



## 60<sup>th</sup> Annual Waco Gem & Mineral Show

Waco Convention Center  
McLennan Hall  
100 Washington Avenue  
Waco, Texas 76701

**SET UP:**                      Friday, May 1, 2020                      9:00 AM – **Must be out by 9:00 PM**

**VENDOR ARRIVAL TIMES:**

Saturday, May 2                      7:30 AM. Must be ready by 9AM.  
Sunday, May 3                      8:30 AM

**SHOW DATES and TIMES:**

Saturday, May 2, 2020                      9:00 AM - 6:00 PM  
Sunday, May 3, 2020                      10:00 AM - 5:00 PM

Sunday – Rolling Rock Club Meeting                      9:00 AM - 10:00 AM  
Donations to the Rolling Rock Club for their scholarship fund is appreciated.

**Break down**                      Sunday, May 3, 2020                      **MUST be out by 10:00 PM**

**ABSOLUTELY NO BREAK DOWN UNTIL SUNDAY MAY 3<sup>rd</sup> AT 5 P.M.**

The Vendor agrees to attend the show and display and to offer for sale minerals, rocks, lapidary, fossils, jewelry, and other related items and abide by all provisions of this contract. Waco Gem and Mineral Club shall have the right to refuse any exhibit or display or advertisement or other feature deemed objectionable by the Show Committee and shall eliminate or cause to be removed from the show area such objectionable items. All persons whose conduct or morality is not in keeping of standards for ladies and gentlemen will also be required to leave the show area. No refund will be given.

The Vendor shall furnish his own display equipment, fixtures, signage, and skirts for the tables. Should you need electricity, you will need to provide your own extension cords/power strips. If you want WCC to provide you with power strips/extension cords, that cost will be an additional \$25 ea., per day, to be paid to the WCC directly. The Vendor must stay within their assigned spaces. Do not extend into isles.

All spaces are assigned on a first come basis. In order to secure your booth space in our 2020 show, you must sign and return this agreement, with payment, to Waco Gem and Mineral Club. A minimum deposit of 50% of the full booth fees for the space you request, must accompany the agreement. A copy of the floor plan has been provided for you to see. Each space is labeled with their size and identified with a number/letter. (Example: 8 x 12 (1A) or 12 x 16 (1B) and so on. Please refer to our website to view the latest on space availability. EMAIL us once you have chosen a space, identifying which number and letter it accompanies. IF it is still available, we will put your name, temporarily, until application/check has been received. You will have ONE week from notifying us, to get that in. After the one-week time, that space will be back on the market. You will be notified your space is locked in once we get your application/payment. Website will be kept up to date. **Example below:**

**The space desired is a 12 x 24. 7C is the location on the floor plan.**

8' x 12'	12' x 16'	12' x 24'	12' x 32'
2 tables/1 chair	4 tables/2 chairs	6 tables/2 chairs	8 tables/3 chairs

**Full Rates: Please specify which space number/letter with choice.**

**\$150** \_\_\_\_\_      **\$300** \_\_\_\_\_      **\$450** **7C** \_\_\_\_\_      **\$600** \_\_\_\_\_

The balance due, if any, must be paid in full not less than thirty (30) days prior to the show (April 1, 2020) to avoid forfeiture of deposits. In the event of forfeiture, if assignment of space can be made to another Dealer, a refund will be made.

## SCHEDULE OF FEES AND SPACE DESIGN

Tables are 8-foot x 3-foot banquet tables. Much nicer than the last years tables. **If you require electrical, please indicate YES or NO on application otherwise, none will be provided.** Floor plan shows where the pre-assigned spaces are. You may configure your tables however you like as long as you stay within your allotted spaces. Spaces this year are slightly larger giving you plenty of working/moving around space. There will be ample isle spaces for all. Each additional table cost: \$35. Each additional chair cost: \$3.

Spaces available:

8' x 12'	12' x 16'	12' x 24'	12' x 32'
2 tables/1 chair	4 tables/2 chairs	6 tables/2 chairs	8 tables/3 chairs

### Full Rates:

<b>\$150</b>	<b>\$300</b>	<b>\$450</b>	<b>\$600</b>
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**Discounted rates if paid in full by Dec. 31, 2019:**

8' x 12'	12' x 16'	12' x 24'	12' x 32'
2 tables/1 chair	4 tables/2 chairs	6 tables/2 chairs	8 tables/3 chairs
<b>\$135</b>	<b>\$270</b>	<b>\$405</b>	<b>\$540</b>

Please always refer to our website for the most up to date look at what spaces are available. Again, once you have chosen a space, email me asap with your pick. Response times are quick and daily. IF your choice is available, we will email you back and put a "temporary" hold on that space for ONE week. If application and payment is not received by then, space is back on the market. First come first serve. We have limited number of spaces. The following is how to label your desired spaces

1A, 2A, 3A, 4A, 5A, 6A, 7A, 8A, 9A are all 8 x 12 spaces.

1B, 2B, 3B, 4B, 5B, 6B, 7B, 8B, 9B, 10B, 11B, 12B, 13B, 14B 15B are all 12 x 16 spaces.

1C, 2C, 3C, 4C, 5C, 6C, 7C are all 12 x 24 spaces.

1D is our only 12 x 32 space.

## **ADDITIONAL INFORMATION**

**ABSOLUTELY NO BREAK DOWN UNTIL SUNDAY MAY 3rd AT 5 P.M.** We cannot stress enough just how important this is. Our patrons are there to see all of you. If you break down too early, it will cause patrons to leave. This is not only unfair to them as it is to your neighboring vendors. We want all to have a great show.

The Waco Convention Center will lock all doors to McLennan Hall when they are notified by the Show Chair or a representative of the Waco Gem and Mineral Club. This will ensure suitable security during closed hours. Waco Gem and Mineral shall have no liability for the safety of exhibits, displays, merchandise, exhibitors, demonstrators, vendors or their employees from any cause whatsoever. No signs or banners may be hung on the walls or ceilings without prior approval of the WCC Management. No nails, screws, staples, tacks, or pieces of tape may be used to hang signs. Wi-Fi will be made available on site by WCC. A Password will be made available upon arrival.

Abiding by the rules of the WCC, Waco Gem and Mineral Club will not be serving a Vendor's dinner on Set-up day and will not be serving lunches to the vendors on Saturday and Sunday. However, there is a WCC Concession which serves breakfast items, lunch items, sides, and beverages from 8 a.m. until 2 p.m. The prices are believed to be reasonable and we understand the food is quite good. There will be no concession food available during set-up day; however, there are several eateries in close proximity. NO outside food can be delivered into the WCC; however, you will be allowed to bring a sack lunch for the day's events. The closer we get to the show; we will provide you with the concessions menu with pricing so you can be prepared.

## **REQUEST FOR DONATIONS**

A huge part of our success in making your patrons anxious to return to our show is due to the number and quality of Silent Auction items, Door Prizes and the Grand Prizes. Please consider making donations from your booth. Provide your business name with any donations you make to promote your business. Help make this show bigger and better than ever.

We thank you in advance and look forward to seeing you at the 2020 Waco Gem and Mineral Show. If you have any questions, please contact Alison Redding at: [wacogemandmineralclub@gmail.com](mailto:wacogemandmineralclub@gmail.com). Visit our website for more information about our club. [www.wacogemandmineral.org](http://www.wacogemandmineral.org).

# 60<sup>th</sup> Annual Gem and Mineral Show

Vendor/Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_ # of name tags needed: \_\_\_\_\_

Description of Vendors exhibit and/or items to be sold: \_\_\_\_\_

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\*\*Specify Electrical needed (Yes or No) Add'l tables (\$35 ea.) \_\_\_\_\_ Add'l chairs (\$3. ea.) \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amt paid: \_\_\_\_\_ Check #: \_\_\_\_\_ **Make checks out to Waco Gem and Mineral Club**

**Mail to Waco Gem and Mineral Club  
c/o Alison Redding  
1796 Wildcat Circle  
Gholson, Texas 76705**

[wacogemandmineralclub@gmail.com](mailto:wacogemandmineralclub@gmail.com)



[www.wacogemandmineral.org](http://www.wacogemandmineral.org)