

2nd Annual Melbourne Mystic Faire
January 30-31
Saturday and Sunday
11am-7pm on Saturday
11am-5pm on Sunday
Melbourne Auditorium
625 Hibiscus Blvd. Melbourne, FL

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

Set up: is from 8am Saturday with everything ready to go at 10:45

Check in: Please register at table at front of building, before setting up, to pick up ID badges. On Saturday and Sunday FOR SECURITY REASONS: only the main entrance doors can be used for entry or exit during show hours. Show Hours: Saturday 11am– 7pm. Sunday 11am-5pm Florida is on Eastern Standard Time EST

Break Down: Booths are to remain open through closing of the show at 5pm on Sunday. If there is an emergency that requires you to breakdown and leave prior to the close of the show, please make sure that the event promoter knows prior to you leaving. Only an emergency will constitute leaving early. Anyone breaking down before show hours is over will not be invited to any future Orchid Moon Event. You must be packed and out of the hall by 10pm on Sunday evening. INITIAL _____

Booth Pricing and Booth Choices: *All booths are \$180. All vendor booths are 10' x 10' or 10 x 5

The psychic booths will fit a card table and 2-3 chairs only.

Healer booths will fit a massage table and room to work upon a person with room for a small table to hold business cards and advertising.

This is a 2 day event. The booth cost is for the entire weekend. You must be set up for both days. No multiple booth discounts are available.

Booths assignments will begin upon receiving payment for the event. First come first served. Enter booth choice on your registration form. We keep a balance of vendors in all categories. If we reach our maximum in your category, we will keep you on our cancellation / waiting list. A completed registration form and payment in full is required to reserve your booth. Your checks or payments will not be deposited until you have been assigned a booth. You will NOT be notified that you have a space. If your check is cashed, you are registered. You will only be notified if there is no space available for you.

Registration forms are not carried over from year to year. You must resubmit a registration form 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. All exhibitors must complete a registration form.

NO BOOTH SHARING

Each booth comes with: Vendor booths come with two tables and two chairs. If you have a reader or healer booth you MUST bring your own table. There is NO draping or screens separating booths. If you desire this, you need to provide your own and it has to fit within the boundaries of your booth. Metal folding chairs provided as needed.

Tables are 6' x 2 ½' or 8' x 2 ½'. Tables are unskirted.

You will need to provide table covering to the floor.

One 8 ½" H x 11"W white cardstock paper booth sign. Up to three ID Badges per booth for you and booth workers.

One 10 word or less program description

Electricity is in place and available at booths at a \$20 cost. INITIAL _____ If you require electric you MUST state it on your application and bring rugs or protectors to cover cords to prevent accidents. Outlets and drops are shared, regardless of location. Bring surge protectors, power strips, and extension cords.

Additional Tables: Additional 6' or 8' tables are \$5 each in advance

Card tables are not provided please remember to bring your own.

Sharing of Booth Spaces: INITIAL _____ NO PSYCHICS or HEALERS IN VENDOR BOOTHS. Booths may be shared with show approval only. Email Candyce at canbria@aol.com to request permission. Sharing only applies to vendors. Psychics may not share booth and healers may only share if it requires two people to work on one person.

Sub-letting of your booth is not permitted. If you cannot make the show for any reason you may NOT find a replacement for your space. 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.

Payments: Booth payments, fees, and advertising costs may be paid by cash, check, or money order.

Make payable to: Candyce Strafford and mail to: Mystic Faire C/O Candy Strafford 5310 Cherry Wood Drive, Naples, FL 34119

Payment in full and a completed registration form is required to hold your booth.

Booth assignments begin as soon as application is approved. Booth Cancellations / Refund Policy: No Refunds or partial refunds under any circumstances. You must register by 10:30am Saturday morning (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.

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 30-55minutes long, including any question and answer period you may want to include. Please include a topic and description on your registration form if you are interested in presenting a lecture.

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. We are not permitted to place anything on the walls of the building. * No nails in the walls or floor, respect the historic building. All exhibitors are expected to keep their exhibit space clean and attractive. * All tables must be draped to the floor. * No soliciting anywhere on the premises except at your booth. 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 do not provide security. 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, 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 Orchid Moon Events and Candyce Strafford from all claims, damages, or loss. Management 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 Candyce Strafford, Brian Strafford, 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. Questions? Contact Candyce Strafford canbria@aol.com Naples, FL 239-949-3387 fax 239-352-0200

Please write or print clearly. Read terms & conditions and sign registration form. Completed registration form and payment in full is required to hold your space.

Make checks payable to: Candyce Strafford

Mail to: 5310 Cherry Wood Drive, Naples, FL 34119

Name on Booth Sign, Program Listing (8 1/2" x 14" sign. Just the name of the business or provider.)

(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):

Description for Program: 10 words total per booth-even if sharing. Ex: Orchid Moon Metaphysical Shop, Jewelry, Crystals, Clothing and More. If you would like to do a free 35-55minute talk, list your topic for approval.

1). Title: _____

Description: _____

We have a door prize every hour and all of the proceeds from the raffle ticket sales will go to a local charity. If you would like to donate an item or service for the charity raffle list it here and we thank you in advance.

Check off one box unless you are having more than one booth.

Reader _____ Healer _____ Vendor 10x10 _____ Vendor 10x5 _____ Each vendor booth comes with two tables and chairs as needed.

of chairs needed: _____ # of nametags needed: _____

Booth and Additional Fees: _____ Booth Fee: # of booths x \$180 (includes one booth sign and one directory listing) _____

Additional Booth Signs x \$5 each (includes one directory listing) _____

Additional 6' Tables x \$8 each (bring table covering) _____

Additional 8' Tables x \$5each (bring table covering) _____

Additional ID Badges x \$4 each (up to 3 are included in Booth Fee. For helpers/booth mates only)

_____ Electricity \$20 for the weekend.

_____ TOTAL DUE Payment in full due with your completed registration form to reserve your booth.

Check # _____ Date: _____ Amount: _____ Contact Information Notify the Orchid Moon Events 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: _____

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 Mystic Faire in my area or my business.

I will help in the following ways:

_____ I will email a Mystic Faire flyer to my database. Please send to email above.

_____ Send me the pdf. File for the Mystic Faire flyer that I can print out and send to clients and post in the area.

_____ Send me _____ postcards that I can send to my customer/clients or distribute in my business Sign and return completed registration form, Make sure that you make a copy for yourself.