2022 Exhibitor Forms

Only return forms that pertain to the operation of your display.
Deadline is November 12

Exhibitor Badge Form: Order deadline is November 12

Canyon County Christmas Show

(208) 939-6426 • www.spectraproductions.com

Company Name: _____ Booth Number: _____

Exhibitor Badge

Please remember that all persons working your booth will need their own Exhibitor Badge to gain entry each day of the show without having to pay.

Four badges are included in your booth fee. If you have pass requirements beyond what is included please indicate the number of extra badges you will need below. Names are no longer required for exhibitor badges.

Exhibitor Badge Distribution: Will Call

All Exhibitor Badges will be in your check-in envelope at the show. Will Call is available at Entry 3 if you want persons working your booth to get their Exhibitor Badge as they arrive at the show.

Pass Type	Quantity	X	Price	=	Total
Extra Exhibitor Badges: We are not able to print at the event.	_____	X	$4.00	=	_____

Total Pass Purchase: _____

_____ _____

Exhibitor Signature Date

Courtesy Pass Form: Order deadline is November 12

Canyon County Christmas Show

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Company Name:_____ Booth Number:_____

Courtesy Pass

Courtesy passes are **single use** passes that will get your friends, family, or customers, and others into the show for a considerable discount. The cost of Courtesy passes are ½ price of regular admission. And here is the best part: we will only charge you for passes that are redeemed at the door.

We are starting to move away from the printed "Courtesy Pass" that was used in the past to get your guests into the shows. You can still invite guests, but we've been finding it is easier for vendors to submit those names via an Excel spreadsheet. Cost for each guest will still be ½ price of the regular admission ticket price

For those of you that still want the printed Courtesy Passes, please let us know and we would be happy to accommodate your request using the ordering portion you see here:

Pass Type	Quantity	@	Price
Single Use Courtesy Pass:	_____	@	$2.00 per redeemed pass

Total Pass Purchase: TBD

Mailers and Coupons

Pre-approved mailers and coupons inviting your customers to the show are welcomed. Please provide Spectra with a copy. Each mailer or coupon redeemed will be charged at the same ½ price rate as a Courtesy Pass.

_____ _____

Exhibitor Signature Date

Exhibitor Booth Furnishings Form: Order deadline is November 12

SPECTRA PRODUCTIONS

Canyon County Christmas Show

(208) 939-6426 • www.spectraproductions.com

Company Name:_____ Booth Number:_____

Use this form to order items for your display. Prices include sales tax, delivery, and pick up. In order to fulfill your request this form must be submitted by the deadline.

Item Description	Price Ea.		Quantity		Total
Long Table, Decorated*:	$50.00	✗	_____	=	_____
Long Table, Plain*:	$30.00	✗	_____	=	_____
Counter Height L. Tbl, Dcrtd*:	$60.00	✗	_____	=	_____
Counter Height L Tbl, Plain*:	$40.00	✗	_____	=	_____
Bistro Table, Decorated◆:	$40.00	✗	_____	=	_____
Bistro Table, Plain◆:	$25.00	✗	_____	=	_____
			Total:		_____

Item Description	Price Ea.		Quantity		Total
Carpet, 10x10:	$50.00	✗	_____	=	_____
Carpet, 10x20:	$90.00	✗	_____	=	_____
Deluxe Stool:	$20.00	✗	_____	=	_____
Wastebasket:	$5.00	✗	_____	=	_____
Folding Chair:	$5.00	✗	_____	=	_____
Easel:	$10.00	✗	_____	=	_____
			Total:		_____

*Decorated includes top covering and skirt. Please indicate length; 4': ☐, 6': ☐, 8': ☐ All long tables are 30” deep.

◆Decorated includes top covering and skirt. Please indicate height; 30”: ☐, 42”: ☐ All bistro tables are 30” diameter.

*◆**Prices will increase after deadline!**

Total Furnishings Purchase: _____

_____ _____

Exhibitor Signature Date

Exhibitor Electrical Form: Order deadline is November 12

Canyon County Christmas Show

SPECTRA PRODUCTIONS

(208) 939-6426 • www.spectraproductions.com

Company Name:_____ Booth Number:_____

Electrical service is available for your display. The fee for 5 amp electrical service is $25.00 ($35.00 for orders after the deadline). When electrical service is requested, that service is for **ONE OUTLET**. There will be a $25.00 charge for each outlet used. If you need more than one outlet please indicate. Electrical service may not be directly adjacent to your booth location. **Bring a 50' extension cord to ensure access to an electrical service.** All electrical cords used must be three prong (grounded). Failure to use three prong cords may be cause for the State Electrical Inspector to shut down any equipment that is in violation.

This form is for 110/120 volt orders. If you need 208 volt service please call. For help determining your electrical needs please refer to the Electrical Information page of your event guide.

Yes, I will need one electrical outlet (please check) ☐
No, I will not need an electrical outlet (please check) ☐
I will need more than one electrical outlet (please check) ☐

IMPORTANT: Electrical service is ample, but limited. Pre-order to ensure electrical service to your booth. Orders after the deadline are not guaranteed.

Amps:_____ Equipment: _____

_____

_____ _____

Exhibitor Signature Date

Amplification Approval Form: Order deadline is November 12

Canyon County Christmas Show

(208) 939-6426 • www.spectraproductions.com

SPECTRA PRODUCTIONS

Company Name:_____ Booth Number:_____

AMPLIFICATION RULES

The following rules apply to gain the privilege of using an amplification system in your booth for the purposes of communicating with the attendees of any Spectra event. Failure to follow these rules will be cause for prohibiting the use of a amplification system.

1. The purpose of an amplification system is to allow booth personnel to talk for long periods of time using a low and reserved tone of voice.
2. It is not to be used to make booth personnel louder in order to gain attention or used as a means of drawing attendees to your display.
3. The sound emitted by using amplification shall not be of a volume that it is deemed a distraction to booths across the aisles, or booths adjacent to the vendor using amplification.
4. Failure to comply to these rule will result in a written warning. Upon a second violation, privilege of using the amplification system shall be revoked for the remainder of the event.

I have read, understand, and agree with the rules set forth above for the privilege of using a amplification system as part of my display.

_____ _____

Exhibitor Signature Date

Product Demonstration Form: Order deadline is November 12

Canyon County Christmas Show

SPECTRA PRODUCTIONS
(208) 939-6426 • www.spectraproductions.com

Company Name:_____ Booth Number:_____

PRODUCT DEMONSTRATION RULES

The following rules apply to gain the privilege of conducting a product demonstration inside of your booth. Failure to follow these rules will be cause for prohibiting the conducting of your product demonstration.

1. All product demonstrations will take place within the confines of your designated booth space.
2. Absolutely no demonstrations, literature distribution, or physical contact will be done in the aisles, walkways, or any other area other than within the confines of your designated booth space.
3. The person signing below agrees that the rules will be made aware to all personnel working in the booth.
4. Failure to comply to these rules will result in one verbal warning. Upon a second violation, a written warning. If there is a third violation, privilege of conducting a product demonstration as part of YOUR display shall be revoked for the remainder of the event.

I have read, understand, and agree with the rules set forth above for the privilege of conducting a product demonstration as part of my display.

_____ _____

Exhibitor Signature Date

Food Sampling/Sales Form: Order deadline is November 12

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Company Name:_____ Booth Number:_____

IPlease be specific in describing what you will be sampling including sizes, packaging, serving methods, and any other distinguishing characteristics. Additionally any vendor wanting to sell or sample food at any Spectra event must also gain a permit from the Southwest District Health Department at (208) 455-5400.
If you plan to sample or sell food at your display you must submit this from by the deadline.

Food:_____

_____

_____

Samples? Yes☐ No☐

I understand that in order to sample or sell food at any Spectra Event I must also gain a permit from the Southwest District Health Department. I understand that if this requirement is not met it will be cause to prohibit any sampling or sales of food to the general public until the permit has secured.

_____ _____

Exhibitor Signature Date

Drawing Prize Form: Order deadline is November 12

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Company Name:_____ Booth Number:_____

f you plan to offer a drawing at your display during you must submit this from by the deadline. Please be specific in describing your prize, including models, colors, serial numbers, and any other distinguishing characteristics. The “Drawing, Winners Form” is also a part of holding a drawing at and must be completed and submitted by November 28.

Prize:_____

_____

Value:_____

Date Of Drawing:_____

_____ _____

Exhibitor Signature Date

Drawing Winners Form: Submit to Spectra week following the show

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Company Name:_____ Booth Number:_____

Prize:_____

_____

Value:_____

Date Of Drawing:_____

Winners Name:_____

Address: _____

City/ST/Zip: _____

Telephone: _____

_____ _____

Exhibitor Signature Date