



*37<sup>th</sup> Annual Mistletoe Show*  
*A Project of the Elizabeth City Junior Woman's Club*  
*Post Office Box 1742*  
*Elizabeth City, NC 27906-1742*  
*ecjwcmistletoeshow@yahoo.com*

February 28, 2014

Dear Exhibitor:

The Elizabeth City Junior Woman's Club is excited to plan our 37<sup>th</sup> Annual Mistletoe Show! The dates and times for this year's show are as follows:

**Saturday, Nov 8, 2014      10:00am- 6:00pm**

**Sunday, Nov 9, 2014      12:00pm-5:00pm**

The show will be held at Knobbs Creek Recreation Center, located at 200 E. Ward Street, Elizabeth City, NC 27909. Exhibitors can set up booths on Friday, Nov 7<sup>th</sup> from 3:00pm-7:00pm and Saturday, November 8<sup>th</sup> from 7:00am- 10:00am. Judging of the booths will take place on Saturday, November 8<sup>th</sup> from 10:00am- noon. The rules and regulations follow this letter. Please read them thoroughly.

The gym will include both retail (direct sales) and handmade crafts vendor booths. In the gym area, the booth size will be 8' x 10' or 10' x 8' along the outer walls and 10' x 10' down the center aisles. Curtain back drops will be provided in the center aisle booths. (No curtain backdrops will be provided along wall booths). Booths will be assigned on a **first come, first served basis**. We will attempt to accommodate everyone's request as much as possible to ensure satisfaction with your location.

The application form is with this letter. Please note that you are now able to type on the application without altering the form. We hope you find this feature helpful. You are still welcome to print and complete the form if you wish. **All applications must be received by email or postmarked no later than May 31, 2014.** We encourage you to apply as soon as possible. To ensure we have a variety of high quality vendors, we require that you send pictures of your crafts whether you previously have been in the show or not. The pictures will be returned to you at your request and please be aware that no applications will be reviewed or accepted without them.

If you have any questions, you may contact Letitia Evans by email at [ecjwcmistletoeshow@yahoo.com](mailto:ecjwcmistletoeshow@yahoo.com). The success of the Mistletoe Show is something the Elizabeth City Junior Woman's Club is very proud of and we look forward to working with you and to make the 37<sup>th</sup> Annual Mistletoe Show just as successful for everyone. We look forward to receiving your application.

Sincerely,

Letitia Evans, Vendor/Booth Coordinator

# 37th Annual Mistletoe Show

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## 2014 Show Rules and Regulations

Please read carefully and adhere to the following. The event officials will enforce the rules.

1. **Show Dates and Times**— Saturday, November 8<sup>th</sup> 10:00 am to 6:00 pm  
Sunday, November 9<sup>th</sup> 12:00 pm to 5:00 pm

2. **Exhibit Set-up Time**— Friday, November 7<sup>th</sup> 3:00 pm to 7:00 pm  
Saturday, November 8<sup>th</sup> 7:00 am to 10:00 am

***\*\*Booth Assignment will be forfeited after 4:00 pm on November 7th, unless the Mistletoe Show Chair has been notified of later arrival time.***

3. **Exhibit Breakdown Time** Sunday, November 9<sup>th</sup> 5:00 pm to 7:30 pm.

***\*\*If you begin taking down your booth before this time, you will not be permitted to participate in future Mistletoe shows.***

4. **Parking** — Exhibitors may unload at the front entrance of the Knobbs Creek Recreation Center. However, ***All exhibitors and helpers must park beside Owens Moving and Storage. Please do not block any of the storage unit openings. We ask this so that buying customers can use the rec center parking.***

5. **Booths**— Center aisle booths and lobby booths will have hunter green curtains as the backdrop.

All booths must fit within the space allotted. No booths may go into aisles, exits or other booth spaces. There will be no exceptions in any area of the Show so please plan accordingly. Please be considerate of your neighbors and other vendors in the show.

Blue tape will be placed near corner booths to indicate restricted fire code entrances or exits. The Fire Marshal will check at unknown times during the morning, afternoon, and night, so please be cautious and maintain the booth space assigned to you.

No applicant will be allowed to have double booth space. For example, a husband and wife team who want double booth space must apply as two separate applicants and if accepted into the show, they must have two distinct booths.

We would advise that food product be packed up in plastic containers overnight. The club is not responsible for any damage.

6. **Tables** — Tables are only provided, for a fee, to those who request them on the application.

7. **Chairs**— A minimum of one chair is provided for each booth – more can be available as needed and must be requested on your application.

***\*\*Knobbs Creek Recreation Center requires that all chairs, tables and shelves must have some type of protection on the legs to prevent damage to the gym floor. You may use rubber caps or place carpet or heavy cardboard under the legs or supports.***

8. **Electricity** — Electricity is only provided, for a fee, to those who request it on the application

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form. If you request electricity, please bring a heavy duty, industrial strength, UL approved, extension cord with you. Household extension cords are prohibited by the Fire Marshal and will be removed from your booth.

If you wish to have electricity and did not request it, please let us know as soon as possible.

Light bulbs in your booth will be checked to make sure they do not exceed limits recommended on the lamp.

NOTE: All dried arrangements, flowers, etc. MUST be sprayed with fire retardant in accordance with fire codes. No open candle flames are allowed.

9. **Contest** – Booths will be judged *Saturday, November 8<sup>th</sup> from 10:00am- noon*. Booth judging will be done by popular vote from three randomly selected customers. The first place winner will receive their booth rental fee for next year's show as the prize. Judging is based on use of winter holiday themes, creativity/originality, and overall appearance. Judging is based on the booth's display not the crafts.
10. **Door Prizes** – We ask that each exhibitor donate one door prize. If you do not wish to donate an item, please indicate on your application for the show. If we do not hear from you, your booth will be placed on the list for door prizes. No ECJWC member, exhibitor, kitchen helper, or child under 18 years of age is permitted to register for door prizes.
11. **Exhibitor Information**–
  - i. There will not be a formal exhibitors meeting. If you need assistance during the show, notify someone in the Junior Booth in the lobby. Members of the ECJWC will be wearing nametags and/or member shirts for easy identification.
  - ii. North Carolina Sales Tax must be charged. It is the exhibitor's responsibility to submit the proper forms and taxes to the North Carolina Department of Revenue – 252-331-4746.
  - iii. For exhibitors that wish to sell food items in your booth, you must have either a permit to sell these items or a letter of exemption from the Department of Agriculture or the Health Department. Your permit or exemption letter should be available during the show. The Department of Agriculture can be reached at 919-733-7366. The Health Department can be reached at 252-338-4044.
  - iv. Exhibitors must bring their own change. Neither the Elizabeth City Junior Woman's Club nor the Parks & Recreation Department will have change available.
  - v. The Mistletoe Show Chair may choose to deny a vendor based on appropriateness of products and duplication of vendors. We reserve the right to limit the number of Direct Sales Vendors and also reserve the right to limit the number of vendors in a particular category. Remember the 75% rule – items must be 75% handmade by the exhibitor. This is an exception for the retail exhibitors.
  - vi. An exhibitor's lounge, the Hospitality Room, will be set up in the locker room located at the front of the gym area. Drinks, tea, and coffee will be provided. Feel free to bring your own snacks. As in years past, the cafeteria will be open throughout the show for lunch and dinner.

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- vii. Smoking is prohibited in the entire building, which includes restrooms and the lounge. Food and drinks are prohibited in the gym area.
- viii. Hostesses will be available to sit in exhibitors' booths for 10-15 minute breaks during the length of the show. Please limit the number of breaks to enable all exhibitors this opportunity. These ladies will wear ECJWC shirts or nametags for easy identification.
- ix. Each exhibitor will have nametags for the names listed on your invoice as "helpers". If a helper does not have a nametag, he or she must pay to enter the show. Nametags will be provided in your exhibitor packet, available Friday during set up for your use during the show.

### **Mistletoe Show Admission Prices (For Customers)**

Adults	\$4.00
Students (6-18)	\$2.00
Senior Citizens (60+)	\$2.00
Children under 6	Free
3 Day Weekend Pass	\$5.00

*No refunds will be awarded for cancellations after **October 1** – **NO EXCEPTIONS.***

If you have any questions, please contact Letitia Evans at 252-267-4573, or [ecjwc-mistletoeshow@yahoo.com](mailto:ecjwc-mistletoeshow@yahoo.com). We will be happy to address any questions or concerns you may have.



# 37th Annual Mistletoe Show

**2014 Mistletoe Show Application**  
Elizabeth City Junior Woman's Club  
Post Office Box 1742  
Elizabeth City, NC 27906-1742

Business/Exhibit: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

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

Web Address: \_\_\_\_\_

Type of Craft/Direct Sales: \_\_\_\_\_

Is this your first year in the show?                      Yes                      No  
 If not, how many years have you previously been in the show?                      \_\_\_\_\_

Please indicate your preferences for booth size (1st, 2nd, etc.) in the last column. ->

10 X 10	Corner Booth in Gym Area (Curtain Backdrop Provided)	\$110.00	_____
10 X 10	Center Aisle Booth in Gym Area (Curtain Backdrop Provided)	\$ 95.00	_____
8 X 10	Corner Booth in Gym Area (No Curtain Backdrop)	\$ 80.00	_____
8 X 10/10 X 8	Wall Booth in Gym Area (No Curtain Backdrop)	\$ 75.00	_____

Please indicate quantity for tables and chairs and mark an "X" if you need electricity. ->

Electrical Connection for microwaves, lights, registers, etc.	\$ 25.00	_____
Table fee (per table) if reserved <u>Before</u> Nov 1 <sup>st</sup>	\$ 10.00	_____
Table fee (per table) if reserved <u>After</u> Nov 1 <sup>st</sup>	\$15.00	_____
Additional chairs (One chair will already be provided.)	Free	_____

Please mail this application and your pictures to the above address by *May 31, 2014*.  
Applications without pictures will be returned.

**DO NOT SEND MONEY WITH YOUR APPLICATION.**

Invoices will be enclosed with acceptance letters.  
Please submit your list of helpers for the show at the time payment is due.