

# Vintage Exchange

Proudly Presented By

**DISCOVER VINTAGE AMERICA**

February 18, 2017 \* Saturday 9 – 4

*The Pavilion Event Space  
14831 East US Hwy 40  
Kansas City, Missouri*

## **Regulations & Guidelines**

---

**Vintage Exchange** is presented, promoted and sponsored by Discovery Publications, Inc. (Discover Vintage America or DVA). We are thrilled to host this premier event. Our goal is to provide the Kansas City area with an exciting unique show. Vintage Exchange is a juried show. Submitting an application does not guarantee admittance to be a vendor. Only vendors who fit the quality and style of the show will be allowed to participate. Dealer merchandise must be clearly priced, clean and of good condition consistent of antique, vintage, primitive and fab finds from the 1970's or earlier. Vendor wares must be displayed in a pleasing and inviting fashion. No direct sales merchandise allowed. No subletting allowed.

Discovery publications, Inc. reserves the right to deny entry and/or removal of any vendor, and their wares, from the building and show that does not meet the show criteria, regulations, guidelines and/or safety standards of the show at any time. No foul language. No tobacco products of any kind will be allowed. No outside liquor allowed. All vendors will conduct themselves in a civil & polite manner at all times. Discovery Publications, Inc. (including all employees and any contracted persons) will not be responsible, in any form, for the loss, property damage, accidents or personal injury including death.

Sales Tax: An appropriate area tax sheet will be provided to each vendor on Friday, 2/17/17. Vendor understands certain requirements for selling in the state of Missouri and it is the vendors' responsibility to follow those guidelines. Promoter is required to provide information to government officials, if asked, including but not limited to name, address and phone number of vendors. Discovery Publications, Inc. is not responsible for any vendor permits, legal regulations or taxes to any city, county, state or any US federal government branch.

Cancellation Policy: Vendor cancellation notice before January 1, 2017 will receive a refund. Any cancellation notice after January 1, 2017, no-shows, walkouts and/or vendors requested to leave by Discovery Publications, Inc. will forfeit all booth rental fees.

### Schedule:

\**DVA Set-Up* – Friday, 2/17/17 from 10 am to 12 noon

\**Vendor Set-Up* – Friday, 2/17/17 from 12 noon to 8:00 pm

\**Show Day* Saturday, 2/18/17 – open 8:00 am for DVA & vendors only

\**Show Day* Saturday, 2/18/17 - door opens to public at 9:00 am.....show closing at 4 pm

\**Tear-Down & Clear-Up:* Packing & clean-up to start at 4:05 pm - ABSOLUTELY NO early packing, tear down or moving of items will be allowed!

\**Departure:* Building is locked at 8 pm sharp; all people and items must be clear of building.

Name Tags: Name tags will be provided to all dealers. Name tags are required to be worn at all times during the show. Name tags will be collected after the show at 4:05 pm.

Image Permission: Vendor grants permission to Discovery Publications, Inc. to take and use images of vendor and/or merchandise for any purpose(s) in connection with Discovery Publications, Inc. and/or Vintage Exchange events; which may include but not limited to advertising, promotion and/or marketing. Discovery Publications, Inc. may alter images as needed. Vendor consents to using his/her name and/or business name to use for advertising, promotion and/or marketing.

Booth Area: No tape, tacks, screws, nails or any kind of fastening may be used anywhere in The Pavilion.....walls, ceiling, doors, floors, etc. Booth displays shall *all* be free-standing and fully meet safety concerns of Discovery Publications, Inc. and/or The Pavilion personal. Any display "folding" tables shall have a table cloth or covering. Floors must not be damaged. Tasteful, clean floor coverings will be allowed to set displays on as a protective measure for the floors. No dragging of tables, furniture, items, etc. across floors. Any item that could harm the floors is required to have protection under it. Vendors with electricity must provide their own extension cord(s). Cords shall be contained in a safe manner at all times. Nothing will be allowed to be plugged-in overnight. Each vendor is fully responsible for leaving their booth area clean and undamaged.

Parking, Unloading & Loading:

\**Friday (2/17/17):* Four doors (complete West side of building) will be used for unloading. You will be required to move your vehicle immediately to the main parking area after you have unloaded your items in a timely fashion. Building is locked at 8 pm sharp.

\**Saturday (2/18/17):* We kindly ask all vendors to work with us on parking. Friday we will speak with each vendor and determine the best parking solution for each vendor on Saturday, show day. Only the *Admission Door* will be used before & during the show (Northwest corner). The four doors (West side) will be for **Emergency EXIT only**. All four West side doors will be opened at 4:10 pm for use in tear-down/departure after the show. Please remember there is NO early packing, tear down or moving of items prior to 4:05 pm. Building is locked at 8pm sharp; all people and items must be clear of building.

*We look forward to providing our DVA friends with a great show at Vintage Exchange.*

*It's all about hosting a unique event our vendors & patrons will love (becoming the talk of Mid-America), while gaining a ton of new friends that enjoy the vintage experience while having an awesome time!*