



*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 13, 2021 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. We encourage you to reserve your space promptly. A floor plan and application are enclosed. Please return the application to the Crystal Coast Civic Center office. For new vendors, please include a photo of your products. 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.

|                     |                       |               |
|---------------------|-----------------------|---------------|
| Exhibitor Move-In:  | Friday, November 12   | 2:00pm-7:00pm |
|                     | Saturday, November 13 | 7:00am-8:30am |
| Show Hours:         | Saturday, November 13 | 9:00am-4:00pm |
| Exhibitor Move-Out: | Saturday, November 13 | 4:00pm-7:00pm |

---

3505 Arendell Street • Morehead City, NC 28557

252-247-3883

[www.crystalcoastcivicctr.com](http://www.crystalcoastcivicctr.com)

  
**Annual**  
**Mistletoe Magic**  
**HOLIDAY GIFT SHOW**  
 CRYSTAL COAST CIVIC CENTER



(Floor Plan is not to scale)  
 Green indicates booths with electricity  
 Red indicates Corner Booths

## Booth Space Rental Information

|                                  |                         |   |
|----------------------------------|-------------------------|---|
| <b>Standard Booths (10X10)</b>   | <b>\$125</b>            | <b>(Includes: 1 8ft tables, 2 chairs)</b> |
| <b>Corner Booths (10X10)</b>     | <b>\$150</b>            | <b>(Includes: 1 8ft tables, 2 chairs)</b> |
| <b>Premium Booth (15X10):</b>    | <b>\$175</b>            | <b>(Includes: 1 8ft tables, 2 chairs)</b> |
| <b>Outside Booths (10X10)</b>    | <b>\$75.00-\$200.00</b> | <b>(1 8ft table and 2 chairs)</b>         |
| (Rain or Shine, no electricity)  |                         |   |
| <b>LulaRoe Showcase Upstairs</b> | <b>\$75.00</b>          | <b>(8X10 booth, 1 6ft, and 1 chair)</b>   |

**Extra's if needed:**

Extra's

|                             |  |
|-----------------------------|--|
| <b>Electrical Outlet</b>    | <b>\$25 each</b>                       |
| <b>Additional Table(s):</b> | <b>\$10 each</b>                       |
| <b>Table Linen/Skirting</b> | <b>\$35 each (Must be pre-ordered)</b> |

**MISTLETOE MAGIC HOLIDAY GIFT SHOW  
NOVEMBER 13, 2021  
CONTRACT APPLICATION FOR EXHIBIT SPACE**

**PLEASE PRINT CLEARLY** and return with payment to:  
Crystal Coast Civic Center · Post Office Box 680 · Morehead City, NC 28557

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**North Carolina Sales & Use Tax or Certificate of Registration Number:** \_\_\_\_\_

I AM A PREVIOUS EXHIBITOR FROM 2019 \_\_\_\_\_ I AM A NEW EXHIBITOR \_\_\_\_\_

Requested Exhibit Space(s) 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_  
(Show staff has final decision of booth appointment. Booth location will be confirmed two weeks prior to show)

\*All booths will have a white 8ft back drop and 3ft side panels.

**Please mark all that apply:**

|                                 |                  |   |          |
|---------------------------------|------------------|---|----------|
| _____ Standard Booths (10X10)   | \$125            | (1 8ft table and 2 chairs)                                    | \$ _____ |
| _____ Corner Booths (10X10)     | \$150            | (1 8ft table and 2 chairs)                                    | \$ _____ |
| _____ Premium Booths: (15X10)   | \$175            | (1 8ft table and 2 chairs)                                    | \$ _____ |
| _____ Outside Booths (10X10)    | \$75.00-\$200.00 | (1 8ft table and 2 chairs)<br>(Rain or Shine, no electricity) | \$ _____ |
| _____ LulaRoe Showcase Upstairs | \$75.00          | (8X10 booth, 1 6ft, and 1 chair)                              | \$ _____ |

**Extra's if needed:**

|                            |                                |          |
|----------------------------|--------------------------------|----------|
| _____ Electrical Outlet    | \$25 each                      | \$ _____ |
| _____ Additional Table (s) | \$10 each                      | \$ _____ |
| _____ Table Cloth/Skirting | \$35 each(Must be pre-ordered) | \$ _____ |

|                     |          |
|---------------------|----------|
| <b>Grand Total:</b> | \$ _____ |
|---------------------|----------|

Please mark the following if it applies to your space needs:

\_\_\_\_\_ No tables needed (Vendor providing their own)  
\_\_\_\_\_ Vendor is bringing a 10X10 tent frame (Inside only) \_\_\_\_\_

Exhibitor Signature: \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION FOR BOOTH SPACE**  
**Crystal Coast Civic Center**  
**3505 Arendell St.**  
**Morehead City, NC 28557**  
**Phone: 252-247-3883 Fax: 252-247-5386**  
**\*Application and fees are required in order to**  
**secure booth space**

**PRODUCT DESCRIPTION & NON-RETURNABLE PHOTOS OF ALL ITEMS SOLD MUST ACCOMPANY THE APPLICATION.**

---

---

---

---

---

---

---

---

**CREDIT CARD PAYMENT: (payment due with contract)**

**Please charge my card: \$** \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_ **Expiration** \_\_\_\_\_

**Card Type:** Master Card \_\_\_\_\_ Visa \_\_\_\_\_ V-Code \_\_\_\_\_ (the 3-digit number on the back of card)

**Cardholder Name:** \_\_\_\_\_

**Cardholder Address:** \_\_\_\_\_

**Cardholder Signature:** \_\_\_\_\_

**Post Office Box 680, Morehead City, North Carolina 28557**  
**Telephone: 252-247-3883 Fax: 252-247-5386**



## 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 12 - Move-In: 2:00pm-7:00pm  
Saturday, November 13 - Move-In: 7:00am-8:30am  
Saturday, November 13 - Show Time: 9:00am-4:00pm  
Saturday, November 13 - 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 not allowed to break down until the end of the show at 4pm on Saturday.*

### **PUBLIC ADMISSION:**

Adults: \$5.00

Children under 12 FREE

### **APPLICATIONS:**

Must be filled out completely and mailed with payment. Please print clearly. An email confirmation will be sent to the contact person listed on the application.

### **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 nonrefundable 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 based on first come first serve - 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 is permitted – if using a tent with a fabric top, a manufacturer's tag notating 'flame retardant material' must be visible. 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!