**Description:** \_\_\_\_\_

---

---

\*We do give exclusivity to some products. Be sure to inform the show of all products or services being offered in your booth.

**The Galactic Expo**  
1701 Portland Avenue Nashville TN 37212-3811  
katherine@galacticexpo.com www.galacticexpo.com  
615-463-7677 615-582-7099

**Booth choices.** (Returning vendors may elect to keep their same location. We do our best to place you with or near your preference.)

First choice: \_\_\_\_\_ Second choice: \_\_\_\_\_ Third choice: \_\_\_\_\_

**PROGRAM DIRECTORY CATEGORIES.** (One category is included with each booth sign. Additional categories may be purchased for \$2 each)

- |  |   |  |   |
|--|---|--|---|
| _____ Alternative ~ Bodywork,<br>~Energywork ~ Holistic ~<br>_____ Massage Therapies | _____ Authors ~ Retreats ~<br>_____ Tours ~ Workshops | _____ Crystals ~ Jewelry   | _____ Psychics ~ Intuitives<br>_____ Mediums ~ Channels |
| _____ Aromatherapy~Candles~<br>_____ Herbs ~ Soaps                                   | _____ Body ~ Mind ~<br>_____ Spirit ~ Spiritual       | _____ Health ~ Health Information<br>_____ Nutrition ~ Supplements | _____ Visionary Art ~ Music                             |
| _____ Astrology &<br>_____ Aura Photography  | _____ Books ~ Clothing ~<br>_____ Gifts               |  |   |

Each booth comes with one table and chairs as needed. Circle size of free table: 6' x 30" or 8' x 30"  
**# of chairs needed:** \_\_\_\_\_

**Booth and Additional Fees:** 6 oversize booths are marked on the floorplan. All other booths are 10' x 10' and are \$280 each.

_____ <b>Booth Fee:</b> # of booths x \$280	(includes one booth sign and one directory listing)
_____ <b>Additional Booth Signs</b> x \$5 each	( includes one directory listing)
_____ <b>Additional Directory Listings</b> x \$2 each	(for listings over the one included with your sign )
_____ <b>Additional 6' Tables</b> x \$9each	(bring table covering)
_____ <b>Additional 8' Tables</b> x \$9each	(bring table covering)
_____ <b>Additional ID Badges</b> x \$5 each	(up to 4 are included in Booth Fee. For helpers/booth mates only)
_____ <b>Electricity for Wall Booths</b> x \$15	(\$15 now, \$35 after April 1 <sup>st</sup> , \$70 on set-up day.)
_____ <b>Electricity for Center Aisle</b> x \$40	(\$40 now, \$60 after April 1 <sup>st</sup> , \$100 at set-up.)
_____ <b>Additional Program Advertising</b>	(\$30 ~ \$55 ~ \$80 ~ \$110. See advertising sheet. )
_____ <b>Additional Tote Bag Advertising</b>	(Only 8 spots available. 1,000 bags given away FREE at the expo. Cost for 6" x 6" permanent ad is \$125)
_____ <b>TOTAL DUE</b>	

**Payment in full due with your completed application to reserve your booth.**

For early registration, check(s) can be dated between now and January 31<sup>st</sup>.  
For applications received after January 31<sup>st</sup>, payment in full is due.

**Check #** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Amount:** \_\_\_\_\_  
**Check#** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**Please send a PayPal Invoice to this email** \_\_\_\_\_

**Contact Information** Notify the Galactic Expo of any change or risk losing your booth if we are unable to contact you:

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City / State / Zip** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Cell Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Website:** \_\_\_\_\_

Please link me to your website using my: E-mail Website No link

By signing this contract, I agree that: I have read, understand and agree to abide by the terms and conditions of this contract.  
As a primary contact person, I agree to be responsible for all payments and fees and to inform all other exhibitors and helpers in my booth of all terms and conditions. I have read and understand the Booth Cancellation/Refund Policy

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

I will help spread the word about the Expo in my area or my business. I will help in the following ways:

- \_\_\_\_\_ I will email an Expo flyer to my database. Please send to email above.
- \_\_\_\_\_ I would like a \$1 OFF Admission coupon emailed to me in this format: PDF \_\_\_\_\_ JPG \_\_\_\_\_.
- \_\_\_\_\_ Send me \_\_\_\_\_ 8 1/2" x 11" flyers. I will post them around my area, in my office/business, or send to my clients.
- \_\_\_\_\_ Send me \_\_\_\_\_ postcards that I can send to my customer/clients or distribute in my business

**Sign and return completed application, pages 6 & 7 to Galactic Expo. Keep all other pages for your records.**