

# Bella Rustina Registration Form

CONWAY EXPO CENTER – July 13-14, 2019

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

May we link to your website? If so, please list your website address:

\_\_\_\_\_

What types of items will you be selling? \_\_\_\_\_

\_\_\_\_\_

Do you agree with Bella Rustina's terms of agreement?    Yes    No

Preferred Booth Numbers \_\_\_\_\_

Will you need electricity?    Yes    No

Can I mail you promotional cards? How many? \_\_\_\_\_

Approximately how many tables and chairs will you need to rent? We will have these ready for you in your booth on setup day. \$6 each to rent tables / \$2 each for chairs. No outside folding tables allowed per Conway Expo Center rules. We must rent theirs.

# of Tables: \_\_\_\_\_ # of chairs: \_\_\_\_\_

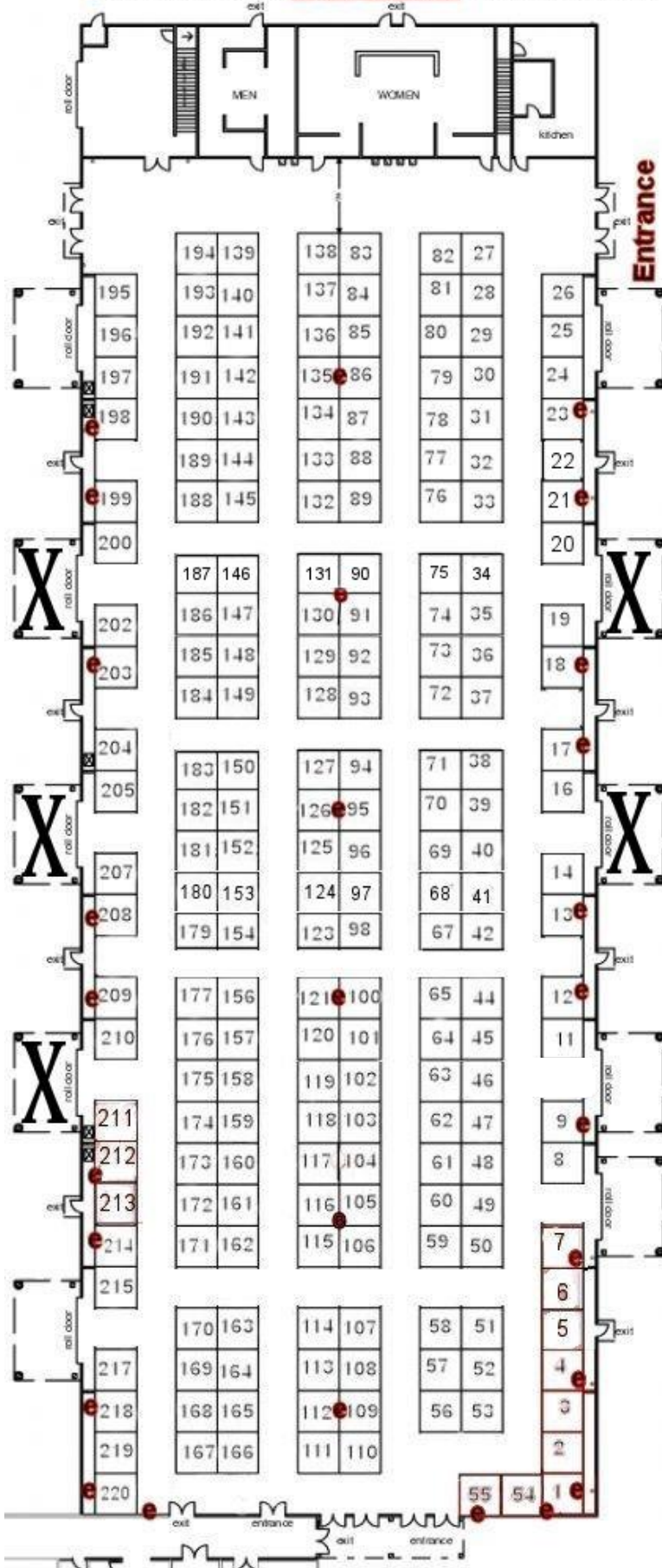
Anything else we should know?

If mailing in form and deposit, please send to:

Ashley's Finds, LLC  
P.O. Box 13604  
Maumelle, AR 72113

This form can be filled out and the deposit paid online: [BellaRustina.com](http://BellaRustina.com)  
Questions? Please call Ashley at 501-230-5728.

e - Electrical Outlet **Highlighted Red** = Reserved Booth



- \* This is a juried show, which means we handpick our exhibitors. We are looking for antiques, vintage (1970s and before), “junk”, old painted/non-painted furniture, architectural salvage, upcycled or repurposed antiques/vintage, and some vintage-inspired handmade items. No direct sales. Applicants who are new to Ashley’s Finds, LLC shows must provide a photo of their merchandise or link to a website or Facebook page with photos.
- \* Booths must be set up in an eye-catching and attractive fashion. Exhibitor may not just throw their merchandise on a table.
- \* Booth spaces are reserved on a first come, first serve basis. Booths are 10’x10’ (\$110 each). Spaces will be reserved with a 50% deposit. Reservations will be taken by mail and online. Exhibitor should mention any special booth needs on their registration form.
- \* Setup times are: Thursday, July 11, from 4PM to 7:30PM;  
Friday, July 12, from 8AM to 7:30PM and Saturday from 7AM to 9AM.  
Show hours: Saturday, 9AM-5PM, and Sunday, 12PM-5PM.  
Load out: Sunday, July 14, 5PM – 12AM
- \* To cancel a pre-paid reservation, you must call before NOON on the Monday TWO weeks before the show (July 1, 2019). Cancellations after 12:00PM on the Monday two weeks before the show will result in all funds received from Exhibitor being forfeited. Deposits are non-refundable, but can be rolled to a future show if cancellations are received before July 1, 2019.
- \* There is a \$25.00 service charge on all returned checks.
- \* Promoter reserves the right to change any assigned space of exhibitor and relocate for any reasonable cause in her sole judgment.
- \* Promoter reserves the right to cancel a booth reservation or require alteration of any merchandise or activity that is inconsistent with the quality, theme, image, and safety of the show.
- \* Exhibitors may pull their vehicles into the building for unloading/loading. The number of dollies available will be limited, so please prepare accordingly.
- \* Dealer badges are provided and must be worn by all exhibitors Saturday and Sunday. Any Exhibitor found obtaining dealer badges for those other than legitimate assistants will be barred from any and all future shows. Please return badges once the show is over.
- \* Exhibitor grants permission to promoter to use images of exhibitor (including any video or photo made by promoter of exhibitor’s likeness or merchandise) for any purposes in connection with promoting the event, which may include advertising, promotion and marketing. The promoter may crop, alter or modify/combine such images with other images, text and graphics without notifying exhibitor. Exhibitor consents to use of his/her name and any other information provided by exhibitor to the promoter to be displayed as necessary in order to promote the event.
- \* Exhibitor must notify the promoter beforehand if he/she will be arriving after the opening time of the show.

- \* Promoter is entitled to re-sell spaces not claimed by 7:00AM on Saturday and payments will be forfeited.
- \* Exhibitor must keep his/her exhibit within the designated boundaries and avoid interference with other booths and Exhibitors.
- \* Exhibitors requiring electricity must provide their own extension cord.
- \* Exhibitor must keep exhibit open during all show hours. There will be no early packing (boxing up items, loading up furniture, etc) during the show hours. As you could imagine, any signs of early packing by the exhibitors makes the remaining customers uneasy and tends to end any last minute shopping. Early packing will result in barred participation in future shows.
- \* Exhibitor must duly report all sales made during the show in accordance with the appropriate sales tax regulations. Exhibitor must charge 9.125% sales tax on his/her sales.
- \* Exhibitor must abide by all pertinent city, country, state, and federal laws, ordinances, fire and safety codes; and all pertinent regulations of Conway Expo Center.
- \* The Promoter is not liable for Acts of God which may result in the cancellation, rescheduling or modification of the event. The lease agreement shall terminate and the exhibitor waives any claim for damages except the return of the rental fee.
- \* Nightly security is provided starting Friday evening. Promoter is not responsible or liable for the loss of or damage to exhibitor's property from theft, mysterious disappearances, or damages by fire, water, accident, or any other cause. This includes any damage due to an accident by a porter. Please use porters at your own risk.
- \* Disorderly conduct such as fighting or drunkenness will not be tolerated. Exhibitors cannot smoke or drink alcohol inside Conway Expo Center.
- \* Exhibitor is responsible for the payment of any damage charges assessed by Conway Expo Center for intentional or accidental damage caused by exhibitor or for failure to observe the rules and regulations for the construction and operations of his/her booth.
- \* Pets are discouraged. Dogs must be kept in a kennel underneath tables at all times. No barking, whining or loose dogs!
- \* Exhibitor may not sublet or donate part or all of his/her booth space without the prior written consent of show management.
- \* Sales price is to be clearly marked on each item and the exhibitor shall mark all damage or repairs.