



64 SE 5th Avenue, Delray Beach, FL 33483

# 48<sup>th</sup> Annual Delray Affair **BUSINESS-EXHIBITOR Application**

**Bern Ryan, Vendor Coordinator**  
561-279-1380 Ext. 22

Irish1227@delraybeach.com

**PLEASE READ INSTRUCTIONS AND RULES OF PARTICIPATION FOR THIS SECTION BEFORE APPLYING**  
Mail completed application, a photo of any collateral marketing material, one photo of your display, plus \$35.00 processing fee, a separate \$362 (tax included) Space Fee and a #10 self addresses stamped envelope.

PLEASE PRINT OR TYPE - Vendors submitting incomplete applications will NOT be eligible for consideration.

<b>Artist(s) Full Name (Last, First)</b>	<b>Home Telephone</b>
	<b>Work Telephone</b>
<b>Business Name (If Applicable)</b>	<b>Cell Phone</b>
<b>Primary Address (City, State, Zip)</b>	
<b>Secondary Address if you do not live at Primary Address all year*</b>	
<b>*Dates</b>	<b>Valid E-mail Address</b>

## 2010 DELRAY AFFAIR BOOTH PAYMENT

**Vendor Type**    Vendor    Chamber Member    Non-Profit  
                               \$362                    \$298                    \$298

APPLICATION FEE (\$35) **Non-Refundable**

SPACE FEE    10X10    10X20

**TOTAL**                    \$ \_\_\_\_\_

PAYMENT OPTIONS	
Name _____	_____
Company _____	Email _____
Address, City, State & Zip _____	
Phone _____	Fax _____
<input type="checkbox"/> Check Enclosed	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard   Exp. Date _____ 3 or 4 digit code _____
Credit Card #: _____	Name as appears on card _____
Signature _____	

Booth Preference Location (placement available in Business Section only)  
 \_\_\_ NO PREFERENCE   \_\_\_ SPECIAL REQUEST: \_\_\_\_\_  
 \_\_\_\_\_

**SUBMISSION OF THIS APPLICATION, VALID FOR THE CURRENT SHOW YEAR ONLY, SIGNIFIES YOUR UNDERSTANDING AND ACCEPTANCE OF, AND AGREEMENT TO ABIDE BY THE RULES OF PARTICIPATION AND GENERAL POLICIES OF THE DELRAY AFFAIR IF INVITED TO PARTICIPATE.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\* FOR OFFICE USE ONLY\*\*\*\*\*

Date Application Received	Check all that were included	By
	APPLICATION FEE _____ SPACE FEE _____ \$ _____ PHOTOS _____ SASE _____	

THE BUSINESS EXHIBITOR SECTION OF THE DELRAY AFFAIR is for Businesses and Non-Profit Organizations to sell or promote products and services. Please describe in detail below what products and/or services that you plan to display or sell. PLEASE NOTE: that "buy/sell" products are prohibited from event.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## THE DELRAY AFFAIR RULES OF PARTICIPATION (BUSINESS EXHIBITOR APPLICATION)

*Please read carefully before submitting an application. If you are unable to meet our criteria, please do not apply.*

- 1) No food products may be sold by exhibitors.
- 2) Booth structure and displays must not exceed limits of assigned space.
- 3) Exhibitors will cause no noise which can be heard beyond the perimeters of their own exhibitor space. This noise includes but is not limited to music (recorded or live demonstrations) or motivational tapes. Hawking of items is prohibited.
- 4) Exhibitors may not share booth space unless they have submitted a joint application and have been accepted as such, nor may they sublet or apportion space to anyone else.
- 5) You **MUST** be present and have booth open for business during all hours of the 3-day event. This event is possible thanks to the courtesy of the City of Delray Beach and its merchants. Exhibitors are asked to cooperate with Event Officials, who can be identified by their pink staff shirts. Four information booths are conveniently located throughout the Delray Affair.
- 6) Animals are prohibited from the event unless prior approval received by event staff (service dogs only permitted.)
- 7) Booth placement is carefully chosen by the committee. No changes are allowed after the event begins. Transfer or subletting of assigned spaces is NOT allowed.
- 8) Break down of booths must be completed and removed by 10:00 P.M. on Sunday. Any materials left behind will be confiscated.
- 9) Cartons or boxes must be kept out of view. Exhibitors are responsible for keeping space clean, safe and secure. Exhibits and materials must be contained within the assigned booth space and cannot be extended.
- 10) Conduct and displays must be appropriate. The committee reserves the right to remove or prohibit any exhibit which is deemed not suitable, including persons, conduct, material and other items. No selling or soliciting outside of booth space.
- 11) Construction of booth and displays must be able to withstand inclement weather and crowd activity.
- 12) Copyrighted Delray Affair name and logo are prohibited for use or sale.
- 13) Quiet generators are permitted by petitioning the committee for special permission in advance. Power cords must be taped down.
- 14) Equipment is not provided. Exhibitors must bring any equipment they need.
- 15) Helium balloons are prohibited.
- 16) Parking is available in the municipal parking lots. Related fees or penalties are the responsibility of the exhibitor. No vehicles may be used in or adjacent to display area.
- 17) Participation is required all three days. Exhibitors who break down displays or depart before close of each day 7:00 P.M. Friday and Saturday and 6:00 P.M. Sunday will not be allowed to return the following day or to future shows.
- 18) Raffles are strictly prohibited.
- 19) Refunds will not be given if the Delray Affair is cancelled due to weather or unforeseen circumstances. Cancellation fee is \$50 with balance of space fee returned until March 1, 2010. No refunds thereafter.
- 20) Regulations of the Police/ Fire Department (and city ordinances) prohibit: burning of open fires, candles, etc., selling/ consumption of alcoholic beverages, or loud noise or music.
- 21) Set up: Cars and trucks used for unloading must be off the street by 8:00 A.M. each day. Set up must be completed by 9:00 A.M. on Friday in your assigned space. After this time, empty space will be reassigned. No setup is permitted on Thursday.
- 22) Transactions, including collection of Florida Sales Tax, are the responsibility of the participant.

**A MONITORING COMMITTEE CONTINUALLY ENFORCES THE RULES OF THE DELRAY AFFAIR TO ENSURE THAT ALL WORK SHOWN IS IN COMPLIANCE WITH THESE GUIDELINES. VIOLATION OF THE RULES WILL RESULT IN IMMEDIATE EJECTION FROM THE DELRAY AFFAIR WITH NO REFUND (WE'RE NOT KIDDING). THIS ACTION WILL RESULT IN THE BANNING FROM FUTURE PARTICIPATION.**