



May 19-20, 2012

at the Tennessee State Fairgrounds / Nashville Expo Center – Nashville TN

Hello Sharing Vendor,

Please complete the attached Sharing Vendor Registration Form and have it returned with your primary vendor's completed registration. Also note that by signing the registration form, this indicates that you have read and agree to the *Contract, Terms and Conditions of the Galactic Expo*.

Exhibitors may share their booths with advanced permission of the expo only.

Sharing vendors may purchase their own booth signs and additional advertising separate from the primary vendor's registration form.

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, retailers, light workers, psychics, vendors and others in one place, allowing them to come together for the health and wellness of the body, mind and spirit.

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).

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

Blessings & Light

Katherine King

Half-page Vertical Ad
\$80.00
Max of 3 1/4"w x 9 1/2 " h

Full Page ad.
\$110.00
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
\$30.00
Max of 2"w x 3 1/4"h

Half-Page Horizontal Ad
\$80.00
Max of 7"w x 4 1/4"h

Quarter Page Ad
\$55.00
Max of 3 1/4"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

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 July 1st. 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 1st, \$35 after April 1st, \$70 on set-up day.
- For aisle booths. **Cost is \$40** if ordered before April 1st, \$60 after April 1st, \$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 1st.
- **Skirted tables** are **\$40 each and are available by** pre-order only. Available skirt color is black only with a 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 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 1st.

Booth Cancellations / Refund Policy:

- Full refund if cancellation is done before February 1st.
- 50% refund if cancellation is before April 1st.
- After April 1st, 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
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

SHARING VENDOR APPLICATION

- **Please write or print clearly.**
- **Read terms & conditions and sign application / contract on back.**
- **Questions?: Contact: Katherine 615-463-7677 or 615-582-7099 or katherine@galacticexpo.com**

Name of Primary Person / Business in Booth you are sharing: _____

- **Name on your Booth Sign, Program Listing, & Website should read:** Cost of this sign is \$5 and includes one directory listing in program. (8 1/2" x14" sign. Maximum 40 letters spaces.)

- **Description for Program:**
 (total for booth is 30 words. You will need to split this with your primary person)
 (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) _____
 (total per booth is 4. Please pay for additional after 4)

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

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

- **Booth and Additional Fees:** 6 oversize booths are marked on the floorplan. All other booths are 10' x 10' and are \$260 each.
 _____ **Your Booth Sign** x \$5 each (includes one directory listing)
 _____ **Additional Directory Listings** x \$2 each (for listings over the one included with your sign)
 _____ **Additional Program Advertising** (\$30 ~ \$55 ~ \$80 ~ \$110. See advertising sheet.)
 _____ **Additional Tote Bag Advertising** (Only 8 spots available. 1,000 bags given away FREE at the expo.
 Cost for 6" x 6" permanent ad is **\$125**)

_____ **TOTAL DUE**

Payment in full due with your completed application to reserve your booth.
 For early registration, check(s) can be dated between now and January 31st.
 For applications received after January 31st, payment in full is due.

Check # _____ **Date:** _____ **Amount:** _____
Check# _____ **Date:** _____ **Amount:** _____

_____ **Please send a PayPal Invoice to this email** _____

- **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

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 registration form, pages 6 & 7 to Galactic Expo.