

**HELENA CIVIC CENTER**  
**340 Neill Avenue – Helena, MT 59601**  
**406-447-8382**  
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The **Helena Civic Center** is excited to host *two* annual **Holiday Gift Shows** this year. Proceeds help support facility improvements at the beautiful and historic Helena Civic Center. To provide shoppers a unique experience each week, all vendors (individual or group) may book space for ONE SHOW ONLY.

**Gift Show Dates:** November 4 and November 11, 2023; 9am-4pm

**Registration:** Registration is now open to all vendors. Registrations are processed in the order they are received. For priority placement submit your registration ASAP.

**Confirmation Process:** Confirmations will be sent via email as processed. Your check or money order will not be deposited unless you are granted a space.

**Refund Policy:** A refund will be provided if cancellation request is received up to two weeks prior to the date of sale. No refunds for cancellation due to weather or if cancellation is requested less than two weeks prior to the show.

### **Booth Rental Information**

- **Rate:** \$100 per space, or \$115 per space if submitted after October 6, 2023.
- **Space size:** Ballroom main floor and northside upper level spaces are 10' by 8'. Southside upper level spaces are 12' by 7'. Upper level spaces include a wall that allows vendors to hang merchandise using nails – no screws are allowed.
- **Two chairs and one 8' x 2.5' table is provided per space.** Please indicate on the registration form your table and chair preference. **If left blank, no table or chairs will be in place when you arrive.**
- **All spaces have access to power.** The Fire Marshall requires the use of UL rated power strips instead of extension cords. Civic Center staff can provide assistance with power and taping cords during set-up. Please bring a UL rated powerstrip with a "long tail". If you wish to rent a powerstrip from the Civic Center for \$10 please indicate so on the form. No damaged or frayed extension cords or powerstrips will be allowed.
- **Limit of two spaces per individual or group.** Due to high vendor interest, only a limited number of double spaces are available.
- **Registration must be mailed or delivered** to Helena Civic Center at 340 Neill Ave, Helena, MT 59601 with total fee payable by check or money order to Helena Civic Center. **No spots will be granted over the phone, email, or Facebook - be wary of online scams!**
- **Licenses Required:** Food vendors must contact the City/County Health Department at 406.447.8361, or 447.8352 for permit and license information. User is responsible for obtaining all required licenses for User's event, including but not limited to, licenses for use of material that is subject to copyright protection; City of Helena business license; County Health Department permit for service of food; and State and City licenses for service of alcohol. User must have any such licenses available for inspection at City's request.

### **Set-up and Sale Day Information**

- Friday set-up is available from 3pm – 7pm. Saturday set-up begins at 7:00 a.m. and must be completed by 8:45 a.m. Please indicate your planned set-up day on registration form.
- **Sale is open to the public from 9am – 4pm** Displays must be kept in place until sale closes.
- **Vendor parking is available on-street and at the Great Northern Town Center Parking Garage and is free on weekends beginning Friday at 5:00 p.m.** You will be charged for parking if you enter the garage before 5 p.m. Friday. You will not be ticketed on Stuart St between Benton and Getchell. Please move your vehicle(s) from Civic Center “main lot” prior to the start of the sale for shoppers. *No large trailers in parking garage please.*
- Vehicles without handicap passes may be ticketed if parked in designated handicapped parking.
- Please be courteous to other vendors and limit time occupying the load-in zone.
- The Helena Civic Center is a smoke-free facility.
- Vendors are responsible for any display equipment and merchandise. The Helena Civic Center is not responsible for loss, theft or damage.
- Two free admissions per space for workers (please DO NOT exceed two people per booth).

## Contact Us

Byron Dike – Civic Center General Manager

Email: [bdike@helenamt.gov](mailto:bdike@helenamt.gov)

Phone: (406) 447-8481

Spaces will be designated by number and are non-transferable. Failure to comply with your assigned space constitutes grounds for removal. The City of Helena has full authority in any cases of noncompliance, and the City of Helena’s decision is final. For Fire/Safety concerns, proper aisle ways must be maintained at all times. Merchandise will not be allowed next to, or on the railings of the mezzanine.

**RECEIVING THIS LETTER DOES NOT GUARANTEE YOU A SPACE.** SPACES WILL BE RESERVED WHEN YOUR REGISTRATION FORM AND CHECK ARE RECEIVED AND PROCESSED. THE CIVIC CENTER RESERVES THE RIGHT OF FINAL DETERMINATION REGARDING THE SUITABILITY OF EXHIBIT MERCHANDISE, AND FURTHER RESERVES THE RIGHT TO DETERMINE THE NUMBER OF AND TYPES OF MERCHANDISE ALLOWED ON EITHER DAY OF SALE.

**Nondiscrimination:** For any event that is open to the general public User agrees that User will not refuse, withhold from, or deny any person admission to such an event on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, sex, pregnancy, childbirth or medical condition related to pregnancy or childbirth, sexual orientation or expression, political beliefs or affiliation, genetic information, veteran status, culture, social origin or condition, or ancestry.

**ADA NOTICE:** The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City’s services, programs, or activities. Persons with disabilities requiring accommodations to participate in the City’s meetings, services, programs, or activities should contact the City’s ADA Coordinator, Sharon Haugen, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 447- 8490; TTY Relay Service 1-800-253-4091 or 711

[citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov)

316 North Park, Avenue, Room 440, Helena, MT 59623

## Marketing

The Civic Center Holiday Gift Shows will be supported with an aggressive marketing campaign including:

- Paid ads on Social Media (Facebook & Instagram)
- 4 weeks of advertising on several Montana Radio Company stations
- 2 weeks of ads on ABC/FOX/SWX TV
- Ads in the Helena IR
- Eblasts to Civic Center Mailing Lists
- Press Release to Local Media
- Facebook Event Page
- Venue Signage and Displays

We will send you graphics to share with your confirmation email.

We need your help! Please get the word out to your customers and friends. If there is anything we can help with such as graphics, etc just ask.

#### **What to expect:**

Complimentary bottled waters will be available during Friday load-in.

Complimentary coffee will be available during Saturday load-in.

Concessions will be available during the show.

Please donate door prizes during load-in, include your information so we can talk about you.

We try to make this a festive event and encourage holiday flair – ugly sweaters, santa hats, and anything else that contributes holiday vibes are most appreciated!

We'll have festive music playing and some special VIP's like Santa and Nutcracker characters.

We take pride in the diversity of products offered by our vendors and are open to all.

*We anticipate between 1500-2000 attendees each show.*

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Contact us by email at [bdike@helenamt.gov](mailto:bdike@helenamt.gov), or call 406-447-8481

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

(This is how we'll communicate with you between now and the show)

WEBSITE / SOCIALS: \_\_\_\_\_

(Providing this information grants Helena Civic Center permission to share this info through our marketing channels)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Circle date you prefer:** NOVEMBER 4 or NOVEMBER 11

**NOTE:** If preferred day is full, you will be contacted and offered the opportunity to accept the other date.

**Please indicate the following:**

<b>No. of Spaces:</b> _____	<b>No. of Tables:</b> _____	<b>No. of Chairs:</b> _____	<b>Powerstrip(s)</b> _____
Limit of two spaces	One table provided per space	Two chairs provided per space	\$10 rental, 6 plugs

**Circle expected set-up time:** Friday 3pm-7pm AND/OR Saturday 7am-8:45am

**Total Amount Enclosed:** \$ \_\_\_\_\_

\$100.00/space, or \$115.00/space if submitted after October 6

SPECIAL REQUESTS / ACCOMMODATIONS / REQUESTED BOOTH #: \_\_\_\_\_

TYPE OF MERCHANDISE - Describe thoroughly and include corporate name if direct sales related:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Hold Harmless and Indemnification:** User agrees, to the fullest extent permitted by law, to protect, defend, hold harmless, and save the City, its elected and appointed officials, officers, agents, employees, and volunteers from any and all losses, damages, liability and causes of action of any kind or character, including the cost of defense thereof, occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act or omission on the part of the Vendor or Vendor's agents, employees, officers, representative, assignees, or invitees, in connection with this User's event.

City agrees, to the fullest extent permitted by law, to protect, defend, hold harmless, and save the Vendor, its elected and appointed officials, officers, agents, employees, and volunteers from any and all losses, damage, liability and causes of action of any kind or character, including the cost of defense thereof, occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act or omission on the part of the City or City's agents, employees, officers, representative, assignees, or invitees, in connection with the event.

Vendor agrees that City bears absolutely no responsibility of liability for any and all losses, damages, liability and causes of action of any kind or character, including the cost of defense thereof, occasioned by, growing out of, or in any way arising or resulting from User's failure to obtain all required licenses as stated above.

User agrees to comply with all applicable federal, state and local laws, ordinances, rules and regulations, including the safety rules, codes, and provisions of the Montana Safety Act in Title 50, Chapter 71, MCA.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Completion and submission of this form constitutes full understanding and agreement to comply with the rules and regulations set forth for this sale and does not guarantee a space.

