

ANNUAL

*Mistletoe Magic*  
**HOLIDAY GIFT SHOW**

CRYSTAL COAST CIVIC CENTER

*Be part of the greatest  
 Holiday Show in town!*

We are pleased to invite you to participate in our annual Mistletoe Magic Holiday Gift Show on Saturday, November 11, 2023 at the Crystal Coast Civic Center, Morehead City, NC. This one-day show has been very successful for many and attracts over 1200 people. Exhibitors come from near and far to showcase their merchandise. Categories include but not limited to floral, quilts, art, children's items, dolls and accessories, basketry, clay items, fine art, glass and stained glass, jewelry, photography, pottery and ceramics, wearable art, scarfs, candles, wood and more. Limited space is available for independent consultants, reserve your space now.

The majority of the booths in the main hall are 10X10 and space is expected to sell out quickly. Included in your space is one 8-foot table, two chairs, back and side drapes.

Please complete the application in full and return **without** payment to the Crystal Coast Civic Center by August 15<sup>th</sup>. Applications can be mailed to our PO Box 680. Once you are accepted, you will be notified and payment will be due to secure your space. Please include a photo of your products along with application. We do accept both commercial and handmade crafts.

We hope you will take this opportunity to join us and meet potential customers, network with fellow exhibitors and sell your products.

Inside Exhibitors Move-In:	Friday, November 10	1:00pm-6:00pm
Inside & Outside Move-In	Saturday, November 11	7:00am-8:30am
Show Hours:	Saturday, November 11	9:00am-4:00pm
Exhibitor Move-Out:	Saturday, November 11	4:00pm-7:00pm


  
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Green indicates booths with electricity if needed

Red indicates Corner Booths

## Booth Space Rental Information

<b>Standard Booth (10X10)</b>	<b>\$175</b>	<b>(Includes: 1 8ft table, 2 chairs)</b>
<b>Corner Booth (10X10)</b>	<b>\$200</b>	<b>(Includes: 1 8ft table, 2 chairs)</b>
<b>Premium Booth (15X10):</b>	<b>\$250</b>	<b>(Includes: 1 8ft table, 2 chairs)</b>
<b>Standard Patio Outside Booth (10X10)</b>	<b>\$125</b>	<b>(Includes: 1 8ft table, 2 chairs)</b>
<b>Premium Outside Booth</b>	<b>\$150-\$200</b>	<b>(Includes: 1 8ft table, 2 chairs)</b>
<b>(Outside booths rain or shine, no electricity)</b>		
<b>Extra's if needed:</b>		
<b>Electrical Outlet</b>	<b>\$35 each</b>	
<b>Additional Table(s):</b>	<b>\$25 each</b>	
<b>Table Linen/Skirting (Must be pre-ordered)</b>	<b>\$45 each</b>	

Tent frames **ONLY** permitted inside - must be contained within booth space – no side panels or fabric tops.  
 Outside tents are permitted to use tops and side panels



## Show Policies

This show is managed and produced by the Crystal Coast Civic Center of Carteret County.

Mistletoe Magic is an exhibition which combines traditional and non-traditional crafters, as well as commercial and retail vendors. Management will be as efficient as possible to place exhibitors for the best interest of the Show.

### **DATES AND HOURS:**

Friday, November 10 – Inside Exhibitor Move-In:	1:00pm-6:00pm
Saturday, November 11 - Inside & Outside Exhibitor Move-In:	7:00am-8:30am
Saturday, November 11 - Show Time:	9:00am-4:00pm
Saturday, November 11 - Move Out:	4:00pm-7:00pm

- Exhibitors are required to be in their booths 30 minutes prior to the show opening. Doors open to vendors at 7:00am. All setup must be complete by 8:30am
- Exhibitors are prohibited from breaking down until the show has ended at 4pm on Saturday.

### **PUBLIC ADMISSION:**

Adults: \$5.00  
Children under 12 FREE

### **APPLICATIONS:**

Must be filled out completely including pictures of products. Please print clearly. An email confirmation will be sent to the contact person listed on the application. Once accepted into the show payment will be due.

### **NC Sales Tax:**

Each Vendor must provide on the application a current NC Sales & Use Tax Number or Certificate of Registration number. Each vendor is responsible for collecting and paying all North Carolina Sales Tax. If you do not have an existing Sales & Use tax number, the application for a Certificate of Registration (Form NC-BR) can be completed electronically or by mail. The application is free. When completing the online application, the Certificate of Registration is available immediately. To apply via US Mail, the expected turn-around time could be up to 10 days. For more information and access to the application: [www.ncdor.gov/taxes/sales-and-use-tax](http://www.ncdor.gov/taxes/sales-and-use-tax). A copy of the certificate should be submitted with vendor application.

### **CANCELLATIONS:**

Payments on contracted space are non-refundable unless the show is cancelled.

**NAME BADGES:** All vendors will receive two name badges. Please wear the name badge during the show.

### **VENDOR CATEGORIES:**

Due to the high volume of interest from potential vendors, Civic Center management must limit the number of participants with the same type of products in each category. Selection is at the discretion of management. Only one vendor will be allowed per franchised product such as, but not limited to, Mary Kay Cosmetics, Tupperware, Scentsy, etc.

### **BOOTH FURNITURE AND ACCESSORIES**

Most booths are 10ft wide X 10ft deep (a limited number of other variety booth sizes are available). No vendor set-up shall exceed 12 feet in height. Booth includes a white 8-foot high back drape and two 3-foot high side rails. Hanging heavy articles on back or side drapes is prohibited. Vendors must provide any needed structure for hanging merchandise. The use of a 10X10 tent frame without side panels or fabric top is permitted. The use of tents with side and roof panels is permitted for outside vendors. Tent spaces are limited.



### **EXHIBITOR PROPERTY INSURANCE**

Management carries no insurance on exhibitor's property and will not be liable for loss or damage to exhibitor property. Vendors will not hold the Civic Center, County of Carteret or Carteret Community College responsible for claims, losses, fees, damages or expense.

### **CRYSTAL COAST CIVIC CENTER REGULATIONS**

- a. No propane gas bottles are permitted.
- b. All decorating materials must be fire-resistant. Tent frames are allowed within the booth space.
- c. The client is responsible for bringing needed accessories to decorate, such as: zip ties, hooks, clips, **extension cords (minimum size 14 gauge, UL listed with ground, NO household extension cords allowed)**.
- d. Nails, tape, thumb tacks, stapling or pins are not permitted in the walls, on tables or curtains.
- e. The CCCC is a smoke free environment. There are designated areas outside in the back of the building for smoking.
- f. The continuous playing of music by vendors is prohibited.
- g. Soliciting in the aisles is prohibited. Exhibitors must sell from within booth space.
- h. All booths must be staffed during the entire show.
- i. During set-up times, show times and tearing down, we ask that children stay within your booth space.

### **MANAGEMENT**

Management reserves the right to prohibit entrance to the Crystal Coast Civic Center and its premises and to remove from the Civic Center and its premises any person or object which Management deems not to be within the best interest of visitors to the Mistletoe Magic Holiday Gift Show. Management further reserves the right to prohibit any activity or an exhibitor which, in the opinion of Management, interferes with the right of the visitors or other exhibitors. Failure of an exhibitor to comply with the rules and regulations of the Mistletoe Magic Show may result in the removal of the exhibitor's booth from the premises during the show. In the interpretation of the rules and regulations governing this show, Management shall be the sole arbitrator.

### **SECURITY**

Management will employ reputable and competent staff for the course of the Show, but assumes no responsibility for loss or damage by any cause. Exhibitors are reminded this is an open booth show and the primary responsibility for the safeguarding of merchandise is the exhibitors.

Thank you!