

ATT Expo Market

Gonzales Holiday Market

CONFIRMATION OF SPACE GONZALES HOLIDAY EXPO DECEMBER 8, 9, 10, 2023 (Friday Opening) at the LAMAR-DIXON EXPO CENTER REV BUILDING 9039 S ST. LANDRY AVE., GONZALES, LA 70737

Dear Exhibitor:

Please read all the following move-in schedule, rules, and regulations carefully.

MOVE-IN HOURS	Wednesday	December 6	12:00 P.M. – 6:00 P.M. No Security Lockup Available on Wednesday
	Thursday	December 7	8:00 A.M. – 8:00 P.M. No Security Lockup Available on Thursday
	Friday	December 8	8:00 A.M. – 9:30 A.M. Security will be available at 5:00 PM
EXHIBIT HOURS	Friday	December 8	10:00 A.M. – 5:00 P.M.
	Saturday	December 9	10:00 A.M. – 5:00 P.M.
	Sunday	December 10	10:00 A.M. – 4:00 P.M.

ATT Expo Market will not renew the contract of any exhibitor who departs from the show prior to 4:00 P.M. on the last scheduled day of the show. A \$300 FINE WILL BE ASSESSED FOR ANY EXHIBITOR WHO DISMANTLES BEFORE 4:00 P.M.

***** ATTENTION EXHIBITOR *****

The sale of counterfeit goods is a federal crime subject to a substantial monetary penalty or fine and imprisonment. Because it is impossible for ATT Expo Market to know if any particular exhibitor is selling counterfeit goods, as in year's past, U.S. Customs Service and other federal and state officials may be on the show floor. We thank you for your understanding and cooperation.

BOOTH SET-UP Booths will be set up per the specified equipment listed on the contract according to booth size. **Any changes to this standard set-up must be indicated on the exhibitor equipment form and mailed to AM Expo Group (Decorator).** To avoid late charges, make all equipment orders two weeks in advance of the show. **No electric will be included in booth package.** On-site booth changes are \$50 per change.

ALL MERCHANDISE MUST BE DISPLAYED ON DISPLAY EQUIPMENT ONLY – NOT IN CARDBOARD BOXES. IF YOU DO NOT ADHERE TO THIS RULE, YOUR BOOTH WILL BE CLOSED DOWN AND YOU WILL BE ASKED TO LEAVE.

BOOTH PAYMENT You may choose to pre-authorize booth deposits to be processed at the time of booth assignment. This option requires a credit card number on file and includes authorization for the balance due to be processed 60 days before the show.

SALES TAXES Exhibitors do not need an Occupational License. Ascension Parish Sales Tax Forms (local) will be available at the show and must be completed and mailed by the exhibitor. The local sales tax is 4.5%. Each exhibitor will also be responsible for filing and paying the Louisiana State Tax. The state sales tax is 4.45%. **THIS IS A CASH & CARRY SHOW. Sales tax must be collected - Local and State Sales Tax is 8.95%.**

All signs must be approved by show management before they are displayed in the booth. There will be no handwritten signs or two way signs allowed. Booth walls and signs cannot exceed 8' in height and sidewalls cannot extend more than 5' from back wall. Signs advertising discount prices must have specifics and documentation. **Products displayed: Any product displayed not listed on your submitted contract could result in the closing of your booth at management's discretion.**

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- DRAYAGE** Drayage services are not included in your booth fee and are provided by AM Expo Group (Decorator). Please refer to AM Expo form on our website www.attexpomarket.com under Contract Services to ship your merchandise and arrange delivery. Advance freight warehousing is not included. Freight charges are not included.
- ELECTRICAL AND SHOWCASES** Electric is not included in booth packages. Service can be ordered through the GULF COAST EVENT ELECTRIC, all forms are provided online at www.attexpomarket.com Telecommunication services are also available. Please use the Decorator Services for your showcase rental needs. Place showcase orders early. **Notice to Exhibitors:** 5-foot showcase orders received prior to show set-up, are guaranteed availability. Onsite showcase orders are not guaranteed available.
- HOTEL** Make your reservations early. Visit www.attexpomarket.com for hotel information.
- MOVE-IN MOVE-OUT** No blocking of aisles when unpacking and repacking. No smoking allowed during unpacking and repacking due to fire regulations. Place all rubbish in the aisles. Cleaning crews are not allowed in your booth.
- RULES DURING SHOW HOURS** All merchandise and sales personnel are confined to the contracted booth space. If an exhibitor's merchandise exceeds the allotted booth space, the exhibitor will be charged at the rate of **\$150** per square foot. Booths must be attended at all times during show hours. **Space may not be sublet without Show Management's consent. No exhibitor will be allowed to borrow or exchange any booth equipment, which has been paid for by another exhibitor.** All unused booth equipment will be recovered by the Equipment Company. **EXHIBITORS MUST OBTAIN THEIR OWN INSURANCE.**
- EXHIBITOR CODE OF CONDUCT**
- A. No selling in the aisle, all business to be conducted in your booth**
 - B. No yelling or hawking at customers from your booth**
 - C. No disturbing other exhibitors or their customers**
 - D. No touching buyers and/or exhibitors without their consent**
- ID BADGES** ID Badges must be picked up at the Exhibitor Registration Desk prior to access to the floor for set-up. There **will be a maximum of four (4) badges per 10 x 10 booth.** Your badge order must be received by **December 1, 2023.** \$20 Will Be Charged For: 1.) Each Additional Badge. 2.) For Reprint Of Lost Badges. These rules will be strictly enforced. Badges must be worn at all times. Check-in Policy: Personal ID must be shown before you are issued your badges. Do not invite relatives or guests. **CHILDREN UNDER THE AGE OF 9 ARE NOT PERMITTED IN THE SHOW.**
- SECURITY** Security officers are there for your protection. They have been instructed not to allow anyone into the hall without a badge (Exhibitors) or a wristband (Attendees). Officers will be stationed throughout the hall to enforce this and other show rules. Exhibitor Security Lockup is available from **Friday at 5:00 p.m. – Sunday at 10:00 A.M.**
- INSURANCE** ATT Expo Market, Inc. and the LAMAR-DIXON EXPO CENTER or any officer or staff member of either organization will not, under any circumstance be responsible for any loss sustained by any exhibitor or any other person by reason of fire, theft, water, accidents or any cause or reason, but will use reasonable care to protect the exhibitor from such loss. It is agreed that each exhibitor shall assume responsibility for damage to the property, and shall indemnify and hold blameless ATT Expo Market, Inc. for all liability, which might ensue from any cause whatsoever, including accidents or injuries to exhibitors or their employees.

The Louisiana Department of Agriculture, Division of Weights & Measures has informed us that all measuring devices or scales used in the sale of your products must be checked for accuracy by the Division of Weights & Measures prior to use in any show in the State of Louisiana. If you use such devices in the sale of your products, you should contact the Division of Weights & Measures at **(504) 568-5472** in order to set up an appointment to have your scales checked. Once your scales have been checked and validated, the inspection is good for one year from the date of inspection.

These rules and regulations are necessary for a successful show and your cooperation is appreciated. The aim of the show management is to present a market which will attract buyers and increase attendance, which creates a profitable situation for all.

All final payments must be made prior to move-in. Any booths paid after October 8, 2023 will incur a 4% processing fee. No checks will be accepted onsite.

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RULES DURING SHOW HOURS:

- All merchandise and sales personnel are confined to the contracted booth space. If an exhibitor's merchandise exceeds the allotted booth space, the exhibitor will be charged at the rate of \$150 per square foot. All business will be conducted inside your booth.
- Booths must be attended at all times during show hours.
- Space may not be sublet without Show Management's consent.
- No exhibitor will be allowed to borrow or exchange any booth equipment, which has been paid for by another exhibitor. All unused booth equipment will be recovered by the Decorator.

EXHIBITOR CODE OF CONDUCT:

ATT Expo Market has set forth an Exhibitor Code of Conduct. These rules will be enforced by show management and security. Be advised, a signed booth contract or an authorized payment is a legal and binding contract between the exhibitor and ATT Expo Market. All rules are considered binding and understood by the exhibitor once a contract or authorized payment is received. A violation of the Exhibitor Code of Conduct can result in the shutting down of the offender's booth and your removal from the show by security. The following code of conduct rules are expected to be adhered to by all booth personnel.

- A. No selling in the aisle, all business to be conducted in your booth
- B. No yelling or hawking at customers from your booth
- C. No disturbing other exhibitors or their customers
- D. No touching buyers and/or exhibitors without their consent

INSURANCE:

Exhibitors Must Obtain Their Own Insurance.

ID BADGES:

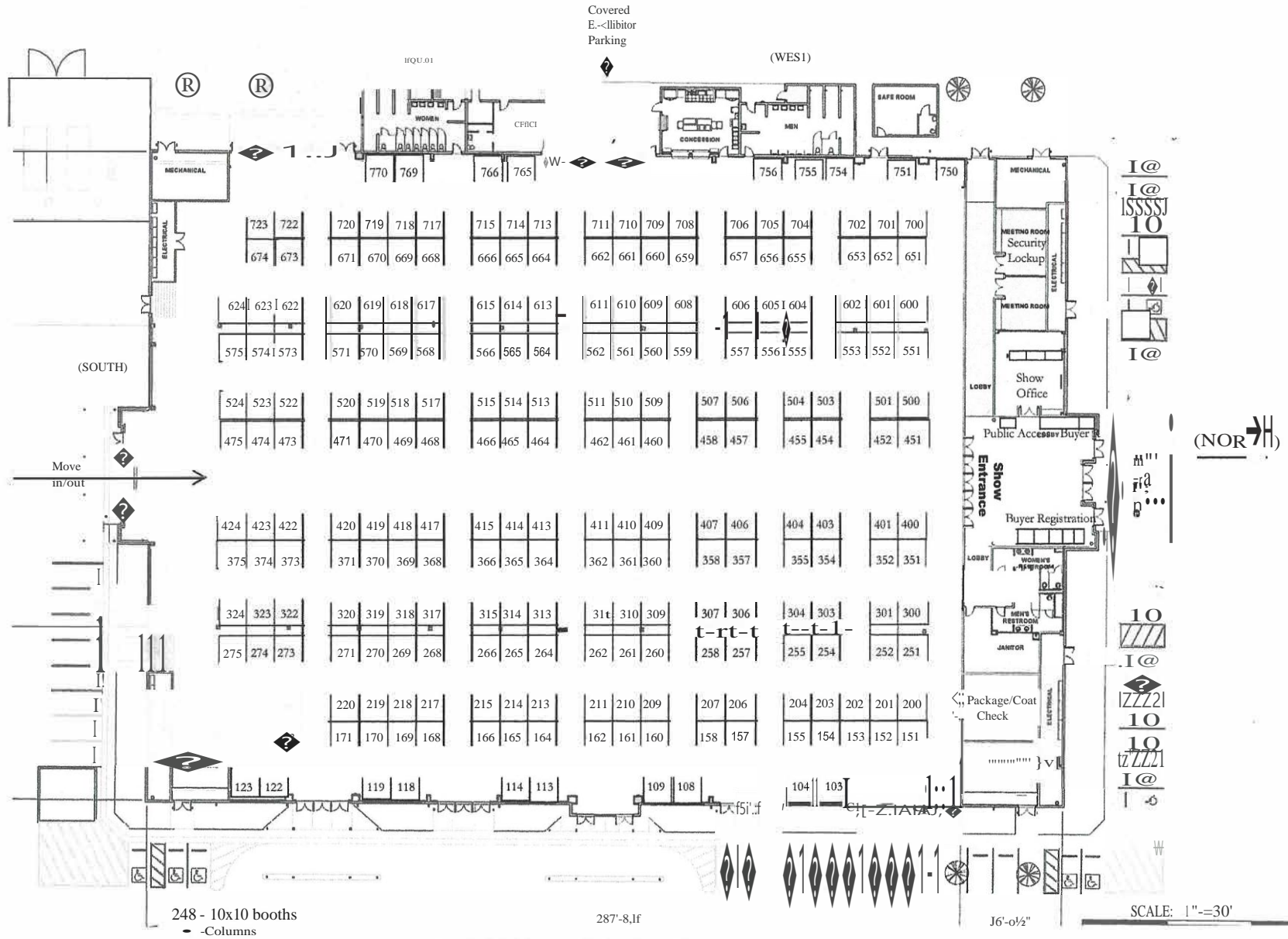
ID Badges must be picked up at the Exhibitor Registration Desk prior to access to the floor for set-up. A maximum of four (4) free badges per 10 x 10 booth will be included in your booth rental. Badges must be worn at all times. A \$20.00 Fee Will Be Charged For the following:

- 1.) Each Additional Badge.
- 2.) For Reprint of Lost Badges.

Check-in Policy: Personal ID must be shown before you are issued your badges. Do not invite relatives or guests. CHILDREN UNDER THE AGE OF 9 WILL NOT BE ALLOWED IN THE SHOW. These rules will be strictly enforced.

SECURITY:

Security officers are there for your protection. They have been instructed not to allow anyone into the hall without a badge. Officers will be stationed throughout the hall to enforce this and other show rules.



GONZALES HOLIDAY MARKET
DECEMBER 8-10, 2023
9039 S St. Landry Ave.
Gonzales, LA 70737

DEADLINE: December 1, 2023

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EXHIBITOR BADGES GONZALES HOLIDAY MARKET DECEMBER 8, 9, 10, 2023

Exhibitor Name: _____

Badges will be **required** to unload or gain access to the show floor for set-up.

List the names of persons who will be in attendance in exhibit booths so that their badges can be prepared. Badges will be available at EXHIBITOR REGISTRATION. There will be a maximum of four (4) badges per 10' x 10' booth. There will be a \$20.00 fee for: 1.) Each additional badge. 2.) For reprint of lost badges.

PLEASE PRINT - NO INITIALS.

FIRST NAME (REQUIRED)	LAST NAME (REQUIRED)	FIRST NAME (REQUIRED)	LAST NAME (REQUIRED)
1. _____	_____	5. _____	_____
2. _____	_____	6. _____	_____
3. _____	_____	7. _____	_____
4. _____	_____	8. _____	_____

To ensure there is no delay in unloading or gaining access to set-up your booth send this form early.

DEADLINE: December 1, 2023

Email: laura@attexpomarket.com

Fax: 331.481.5762