



February 6, 2009

The International Specialty Club would like to invite you to participate in our upcoming cat show, ***"Titleist III – Come Have a Blast"***, **May 16-17, 2009**, to be held at the Cowlitz County Expo Center in Longview, Washington.

To secure a vendor space, your reservation must be received no later than **May 1, 2009**. You can reserve a vendor booth by mailing the enclosed Vendor Agreement to the address shown below. Reservations will be taken on a first come, first served basis. Book early -- we have limited space available!

We hope that you will consider participating in our show! If you have any questions, please don't hesitate to contact me.

Sincerely,

Elaine Hawksworth-Weitz
Elaine Hawksworth-Weitz
Vendor Coordinator
International Specialty Club
PO BOX 6065
Edmonds, WA 98026
elaine@smokeycoons.com
206.920.9214





VENDOR INFORMATION SHEET

SHOW LOCATION & TIME

Place: Cowlitz Co. Expo Center
1900 7th Avenue
Longview, WA 98632

Dates: May 16-17, 2009

Show Hours: 9:00 a.m. – 5:00 p.m. Saturday & Sunday

Setup: Friday, May 15, 2009

Time: 12:00pm–5:00pm

ABOUT OUR VENDOR SPACES

- Vendor spaces are offered in 10x10 increments; we offer both single and double booth spaces. Booth space is available on a first come, first served basis.
- The vendor booths will not draped. You will need to bring your own partitions, table cloths, and fixtures if desired.
- The vendor space rental fee includes 1 table and two chairs. You may have up to two 8' tables per 10' x 10' booth.
- Maximum number of vendors per 10'x10' space -- TWO.
- If you have any special booth space requirements, please indicate these under "Special Requirements" on the Vendor Agreement. If you need electricity, we will make every effort to find you a working outlet; we strongly suggest that you bring an extension cord.

RESERVATION TERMS & DEADLINES

- To book a vendor booth, mail the enclosed Vendor Agreement with your payment to our Vendor Coordinator. To secure your booth reservation, the Vendor Agreement and your payment must reach us no later than **May 1, 2009**. All payments are nonrefundable. Note: A fee of \$30.00 plus bank fees will be assessed for any returned checks; such checks must be claimed with cash before the vendor will be allowed to set up.
- ***In addition to the rental amounts listed in the Vendor Agreement, each vendor must provide one or more raffle gifts with a total value of \$25 or more by no later than noon on Saturday.***

BOOTH SETUP & SHOW HOURS

- You can set up your booth space on Friday, May 15, 2009 from 12:00pm-5:00pm.
- All vendors are required to remain in the show hall, and open for business, during the advertised show hours, which are from 9am-5pm both Saturday and Sunday.
- All vendors must confine themselves to the space assigned, unless given specific permission by the Show Manager to relocate or expand. All expansions and most relocations will be subject to additional fees. No relocations, load-in/load-out, or storage of items will be permitted during advertised show hours (9am-5pm Saturday & Sunday).

SECURITY, INSURANCE & LIABILITY

Vendors must be self-insured against breakage, lost or stolen items. The show hall will be secured after show hours.

BUSINESS LICENSES

The Washington State Department of Revenue requires that all vendors be registered with the state. This license must be displayed in the vendor booth for both days of the show. If you need a Washington State tax registration, please call (800) 647-7706. You may want to go to the WA website to look for forms for WA State tax identification numbers at the following URL: <http://www.dol.wa.gov/forms/700028.htm>

ADVERTISING

We are offering all vendors a **FREE** business card ad in our show catalog. All catalog advertising must be "camera ready" and received no later than **6:00 PM, Friday, May 8, 2009**.

**2009
"Titleist III" Show**



VENDOR AGREEMENT, PAGE 1

<u>Place:</u> Cowlitz Co. Expo Center 1900 7 th Avenue Longview, WA 98632	<u>Dates:</u> May 16-17, 2009 <u>Show Hours:</u> 9am–5pm Saturday & Sunday <u>Setup:</u> Friday, May 15, 2009 <u>Time:</u> 12:00pm-5:00pm
--	--

Business Name:
Contact Name:
Mailing Address:
City:
State/Province:
Zip/Postal Code:
Phone:
Fax:
Email address:
Website URL:
Brief description of your business/products:
Any special booth requirements <i>(for example, if you need to be against a wall rather than free-standing, if you need electricity, etc):</i>

ITEM DESCRIPTION	PRICE	HOW MANY	TOTAL
Single Booth Space in Show Hall – 10' X 10' space <i>(Note: one table & two chairs provided)</i>	\$75 each		
Double Booth Space in Show Hall – 10' X 20' space <i>(Note: two tables and two chairs provided.)</i>	\$125 each		
Additional Tables	\$10 each		
Sub-Total			
Deduct 10% if paid & postmarked by March 15, 2009			< >
TOTAL DUE			

The International Specialty Club will provide vendor booth space, as well as tables/chairs, on a space-available basis and as paid for above. The Club does not assume any other obligations, responsibilities, or liabilities. The Club reserves the right to refuse booth space to/or remove from the show hall, any vendor (without refund or compensation) whose behavior causes a disruption to the show.

2009
"Titleist III" Show



VENDOR AGREEMENT, PAGE 2

The undersigned Vendor agrees to abide by all terms and requirements listed in the included "VENDOR INFORMATION SHEET," as well as all terms set forth on this page. Vendor must provide all equipment, labor and fixtures beyond that stated in this agreement. All fees must be paid before vendor will be allowed to set up.

Additionally, the undersigned Vendor agrees to indemnify and hold the International Specialty Club, The International Cat Association, the State of Washington, and Cowlitz County, and their respective members, agents, officers, servants and employees harmless from and against any claims relating directly or indirectly to the use by Vendor of the space allocated to Vendor; including, and without limitation, actions of the Vendor in setting up and tearing down Vendor's booth space and/or loss due to theft or breakage.

Vendor Signature

Date

Print Name

Accepted by International Specialty Club

Elaine Hawksworth-Weitz, Vendor Coordinator

Date

Return one signed copy of this Agreement to:

Elaine Hawksworth-Weitz, Vendor Coordinator
International Specialty Club
PO Box 6065
Edmonds, WA 98026
Cell: 206.920.9214

