



FestiGals Vendor Policies & Procedures

Assignments are on a first-come, first-served basis after payment & form have been received. Moving table assignments during/on the day of the show is prohibited & must be approved by **Jonni Adams**.

Tables will be located in the Grand Hall on the second level of the Jung Hotel on Friday, June 22. The Shopping Showcase will be open from 9:00 AM until 4:00 PM. This will be a high-traffic area during registration/breakfast, between sessions, during lunch and throughout the day.

VENDOR OPTIONS & FEES:

Vendor Booth Cost: \$200, includes the following

- Table top exhibit area – FestiGals will provide one (1) six-foot table and two (2) chairs
- Business name featured on the FestiGals website with click through to business website/page
- Business name inclusion in event e-blast

Lunch can be added for a fee of \$50

Additional Guidelines:

- Exhibits must be non-intrusive and not bleed into the next booth.
- Vendors cannot conduct sales while speakers are on stage.
- Vendors are responsible for securing permits and payment of taxes. Copies due to FestiGals within 5 days of acceptance.
- ***Electricity will not be provided.***
- ***Valet Parking is available at the hotel for \$10 via Marais Street; open lot parking is also available across from the Canal Street entrance for \$5.***

EXHIBIT SET UP & REQUIREMENTS:

Set up on Thursday, June 20th from 10:00 AM – 2:00 PM or 5:00 PM – 7:00 PM and on event day from 7:00 AM - 8:00 AM for the all-day showcase on Friday.

EXHIBIT HOURS: Friday, June 21, 8:00 am – 4:00 pm

EXHIBIT DISMANTLE: Friday, June 21, 4:00 pm -- 5:00 pm

The loading entrance for the Jung Hotel and Residences is located on LaSalle side of the hotel. Bellman can assist with load-in/load-out if prior arrangements.

Full payment & completed & signed Trade Show Agreement are due to FestiGals, Inc. within five days of acceptance. The mailing address for payment is 615 Baronne Street, Ste. 303, NOLA 70113. Credit card payments will include a 4% processing fee.

With my signature on this form, I understand and agree to comply with the policies and procedures outlined herein.

Print Name

Signature

Date