

Come Home to...

Arbor Day 2017

146th ANNUAL
ARBOR DAY
CELEBRATION
APRIL 28-30

ANNOUNCING



THE ARBOR DAY MARKET



home . craft . garden



- WHEN:** Saturday, April 29, from 9:00 a.m. until 5:00 p.m.
Sunday, April 30, from 10:00 a.m. until 4:00 p.m.
- WHERE:** Nebraska City Eagles Club, 600 1st Corso, Nebraska City, NE 68410
- BOOTH INFORMATION:** NCTC will provide an 8' table for each rented space. You are able to bring additional tables to use if needed. Please indicate on the booth information form if you will require electricity. Each vendor must provide their own signage with company name and/or logo. A booth layout map will be provided to all vendors and attendees.
- SET-UP / TEAR-DOWN:** Set-up will be from 4 p.m. to 7 p.m. on Friday, April 28, and from 7:30 a.m. to 8:30 a.m. on Saturday, April 29. An NCTC representative will help you locate your booth. All booths must be set up by 8:30 a.m. on Saturday morning. Tear-down will begin at 4:00 p.m. on Sunday, April 30, and all items must be removed from the building immediately following the Market. Please do not begin tear-down before the Market ends. There will be a \$50 fine for early move out.
- ELECTRICITY:** There will be an additional fee of \$10 per rented booth space if you require electricity. You must bring your own extension cords and power strips if needed.
- PRIZES:** We strongly encourage you to raffle a prize at your table so you can collect names and contact information for your business.

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RULES & GUIDELINES:

- No vendor may infringe on another's booth space at any time. In addition, no vendor may have audio or video presentation that would be disruptive to nearby booths. The Arbor Day Market: Home, Craft, & Garden will have the final determination of acceptable sound levels.
- Booth space is available on a first come, first serve basis. Space is limited. NCTC will retain final approval of all vendor participants and will ultimately assign booth space in the best interest of the event and all vendors. No booth location changes will be considered on the day of the event. Booth space reservations are not considered final until the Booth Information Sheet (attached) is filled out, signed, and returned along with full payment.
- Vendors are not allowed to dismantle their display until the end of the show at 4:00 p.m. on Sunday, April 30. Vendors should remain in the booth space during the show and may not solicit products or services or post signage in any other location.
- The Arbor Day Market: Home, Craft, & Garden and NCTC are not responsible for vendor property while on-site. Vendor accepts liability for all representatives and agents for any damage of vendor property or unauthorized removal of the Nebraska City Eagles Club property.
- No literature may be displayed or handed out that advertises merchants who are not registered for the Market.
- The Arbor Day Market: Home, Craft, & Garden reserves the right to remove any objectionable display, merchandise, or samples and to alter the floor plan for the overall good and welfare of the Market.
- No refunds will be granted for any cancellations after April 15, 2017. The Arbor Day Market: Home, Craft, & Garden reserves the right to cancel the Market at any time if it is deemed inadvisable to proceed for any reason. Under no circumstances will the Arbor Day Market: Home, Craft, & Garden be liable for any amount in excess of the vendor booth fee received.

Please fill out the following page and return with payment to:

NCTC, C/O Pam Frana, 806 1st Avenue, Nebraska City, NE 68410

Questions can be directed to Pam Frana at pfrana@nebraskacity.com or by calling (402) 873-6654.

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****BOOTH REGISTRATION FORM DUE WITH PAYMENT TO NCTC BY APRIL 14, 2017****

VENDOR NAME: _____

CONTACT NAME: _____

ADDRESS/CITY/STATE/ZIP: _____

PHONE (Work & Cell): _____

EMAIL: _____

Do you need electricity:

YES NO

Write a brief statement about the type of products or services your company provides:

VENDOR FEE (check one)

Booth Size 6x6 (inside aisle booth)	NCTC Member ____\$55	Non-member ____\$77
Booth Size 8x8 (center booth)	NCTC Member ____\$75	Non-member ____\$105
Booth Size 10x10 (back & side booth)	NCTC Member ____\$150	Non-member ____\$210
Booth Size 12x25 (corner booth)	NCTC Member ____\$250	Non-member ____\$350
Outside Booth	NCTC Member ____\$200	Non-member ____\$280

PAYMENT Vendor Fee \$____
Electricity \$____ (add \$10 here if needed)

TOTAL DUE \$____

CASH CHECK INVOICE ME

If paying by credit card, please fill out the information below.

CARD # _____ EXP. ___/___ CVV _____ ZIP _____

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY:	Date Received _____	Date Payment Received _____	BOOTH #
	Check # _____	Invoice # _____	