

Great Lakes Scrapbook Events



Dear Exhibitor:

We would like to invite you to participate in the 2nd Annual **Columbus Scrap & Stamp Show at the Ohio Expo Center in Columbus, Ohio on March 27 & 28, 2020**. This show was operated under different management for 15+ years before we took over, and is a great opportunity to share your products and services to scrapbookers from all over. The convention will include store and vendor sponsored booths with shopping and two all-day crops. Columbus, Ohio is the state capital of Ohio, and the Expo Center is easily accessible by freeway, and close to all sorts of attractions in the Columbus area. Our other events pull participants from throughout the U.S. and Canada, primarily from Michigan, Ohio, Indiana, Illinois and Ontario, Canada. The Port Columbus International Airport (CMH) is a 15 minute drive away.

Our understanding is that past attendance at this location averages around 2,000 attendees. Based upon other events, we expect an average 80-100 All-Day croppers on Friday and Saturday.

The 2020 Columbus Scrap & Stamp Show will be open to the public from 10am-6pm on Friday and 10am-5pm on Saturday. All-Day Croppers are admitted to shop on the show floor beginning at 9:30am. (All booths must be ready for customers beginning at 9:30am each day)

The Columbus Scrap & Stamp Show is being advertised in Creative Scrapbooker Magazine as well as through Google AdWords, on Facebook, and through other online avenues. A Billboard is planned for the weeks just prior to the show, plus Radio advertising and a Direct Mailing of postcards and posters and flyers distributed through Local Scrapbook Stores.

Other sponsorship opportunities are available, and all sponsors will be acknowledged on the website and via announcements. Information about participating in one of these ways is available on our website.

Please visit our exhibitor area on the website at <http://greatlakesscrapbookevents.com/exhibit/exhibitor-services/> to download the exhibitor contract files in Acrobat format. If you have any questions, please call our corporate offices at 248-583-7133, or email us at kate@megameet.com.

Sincerely,

Kate Griswold
Owner
Great Lakes Scrapbook Events
www.greatlakesscrapbookevents.com



**Welcome to the
Columbus Scrap & Stamp Show
2020!
March 27 & 28, 2020**

Exhibitor Checklist

To help you better keep track of the multitude of forms and deadlines for the Columbus Scrap & Stamp Show 2020, please use this checklist!

- Exhibitor Contract (must include both signed pages)
Due ASAP.
- Sponsorship Forms
Due December 1, 2019 if you wish your sponsorship to be promoted to pre-registering guests.
 - General Sponsorship form
Complete this if you don't plan to participate as a Diamond, Emerald or Amethyst sponsor.
 - Diamond/Emerald/Amethyst Sponsor form
Complete this form if you are choosing to participate in the comprehensive program.
- Crop Party Agreement
Due December 1, 2019 for maximum exposure to pre-registering guests.
Crop Party Agreements are occasionally accepted after the deadline, please email kate@megameet.com to be sure.
- Review the remaining pages of this Exhibitor Information document for important information about Ohio 2020!

Join us for the Columbus Scrap & Stamp Show

March 27 & 28, 2020 –

We hope that this packet provides you with all of the information that you need to make your exhibit a success! Your **Exhibitor Contract** and a **50% deposit** of the total booth space cost **must** be received by show management for your contract to be processed, and **balances are due January 7, 2020.**

Great Lakes Scrapbook Events

PO Box 621

Hartland, MI USA 48353

Phone: 248-583-7133 • Fax: 734-758-0183

E-Mail: exhibits@megameet.com

What's Included –

Each exhibitor receives the following as part of their exhibitor contract:

- 8' table and 2 chairs per exhibitor (Additional tables for additional booths as outlined on the contract and below. Extra tables may be pre-ordered).
- Pipe and Drape is NOT INCLUDED in this show. It can be ordered if required.
- Link to your website from our shopping page (must provide website).
- Retail exhibitors: Flyers & Posters to promote the convention, suitable for copying and distributing to your customers.
- Option to sponsor Special Events/Contests.
- Option to sell at the Crop Parties

(Please Note!!! Exhibit space does NOT INCLUDE booth furnishings other than as noted above! Any changes to booth furnishings must be arranged with us. The facility does not have hard line telephone service available.)

Exhibit Fees –

| Booth Size | Cost |
|---|-------------|
| First 10' x 10' booth (incl. 1 table, 2 chairs) | \$650 |
| Additional 10' x 10' Booths (incl. 1 table,) | \$300/ea. |
| 4 booth Bulk Package (incl. 2 tables, 2 chairs) | \$1400 |
| 6 booth Bulk Package (incl. 3 tables, 2 chairs, corner location) | \$1900 |
| 8 booth Bulk Package (incl. 4 tables, 2 chairs, corner location) | \$2400 |
| Corner location (per 10x10 corner – Endcap placement requires 2 corners) | \$75/ea. |
| Crop Selling Table (Includes both Fri/Sat evenings) | \$40 |

Complete the enclosed Exhibitor Contract and send it in today! Don't delay – space is limited!

The Schedule — (Schedule is subject to change)

| | | |
|--------------------------|--|--------------------|
| Thursday, March 26, 2020 | Exhibitor Move-In (All Booths MUST be setup on Move-In Day) | 10:00 am – 9:00 pm |
| Friday, March 27, 2020 | Crop Hours | 9:00 am – 10:00 pm |
| | General Public Show Hours | 10:00 am – 6:00 pm |
| | Exhibit Hours | 9:30 am – 6:00 pm |
| Saturday, March 28, 2020 | Crop Hours | 9:00 am – 10:00 pm |
| | General Public Show Hours | 10:00 am – 5:00 pm |
| | Exhibit Hours | 9:30 am – 5:00 pm |
| | Exhibitor Tear Down and Move Out | 5:00 pm – 9:00 pm |

Crop Selling Tables -

Don't miss out on sales during the Evening Crop hours! Scrapbookers will come from miles around, with every sort of container you can imagine, stuffed full of supplies and ready to get down to the business of creating! The Crop evenings will be the ideal opportunity to sell and demonstrate products in a friendly, relaxed environment. Scrapers will be thrilled at the convenience of purchasing products, as they need them, without having to break creative stride! Stay for an hour or two, or take advantage of the entire crop to sell scrapbook products! It's worth it just to come and watch! Reach customers who are ONLY attending the crop, and not the exhibit hours! Crop tables cannot be cancelled on-site. You can also sponsor a game or contest using your products at the crop, provide product samples to croppers in the crop gift bags, or donate door prizes to be given away at the crop parties - to draw customers to your selling table, or to simply increase consumer awareness of your product line! Your Crop Selling Table fee does not include electricity.

Make-It Take-Its—

Make-It Take-Its are a great way to promote the product in your booth. The consumer can “taste-test” your product line – and you will whet their appetite to purchase more! You may charge a nominal fee for Make-It Take-It's, but if you plan to provide a FREE Make-It Take-It, we will list your name on a “FREE Make-It Take-It” list at the show.

Manufacturer Support

Manufacturers may support retailers that are representing them in one or more of the following ways; please contact any manufacturers you plan to represent to find out what they will do to support you! **We recommend you speak to the trade show coordinator at the manufacturer's headquarters not just your local sales representative.**

- By sending a representative and “make-it – take-its” to promote their products, so that YOU can concentrate on assisting attendees with selecting and purchasing the products.
- By sending a representative to teach classes using their products! (Class participants will make a beeline to your booth after their class!)
- By offering you product on consignment, or waiving the restocking fee so that you can comfortably order enough product to meet the demand.
- By assisting you with booth fees.
- By advertising in the convention program.
- By donating prizes and items for the goody bags.
- By donating door prizes or crop prizes.
- By sending supplies for Make-It Take-It's.

Payment Schedules

To remain in good standing with Scrapbooks Mega Meet, LLC dba Great Lakes Scrapbook Events, all payments must be received according to the payment schedule outlined in the contract. If payment schedules are not met, sponsorship opportunities, floor plan placement, and future contract acceptance may be forfeited. Non-payment will result in cancellation of your space, and may result in forfeiture of payments already made. Invoices will be broadcast to the email or fax specified in your contract, and while every attempt will be made to ensure that these invoices are delivered to you, your adherence to the payment schedule is expected, even if, despite our efforts the invoice does not reach you.

Hotel Accommodations –

Please watch the website www.megameet.com for the most up to date Hotel information. We recommend that exhibitors book early to ensure space. Hotel Blocks fill quickly at preferred hotels.

Tips for Exhibitors –

What you should bring:

- Encourage a representative from each of the manufacturers you are working with to attend and assist you with “Make It-Take It’s” at your booth and to instruct classes.
- At least twice as many business cards as you think you’ll need!
- A flyer or sample newsletter to promote your store location and the products you carry on a regular basis.
- Plenty of Change - many exhibitors ran out of coin and singles several times during past shows.
- Plenty of Product - many exhibitors have had to have additional product overnighted to their booths at our shows!
- Plenty of supplies for any “Make It-Take It’s” at your booth - be assured that you will have a steady stream of guests at your make-it-take-it table.
- Dolly for moving in heavy product. (Product may only be moved in and out through the BACK doors and only when the show floor is CLOSED.)
- Cash register. You should have at least one cash register per one or two booth spaces rented.
- Plan how you will handle credit cards. Order WiFi from NetSteady (emily@netsteady.com) if needed. Have a backup plan if WiFi should temporarily go down.
- The show floor hall will be locked when exhibits are closed, however, we still recommend that you plan to cover/secure merchandise in the evenings.
- Provide coupons for class participants in classes that will showcase the product you are selling.
- Offer “Show Specials” on a few select products in your booth to increase traffic.



Exhibit Space & Reservation Contract

Columbus Scrap & Stamp Show

March 27 & 28, 2020

Ohio Expo Center - Columbus, OH

Contact Information:

Prefer to receive information via [] Email or [] Fax

*Indicates program listing fields

[] do not publish address

*Company Name (exactly as you wish it to appear in promotional materials)

Contact On-Site Contact (if different)

*Address City State ZIP

*Published Phone Direct Phone Fax

E-mail *Website

Please Reserve for Us:

| Type of Space: | Rates: | | Method of Payment: |
|---|---------------------------------|---------|---|
| First 10' x 10' booth (incl. 1 table, 2 chairs) | <input type="checkbox"/> \$650 | = _____ | <p><small>(contracts without payment will not be processed)</small> PLEASE COMPLETE THIS SECTION FULLY – WE DO NOT KEEP CARD NUMBERS ON FILE!! <input type="checkbox"/> Company Check <input type="checkbox"/> Money Order <input type="checkbox"/> Master Card <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <input type="checkbox"/> Discover Please charge my deposit to the following credit card:</p> <p>_____</p> <p>Credit Card Account Number (all digits) Exp. Date CVCode</p> <p>_____</p> <p>Print Name on Credit Card</p> <p>_____</p> <p>Credit Card Billing Address City State Zip</p> <p>_____</p> <p>Signature (required for all credit card transactions) By signing above, I authorize Great Lakes Scrapbook Events to charge the deposit immediately and the balance of my booth fees to the credit card number listed above on January 7, 2020. <input type="checkbox"/> Check here if you would prefer to opt out of the auto-charge and contact us with payment information by the January 7 deadline.</p> <p>Payment/Cancellation Terms: In order to reserve the booth(s), tables, and/or ad space as requested, a 50% deposit must accompany this signed application. A \$35.00 fee will be charged for returned checks. Cancellation requests must be made in writing and refunds will be made according to the following schedule: cancellation 90 days prior to event, all exhibit fees will be returned, with the exception of a \$100 administration fee; cancellations 60-90 days prior to event will be refunded 50% of exhibit fees; cancellations within 60 days of the event will receive no refund</p> |
| Additional 10' x 10' Booths (incl. 1 table) | ___x\$300/ea. | = _____ | |
| 4 booth Bulk Package (incl. 2 tables, 2 chairs) | <input type="checkbox"/> \$1400 | = _____ | |
| 6 booth Bulk Package (incl. 3 tables, 2 chairs, corner location) | <input type="checkbox"/> \$1900 | = _____ | |
| 8 booth Bulk Package (incl. 4 tables, 2 chairs, corner location) | <input type="checkbox"/> \$2400 | = _____ | |
| Corner location (per 10x10 corner – Endcap placement requires 2 corners) | ___ @ \$75 | = _____ | |
| Crop Selling Table (Both Nights) | ___ @ \$40 | = _____ | |
| Total Amount Due (US Dollars) | = \$ _____ | = _____ | |
| Less Deposit Enclosed: <small>(50% minimum required with contract. Contracts without deposits will not be processed. Balance due January 7, 2020.)</small> | = \$ _____ | = _____ | |
| Balance Due: <small>(Late payments will be assessed a 5% surcharge. Any balance must be paid no later than January 7, 2020 or contract will be cancelled.)</small> | = \$ _____ | = _____ | |

| | |
|---|--|
| <p align="center">List other Booth Needs:</p> <p align="center">(Quote will be provided e.g. chairs, carpet, etc.)</p> | <p>Participation in Show:</p> <p><i>Please tell us how you plan to participate in the show in addition to your exhibit space.</i></p> <p><input type="checkbox"/> Sponsor prizes, games, contests, or goody bags <small>(separate sponsorship agreement required)</small></p> <p><input type="checkbox"/> Participate in Special Evening Events/Crop Parties <small>(separate Special Events agreement required)</small></p> <p><input type="checkbox"/> Send a celebrity artist or author Name: _____</p> |
|---|--|

Product Descriptions (Provide information about your company and product offering. This may be posted online and included in printed materials. Include all products available at show. Product duplication between vendors is permitted, with the exception of home-based direct sales consultants (e.g. Stampin' Up, Close to My Heart, Heritage Makers, etc.) - can be emailed to exhibits@megameet.com):

By signing below, you agree to the Terms & Conditions as outlined here and on page two of this contract, and with any rules set forth in the Exhibitor Materials from OEC. With my attendance at this event, I realize that I and/or my products may be included in publicity photos and in future promotional materials. I hereby give my consent to Great Lakes Scrapbook Events to use any such photos and/or comments. Address all applications, correspondence and make checks payable to: **Scrapbooks Mega Meet LLC** (dba Great Lakes Scrapbook Events)– PO Box 621, Hartland, MI 48353. Phone: 248-583-7133, Fax: 734-758-0183, E-Mail: support@megameet.com Web: www.megameet.com

Signature Title Date



Terms & Conditions

Columbus Scrap & Stamp Show

March 27 & 28, 2020
Ohio Expo Center - Columbus, OH

Exhibit Guidelines:

- A. Great Lakes Scrapbook Events reserves the right to determine the eligibility of any applicant for inclusion in the convention after evaluation of applicant's show history, and shall determine, in its sole discretion, the eligibility of any company or product for inclusion in the convention.
- B. Exhibitors are responsible for the exhibit info and requirements contained in the "Exhibitor Info" document issued each year in conjunction with this contract.
- C. All exhibits must be professional in appearance. No table legs or boxes will be exposed. Exhibits must remain open and staffed at all times during the official exhibition hours. Because setting up and tearing down are the most likely times for someone to be injured, any exhibit set up or torn down during exhibition hours will be fined in the amount of \$100 for non-compliance of this regulation.
- D. Electrical service must be ordered from Expo Services, and WiFi from NetSteady. Bring your own extension cords and any other decorations. No hardline telephone service is available at the OEC facility. (NO BALLOONS). All tables must be skirted. Exhibits must not extend into the aisles.
- E. Exhibitor must protect the convention facility and property from damage done by the Exhibitor, its employees, representatives and agents. Nothing may be tacked, nailed, taped, glued or in any way attached to convention center property. The exhibitor will assume any repair cost incurred to repair such damage. No combustible materials or decorations shall be used. All material must be flameproof. Exhibitor hereby agrees to accept full responsibility for all and full compliance with National, State and City regulations in the provisions and maintenance of adequate safety devices and condition for operation.
- F. The convention is open to the public. Exhibitors shall provide buyers with receipts for all sales. Exhibitors shall be solely responsible for obeying state or local sales tax laws.
- G. The use of any sound equipment is prohibited without prior written approval by Great Lakes Scrapbook Events.
- H. Exhibit space may be shared with another company **ONLY** after approval by Great Lakes Scrapbook Events. Exhibitors may not sub-let or resell any portion of their booth space.
- I. Great Lakes Scrapbook Events reserves the right to dispose of unpaid space and the right to dispose of space that is contracted and paid for, but which is not set-up during the show move in time.
- J. Uninvited exhibitors may NOT enter another exhibitor's booth at any time. Violators will be ejected from the convention and fined \$500. Exhibitors shall not photograph or record by any means another exhibitor's booth without the express permission of the exhibitor.
- K. Great Lakes Scrapbook Events shall have sole control over admission of visitors to the exhibits or functions. No exhibitor staff will be admitted without badge, and are required to wear Exhibitor Badge at all times on the show floor.
- L. No exhibitor shall sponsor or hold any meeting or event that conflicts with the Convention hours without Great Lakes Scrapbook Events' prior approval. Only exhibitors in good standing, as determined by Great Lakes Scrapbook Events shall be permitted to host a meeting or hospitality function in an official Convention hotel.

Exhibitor Payment/Cancellation Terms: A deposit of fifty percent (50%) **must** accompany the application. The balance must be paid by **January 7, 2020**. By furnishing the required signature you are authorizing the charge against your credit card for the requested deposit and balance. A representative of your company may be asked to sign all credit card slips upon arrival at the show. If the Exhibitor does not meet the terms and conditions of completed exhibitor forms, show management reserves the right to cancel an exhibitor contract and retain any and all payments made by exhibitor. Cancellation requests must be made in writing and refunds will be made according to the following schedule: cancellation 90 days prior to event, all exhibit fees will be returned, with the exception of a \$100 administration fee; cancellations 60-90 days prior to event will be refunded 50% of exhibit fees; cancellations within 60 days of the event will receive no refund. Great Lakes Scrapbook Events reserves the right to administer a \$35.00 fee for returned checks. All returned checks must be replaced with a certified check, money order, or valid credit card. In the event classes the exhibitor has agreed to sponsor/teach are cancelled after class information has been published, either via the internet or via traditional methods, and refunds must be issued to the participants, the class sponsor agrees to pay a \$15 administrative fee per registered student to underwrite the cost of issuing those refunds.

Competition: We do not guarantee that competing businesses will not be allowed to exhibit at this event. If there are specific competitors you do not wish to be located near, please notify us and we will attempt to avoid placing you in close proximity to each other, however we cannot offer any guarantee that this will be possible.

Great Lakes Scrapbook Events does not control the shipping arrangements. You are responsible for making inbound and outbound shipping arrangements. Expo Services will not accept any freight or materials more than two (2) days prior to setup day. Expo Services must be contacted prior to any delivery, and will reject any packages they have not agreed to receive. The freight must indicate a) the name of the event, b) exhibiting company and c) booth number. When you are on-site, please confirm with Expo Services concerning shipments, and have tracking information.

Issues not covered herein: Great Lakes Scrapbook Events shall rule upon all matters or issues not covered herein, regarding questions, disputes, or problems which may arise pertaining to issues not specifically covered and/or agreed upon in the foregoing paragraphs of this contract, and such ruling, when made, shall be binding both on the Exhibitor and Great Lakes Scrapbook Events.

Great Lakes Scrapbook Events retains the right to close an exhibit and cancel this contract at any time for failure by exhibitor to perform, meet or observe any of the Convention Rules, Regulations, Terms or Conditions, and such exhibitor shall not be entitled to a refund of any payment. Great Lakes Scrapbook Events shall be entitled to eject an exhibit at any time, in whole or in part, or any exhibitor or its representatives, without giving cause. In such case, Great Lakes Scrapbook Events' responsibility shall not exceed the return to exhibitor of amounts of rental unearned at the time of ejection. Great Lakes Scrapbook Events reserves the right to amend, without written notice these rules, regulations and conditions or to issue amendments or modifications as it deems necessary.

Liability, Security and Insurance: All exhibitors must obey all rules and regulations set by the Facility, the City Fire, and Police departments, and Great Lakes Scrapbook Events. NO SMOKING will be allowed anywhere within the Ohio Expo Center facility.

Great Lakes Scrapbook Events and Ohio Expo Center shall have no liability whatsoever to any exhibitor for any personal injuries, whether suffered by an exhibitor, their employees or invited business associates; nor any liability for loss or damage resulting from any cause to the property of the exhibition, exhibitor employees or business associates. Each exhibitor, in making application for exhibit space, agrees to protect, indemnify, and hold harmless the Great Lakes Scrapbook Events and Ohio Expo Center from any and all claims, liability, damage, or expenses asserted against them or incurred by them as a result of, or in connection with, any loss of or damage to property, or injury to persons resulting from, arising out of, or in any way connected to the negligence or wrongful acts of the exhibitor, their agents or employees for any injury to persons or damage to property Great Lakes Scrapbook Events and Ohio Expo Center shall in no case be liable to any exhibitor for any lost profits, sales or business opportunities or any other type of direct or consequential damages alleged to be due from a breach of this contract. It is understood and agreed that the sole liability of Great Lakes Scrapbook Events and Ohio Expo Center to the exhibitor for any breach of this contract shall be for the refund of amounts paid by the exhibitor.

SCRAPBOOKS MEGA MEET LLC, DBA GREAT LAKES SCRAPBOOK EVENTS ITS OFFICERS, AGENTS AND EMPLOYEES EXPRESSLY DISCLAIM ANY AND ALL LIABILITY FOR ANY LOSS, DAMAGE, OR INJURY TO PERSON OR PROPERTY SUSTAINED BY AN EXHIBITOR, HIS AGENTS, OR ANY OTHER PERSON, CAUSED BY FIRE, THEFT, WATER, ACCIDENTS OR IN ANY OTHER MANNER, WHETHER CAUSED BY AN ACT OR FAILURE TO ACT, EITHER INTENTIONALLY OR NEGLIGENTLY CAUSED BY CONDUCT OF GREAT LAKES SCRAPBOOK EVENTS, ITS OFFICERS, AGENTS AND EMPLOYEES, OR BY ANY OTHER PARTY OR PARTIES. THE UNDERSIGNED EXHIBITOR HEREBY AGREES TO FULLY INDEMNIFY AND HOLD FOREVER HARMLESS GREAT LAKES SCRAPBOOK EVENTS, ITS OFFICERS, AGENTS AND EMPLOYEES FOR ANY LOSS, DAMAGE OR INJURY SUFFERED BY AN EXHIBITOR, HIS AGENTS, OR ANY OTHER PERSON, CAUSED BY FIRE, THEFT, WATER, ACCIDENTS OR IN ANY OTHER MANNER, WHETHER CAUSED BY AN ACT OR FAILURE TO ACT, EITHER INTENTIONALLY OR NEGLIGENTLY CAUSED BY CONDUCT OF GREAT LAKES SCRAPBOOK EVENTS, ITS OFFICERS, AGENTS AND EMPLOYEES, OR BY ANY OTHER PARTY OR PARTIES.

It shall be the responsibility of each exhibitor to maintain insurance coverage against injury to persons or damage to or loss of property or to meet its obligations under this agreement, in such amounts as the exhibitor deems adequate, including move-in and move-out dates at his or her own expense. Insurance protection will not be offered by Great Lakes Scrapbook Events or the Ohio Expo Center.

Litigation: In the event of litigation arising out of any or in any way resulting from the Agreement or the subject matter of this Agreement, the undersigned agrees that the exhibitor shall pay Great Lakes Scrapbook Events' costs and fees, including reasonable attorney's fees incurred if a final judgment is taken in favor of Great Lakes Scrapbook Events. The undersigned agrees that the venue for any litigation shall be in Oakland County, Michigan, and interpretation of the terms and conditions contained herein shall be governed by Michigan law. The undersigned agrees that any action relating to or arising out of this Agreement or the subject matter thereof shall be brought within one year of the date on which the cause of action sought to be enforced occurred.

Show Cancellation/Acts of God: Great Lakes Scrapbook Events and Ohio Expo Center will not be responsible if the convention is canceled due to acts of terrorism, fire, tornado, or other acts of God. Refunds shall be made solely at the discretion of the Management, after consideration of expenditures and commitments already made. If the location of the convention is changed for any reason, Great Lakes Scrapbook Events shall be able to assign exhibitor an alternate booth in lieu of original.

| | | |
|---|-----------|------|
| Company Name | Signature | Date |
| I agree to these Exhibitor Rules and Regulations | | |

Address all applications, correspondence and make checks payable to: **Scrapbooks Mega Meet, LLC** (dba Great Lakes Scrapbook Events) – PO Box 621, Hartland, MI 48353. Phone: 248-583-7133, Fax: 734-758-0183, E-Mail: support@megameet.com Web: www.megameet.com



Instructor Application
Columbus Scrap & Stamp Show
March 27 & 28, 2020
Ohio Expo Center - Columbus, OH

Contact Information:

Prefer to receive information via [] Email or [] Fax

*Indicates program listing fields

*Company Name (exactly as you wish it to appear in promotional materials)

Instructor Name

Pre-show Contact (if different)

Make Materials Fee Check Payable to :

*Address [] do not publish address

City

State

ZIP

*Published Phone

Direct Phone

Fax

E-mail

*Website

One form per instructor please - No classes will be added to the schedule without a completed copy of this form on file!
Please print clearly or type and return by October 15, 2019.

Please provide a short biography and digital images for publication on our website of your class projects with your application.

CLASSES WILL NOT BE APPROVED FOR THE SCHEDULE WITHOUT DIGITAL IMAGES OF CLASS PROJECTS. Because we resize images to a standard width, but variable height - if you are compiling your own images of multiple views - please construct them so that they are taller than they are wide, so that the images will be the largest they can be for viewing!

Columbus 2020 Instructor Information:

- All Columbus classes are one hour in length. Please plan your classes accordingly!
- Each classroom will have at least one SMM staff person assigned to check tickets, collect evaluations, etc.
- Each classroom will be equipped with ONE 6 or 8 foot table at the front of the classroom for the instructor's use
- Additional equipment must be provided by the instructor.
- All class materials MUST be kitted and provided by the instructor - must contain complete instructions with an image of the finished project.
- Instructors must bring extra class supplies for kits that are missing items/are mis-packed.
- Additional assistants to the instructor must be arranged and compensated by the instructor and approved by Scrapbooks Mega Meet, LLC.
- NO SELLING is permitted in the classrooms.

Agreement to Instruct:

By submitting this form, the class sponsor agrees that a representative of the sponsor company will teach this class at the COLUMBUS 2020, at one or more sessions, as mutually agreed between the instructor and Scrapbooks Mega Meet, LLC. The class sponsor agrees that if the designated instructor is unable to teach after the class registration materials have been published, either via traditional printed materials, or the internet, that it is the class sponsor's responsibility to secure a comparable approved substitute instructor. The class sponsor also agrees to notify Scrapbooks Mega Meet, LLC if an instructor is being substituted, as soon as possible after the decision to substitute is made. Scrapbooks Mega Meet, LLC retains the right to approve or deny any instructor for any reason. In the event that classes, which the class sponsor has agreed to teach, must be cancelled after class information has been published, and refunds must be issued to the participants, the class sponsor agrees to pay a minimum \$500 administrative fee to underwrite the cost of issuing those refunds. The maximum fee will be determined as \$15 per registered student. Fees will also be incurred if refunds must be issued to students for any reason.

The Instructor agrees to arrive at their workshop location 30 minutes prior to the workshop start time for set-up and remain 30 minutes after the class ends to clean up. All materials to be distributed to students are to be prepared in advance in a "page kit" or similar form to be easily distributed to the class participants at the door.

Samples of all completed projects in .jpg format must be submitted to Scrapbooks Mega Meet, LLC prior to December 15, 2019. Images should be "Portrait" (taller than they are wide). Send these files to info@megameet.com in order for approval of class application. By signing this agreement, I agree that all materials (handouts, images, projects, etc.) are my original work, or that copyright permission has been granted.

By signing this contract, all instructors agree that they will act in a courteous, professional manner at all times during all classes, exhibition show hours and during any events. Any differences of opinion with any of the facilities or show management must only be discussed with show management. Failure to adhere to this clause could result in termination of the instructor contract.

Signed: _____ Date: _____

Address all applications, correspondence and make checks payable to: Great Lakes Scrapbook Events - PO Box 621, Hartland, MI 48353. Phone: 248-583-7133, Fax: 734-758-0183, E-Mail: info@megameet.com Web: www.greatlakescrapbookevents.com



Class Proposal
Columbus Scrap & Stamp Show
March 27 & 28, 2020
Ohio Expo Center - Columbus, OH

One form per class title please - classes without complete information WILL NOT be considered for the schedule!
Please print clearly or type and return by October 15, 2019.

Class length is limited to one hour, with 30 minutes between class sessions.

Class Title: _____

Instructor Name: _____

Please note - Instructor Agreement for this Instructor MUST BE submitted with this Class Proposal

Class Sponsor Name: _____

Class Description: (75 words or less) Please email a digital image of the class project to classes@megameet.com, images should be "portrait" - taller than they are wide. Class descriptions may also be emailed to this address, please write "Emailed" in the space below.

Supplies Student should bring to class:

What companies will be promoted during this class?

Please describe what each student will leave class with: (e.g. a two-page layout and a card OR a handout and 5 tags) Please also indicate if the student should expect to COMPLETE this project - or if the project will be expected to be completed outside of class.

List any and all equipment you require for this class:

(Any equipment, such as slide projectors, video equipment, LCD panels, power strips, extension cords, etc. must be provided by the class sponsor. The A/V company information will be provided to you upon request. The cost of WiFi may be prohibitive to students, so no class should require student internet access.)

This class is designed for scrappers who are:
Beginner Intermediate Advanced
All Levels (choose only one)

This class is best described as:
Project Based Technique Based Lecture

Please help us categorize your class:
Scrapbook Layouts Cardmaking Home Décor
Mixed Media Other

We would like to teach this class on:
Friday Saturday Please tell us if there are days/times you CANNOT teach:
Because classroom space is so limited - we may only be able to schedule your class submission once. Priority for additional classes will be given to sponsors.

If scheduling permits, we would like multiple classes taught by this instructor back to back:
Yes No

If scheduling permits, we prefer our classes be scheduled:
Morning Afternoon Either/Both

Classrooms are small - and will support between 20-24 students.

We require that students are charged a materials fee:
No Yes Amount \$
(MAY NOT EXCEED \$14)
Reimbursement Check (if applicable) made out to:
Sponsoring Company Instructor
Please note: materials fees are ADDED to our base class fee to determine the class fee charged to the student. For example a \$2.00 materials fee, plus the base class fee, equals the total class fee charged to the student. Materials fees are payable to the class sponsor the week following the show and will be mailed to the address indicated on the instructor application. GLSE retains the base fee. A W-9 form is required to be completed and on file. The 2020 base fee = \$14.

Address all applications, correspondence and make checks payable to: Great Lakes Scrapbook Events - PO Box 621, Hartland, MI 48353. Phone: 248-583-7133, Fax: 734-758-0183, E-Mail: info@megameet.com Web: www.greatlakescrapbookevents.com



Show Special Agreement

Columbus Scrap & Stamp Show

March 27 & 28, 2020

Ohio Expo Center - Columbus, OH

Contact Information:

Prefer to receive information via Email or Fax

*Indicates program listing fields

*Company Name (exactly as you wish it to appear in promotional materials)

Contact

On-Site Contact (if different)

*Address do not publish address

City

State

ZIP

*Published Phone

Direct Phone

Fax

E-mail

*Website

NO COST Advertising Opportunity!!

Another way to boost revenue in your booth at the show! We are offering this at NO ADDITIONAL COST to you – we just need you to send us the information!

One week prior to the show, we will load a page called “Show Specials” where we will list all Show Specials sent to us by exhibitors ahead of the show. This information is due to us by **March 10, 2020**. We will do an email blast out to our email list, and let them know that they can review a list of Show Specials BEFORE hitting the show floor. Can you imagine the increased traffic in your booth when the customers are seeking you out for your specials? Show specials submitted after the deadline are not guaranteed to be added to the Show Special page.

By participating in the FREE Show Special Ad, you agree to the following:

- Offer a Show Special to all attendees – can be any type of offer - \$ off, % off, BOGO, or other type of Show Special. Let the attendees know what great deals they can get in your booth!

Text for your show special must be provided via e-mail ONLY to kate@megameet.com. This TEXT ONLY ad will be presented *exactly* how submitted, and therefore, Scrapbooks Mega Meet is not responsible for any errors with regards to spelling, etc. **No art should be submitted for this ad – just a paragraph of text describing your show special.**

GLMM will support you in the following ways for your participation:

- Promote to the email list that GLMM Show Specials are available on the website.
- List your company and your Show Specials on a special “Show Special” page on the website, which will be linked from the GLMM home page. Specials will be listed on the page in the order we receive them from YOU – so the sooner you respond – the higher up your Show Special will place!
- Great advertising opportunity for your booth at NO ADDITIONAL COST to you!

I agree to allow the show special emailed to a Scrapbooks Mega Meet representative to be placed on a “Show Special” page on the Great Lakes Scrapbook Events website.

Company Name

Signature

Date

Address all applications, correspondence and make checks payable to: Scrapbooks Mega Meet LLC – PO Box 621, Hartland, MI 48353. Phone: 248-583-7133, Fax: 734-758-0183, E-Mail: info@megameet.com Web: www.greatlakesscrapbookevents.com