



**SPRING INTO SUMMER 2018  
MARRIOTT HOTEL  
HOUSTON, TEXAS**

**Sales Room/Dealer Information**

<b>Set-up:</b>	<b>March 15</b>	<b>9:00 am – 9:00 pm</b>
	<b>March 16</b>	<b>8:00 am – 8:45 am</b>
<b>Show Hours:</b>	<b>March 16</b>	<b>9:00 am – 5:00 pm</b>
	<b>March 17</b>	<b>9:00 am – 3:00 pm</b>
<b>Tear Down:</b>	<b>March 17</b>	<b>3:00 pm – 7:00 pm</b>

The Sales Room will be located in the Corpus Christi room on the first floor. Parking is free.

**BOOTHS:** Booths are sold with one, two, three and four tables. Tables are 6'x30" and will be draped with white cloths that reach almost to the floor. You may bring your own cloths or skirts for added decoration, but all such display materials must be flameproof. **Price includes lunch for Friday and Saturday.**

Booths will be sold on a first-come, first-served basis (only with payment and return of signed Contract). Must submit pictures of items being sold for approval prior to confirmation of booth space. If you wish to keep the same booth location you had at last year's show, please make a notation on the contract before you send it in. No moving of tables unless previously authorized. Floor displays have to be limited to a minimum and should be placed under the tables to avoid accidents. No extra display tables may be brought in. Displays cannot block or infringe on surrounding dealers' booth spaces or visibility. Electrical access is available for a limited number of booths, so if you need electricity please specify this on the contract. Lunch is provided for primary vendor only.

**RENT:** Fees are: 1 Table @ US\$175; 2 Tables @ US\$275; 3 Tables @ US\$395; 4 Tables @ US\$500. If you would like electricity in your booth, please inquire.

**SET-UP/TEAR DOWN:** Dealers may bring their merchandise and begin setting up their booths on Thursday, March 15, 2018, from 9:00 am to 9:00 pm. You will be able to drive up to a double doorway in the rear of the salesroom. Once you unload your merchandise, please move your vehicle to the general parking lot so that others may drive through and unload. Please be patient and remember to smile!

Dealers will be permitted to enter the Sales Room on Friday at 8:00 AM. For the sake of security, no exceptions will be made.

Booth breakdown is Saturday, March 17<sup>th</sup> from 3:00 PM to 7:00 PM. Please be packed and out of the sales room as quickly as possible. Only badged Dealers and Assistants are permitted in the sales room at these times. Booths may not be packed up or dismantled prior to the end of the show.

**ASSISTANTS:** Each dealer with a one table booth is allowed no assistant; two table booth may have one assistant. For booths with three or four tables, two assistants are allowed. If a booth is being shared with another dealer, then only 1 assistant is allowed. Assistant's name to be given when Sales Contract is signed

**BADGES:** Only one badge will be provided per person. Please wear your badge at all times during the show. Only dealers and assistants wearing a show badge will be admitted before the sales room hours.

**Security:** Each dealer is personally responsible for the complete insurance coverage of her/his own merchandise against loss, damage or injury as well as general liability during the entire period of the show. Neither the Bay Area Doll Club nor the Marriott Hotel assumes responsibility for any losses, damages or injuries. However, precautions will be taken to protect dealers' merchandise. The sales room will be locked at night.

**SHIPPING AND STORAGE:** The Marriott Hotel charges a handling fee of \$5 per box. Shipments should arrive at the Marriott Hotel no earlier than March 12, 2018. To avoid lost shipments, please address all boxes to:

***Your Name***  
***Your Business Name***  
***Hold for Bay Area Doll Club***  
***C/O Marriott Hotel Houston Hobby***  
***9100 Gulf Freeway***  
***Houston, Texas 77017***

If you wish to ship your boxes out after the show, please pack them for shipping with appropriate labels and arrange with UPS/FedEx for pick up on Monday, March 19<sup>th</sup>. The Hotel assumes no liability for the shipment of these outgoing materials.

**SALES TAX:** Each dealer must have a Texas (resale) identification number. If you do not already have a Texas number, please go to [www.window.state.tx.us/taxpermit](http://www.window.state.tx.us/taxpermit) for information. Sales tax for Harris County is 8.25 percent and must be collected from everyone who does not have a Texas Resale Number.

**REMINDER:** There is **NO SMOKING** in the sales room or in the hotel.

**HOTEL ACCOMMODATIONS:** If you plan to register as a delegate or vendor for the Spring Into Summer Doll Festival, you can book accommodations at the Marriott Hotel for a minimum two-night stay. **The rates for our festival are \$98/per night.** Call the Marriott at (713) 943-7979 and tell the reservations desk that you are with the Bay Area Doll Club Spring Into Summer Doll Festival. Limited space so be sure to reserve your room early. Reservations must be made by February 22, 2017.

**HOW TO GET THERE:** Directions will be sent with your receipt and confirmation.

**CANCELLATIONS:** Management will offer canceled space to the next dealer on the waiting list. If the space is resold, a refund will be made, minus a \$100 cancellation fee. No refund will be made if the space is unsold at the time of the show.