



*Held annually at the  
Tennessee State Fairgrounds  
Nashville, Tennessee  
In the Agriculture  
Saturday May 16, 2009 10am – 7 pm  
Sunday, May 17, 2009 10am – 6pm*

Hello Sharing Vendor,

Please complete the attached registration form and return. Note that signing the registration forms means that you have read and agree to the terms and conditions of the Galactic Expo.

This is a great venue for Holistic and Alternative Health, natural healing modalities and products, spirituality, and conscious living choices.

If you are familiar with the Galactic Expo, please keep in mind that the fall shows were discontinued in 2007 and we have become an annual show. Beginning with the 2009 Expo, we are also down-sizing to just one building and will be utilizing the larger of our two buildings.

I feel that down-sizing will increase the quality of the event and that the growing customer attendance will be a benefit for all the exhibitors.

The purpose and mission of the Galactic Expo is to promote education and awareness of holistic health, natural healing, conscious living, and spirituality. One way we do this is by bringing together alternative health practitioners, psychics, retailers, lightworkers, vendors and others in one place, allowing them to come together for the health and wellness of body, mind, and spirit.

Booth assignments began in August with placements going to returning exhibitors first.

A completed registration form and deposit is required to hold your space. Balances are due in January. Exhibitors may as always, sign up anytime. Booths will be assigned as long as there is availability in your category.

We keep a balance of vendors in all categories: Alternative Practitioners, Massage & Energywork, Aromatherapy, Astrology, Aura Photography, Gifts, Crystals, Jewelry, Health & Nutrition, and Psychics (almost always full).

If you do not receive a confirmation when you first send in a registration form, we will keep you on a waiting list. We will notify you that you are on the waiting list. As a space opens up, we will fill it from a vendor in the same category. Your deposit check will be held until we ask you to fill a space.

Registration forms are not carried over from year to year. You must send in a new form for each show.

We look forward to having you join us for a fantastic event in 2009!

*Blessings & Light  
Katherine King*

Katherine King  
www.GalacticExpo.com  
katherine@galacticexpo.com  
1701 Portland Avenue  
Nashville, TN 37212-3811  
615-463-7677  
615-582-7099

## Copy Ready

### Advertising Rates:

**Deadline:** March 01, 2009

All ads must be received by The Galactic Expo in Nashville by mail or email no later than the deadline date.

**Mail to:**

The Galactic Expo  
1701 Portland Avenue  
Nashville, TN 37212

**Email:** Katherine@GalacticExpo.com

**Format:**

Best are: Microsoft Publisher, JPEG, or GIF and Adobe

Ok is: Microsoft Word

**All ads must be 'copy ready'.**

**Ad Prices:**

\$25, \$50, \$75

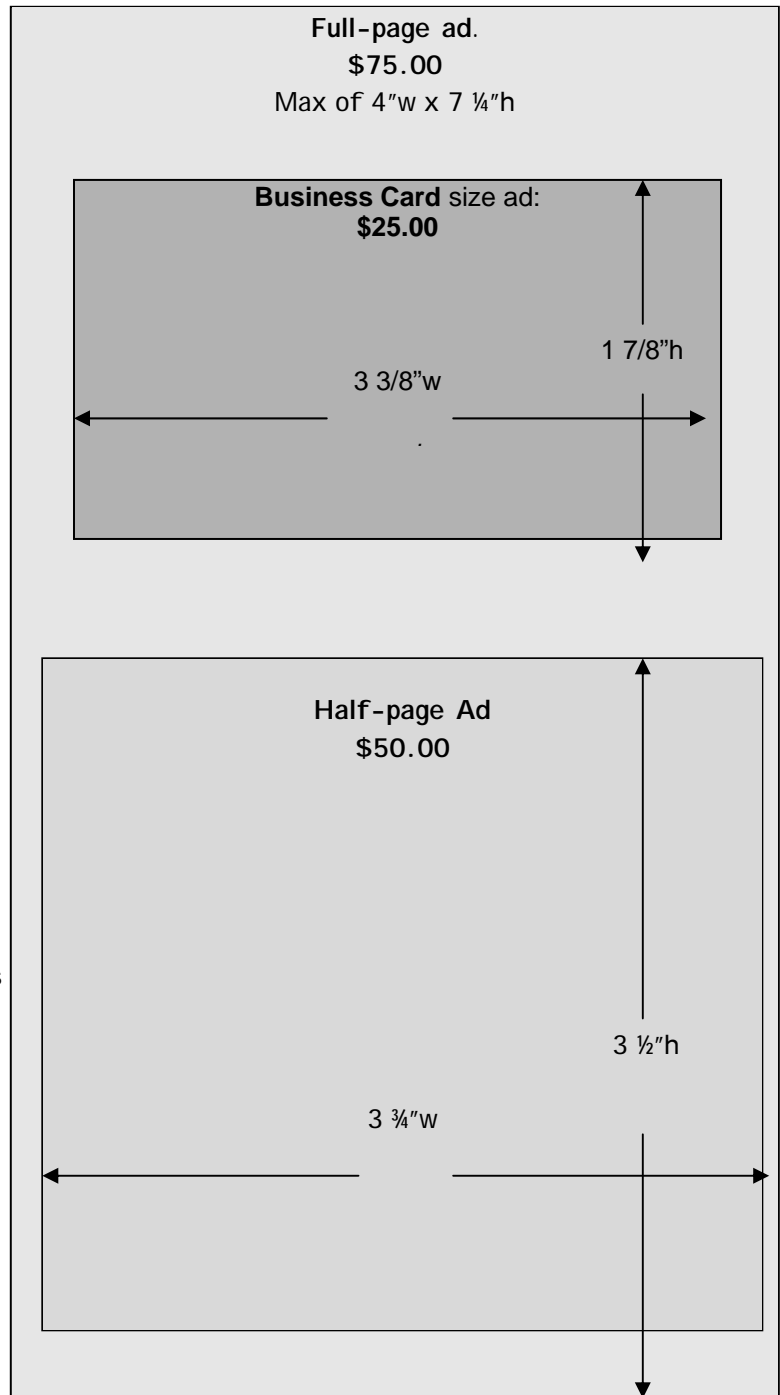
**An additional fee of \$10 will apply if you need us to make any adjustments**

Ads may consist of any information about you, your booth, or your business.

Many exhibitors include coupons or discounts for customers to visit them at their booth, their office, or to see them at another event.

**Questions? Contact:**

Katherine King  
615-463-7677 (store)  
615-582-7099 (cell)  
katherine@galacticexpo.com



For booth rental or more information, contact Katherine:

**The Galactic Expo**

1701 Portland Avenue Nashville TN 37212-3811

katherine@galacticexpo.com

615-463-7677 or 615-582-7099

www.GalacticExpo.com

## Contract, Terms, & Conditions

### The Galactic Expo

#### Date and Location:

- May 16-17, 2009.
- Agriculture Hall ~ Tennessee State Fairgrounds, 500 Wedgewood Avenue, Nashville, TN 37203

#### Set-Up / Check-In / Show Schedule / Break-Down:

- **Set up:** is from 12 noon to 7 pm CST on Friday.
- **Check in:** Please register at table at front of building, before setting up, to pick up ID badges and vendor packets.
- **Unloading on Friday and Loading on Sunday:** Easy ground level access is available at the main entry doors in the front of the buildings as well as two sets of doors on the right side of the building.
- **On Saturday & Sunday FOR SECURITY REASONS:** only the Main entrance doors can be used for entry or exit from the buildings.
- **Show Hours:** Saturday 10am – 7pm. Sunday 10am – 6pm. Nashville is on Central Time – CST.
- Doors will open for exhibitors at 9:00 am on Saturday and Sunday.
- Please be set up and ready by 9:30am each day.
- **Break Down:** Booths are to remain open through closing of the show at 6pm on Sunday. If there are circumstances that require you to breakdown and leave prior to the close of the show, please make prior arrangements with us. You must be packed and out of the hall by 11:00 pm on Sunday.

#### Booth Pricing and Booth Choices:

- All booths except for 5 are 10' x 10' and are \$240 each.
- There are 5 over-size booths. Prices are marked on the floorplan.
- This is a 2-day event. The booth cost is for both days.
- Multiple booth discounts have been discontinued.
- Reader/retail and premium booth pricing has been discontinued.
- Booths assignments will begin in August. All booths are rented on a first come-first serve basis. Returning vendors are placed first. You may enter booth choices on your registration form. We keep a balance of vendors in all categories. If we reach our maximum in your category, we will keep you on our cancellation / waiting list.
- A completed registration form and deposit is required to hold your booth.
- A completed registration form and deposit is required to keep you on the cancellation / waiting list.
- Your checks or payments will not be deposited until you have been assigned a booth.
- Registration forms are not carried over from year to year. You must resubmit a registration form for each show.

#### Miscellaneous Information:

- We do offer exclusivity to some products. All products and services offered in your booth must be approved by the show. You must notify the show of all products and services you will be offering, even if you do not want them listed in the program or on the expo website.
- All exhibitors must complete a registration form.
- All sharing exhibitors must complete a 'Sharing Exhibitor' registration form.
- **ALL FOOD & DRINK** samples must have prior approval of the fairgrounds. Concession is provided by the fairgrounds.

#### Each booth comes with:

- All booths are 10' x 10' and come with gold pipe and draping. 8'H draping at the back of the booth, and 3'H on the sides.
- Two single rows in the aisle have 3'H draping only and no 8'H back draping.
- Metal folding chairs provided as needed.
- One rectangular table. Tables are 6' x 2 ½' or 8' x 2 ½'. Tables are unskirted. You will need to provide table covering.
- One 8 ½" H x 14" W white cardstock paper booth sign.
- One table of contents listing per sign.
- Up to four ID Badges per booth for you, your sharing vendor and booth workers.
- One 30-word program description.
- One 100-150 word website description.

#### Electricity:

- Electricity is in place and available at booths located along the walls at no additional cost.
- Electric drops are available for all other booths at a cost of \$25 in advance of the show, \$35 beginning May 1<sup>st</sup>.
- Outlets must be shared, whether they are along the wall, or from the drop. Please remember to bring surge protectors, power strips, and extension cords.

#### Additional Tables:

- Additional 6' or 8' tables are \$8 each in advance or \$12 each beginning May 1<sup>st</sup>.
- Card tables are not provided-please remember to bring your own.

#### Sharing of Booth Spaces:

- Booths may be shared with show approval only.
- Sub-letting of your booth is **not** permitted.
- The primary contact person is responsible for all payments or payment arrangements and for informing helpers and others in their booth of all terms and conditions of the show. For anyone sharing your booth, a Sharing Vendor Form, listing services and products being offered must be turned in with your registration form or mailed to us in a timely manner.

*The Galactic Expo*

1701 Portland Avenue Nashville TN 37212-3811

Contact: Katherine ~ [katherine@galacticexpo.com](mailto:katherine@galacticexpo.com) 615-463-7677 or 615-582-7099

### **Payments:**

- Booth deposits and any fees may be paid by cash, check, money order, or credit card via PayPal or credit card in person at Cosmic Connections. Make checks payable to: Galactic Expo and mail to 1701 Portland Ave, Nashville TN 37212.
- A \$100 deposit and a completed registration form is required to hold your booth.
- Booth assignments begin in August. Returning exhibitors are placed first.
- Final payment or payment arrangements due January 31, 2009 or your booth and deposit are forfeited.

### **Booth Cancellations / Refunds**

- Should you have to cancel doing a show for any reason; a full refund of your booth cost will be issued only if it is more than 45 days prior to set-up day. A 50% refund will be issued if a cancellation is made less than 45 days prior to set-up day.
- Absolutely no deposits, payments, or fees will be refunded under any circumstances if a cancellation is made 30 days or less before set-up day.
- **You must register by 3pm Friday (unless you have made prior arrangements). If you have not registered, then your booth will be reassigned and you will forfeit your right to participate in the show and forfeit all fees and monies paid.**

### **\$1 OFF Admission Coupons:**

- You are welcome to copy and hand out as many of the coupons as you wish.
- We can e-mail you a sheet of coupons that you can, in turn, e-mail to your customer database if you wish.
- Coupons are 'paper savers', permitting more than one person to use the same coupon.
- Approximately one week after the Expo, your coupon rebate will be mailed to you at the rate of \$1 for every person who used your coupon to attend the show. Amount refunded is up to, but not exceeding, the cost of your booth.
- Fairgrounds regulations prohibits handing out coupons on fairgrounds property or doing any other type of soliciting at our event, or other events, for our show, or any show which is in progress.

### **Lectures / Mini-Seminars:**

- All seminars are free to the customer, presented free by the exhibitor, and presented at no cost to the exhibitor.
- Each lecture is 30-45 minutes long, including any question and answer period you may want to include.
- Please include a topic and description on your registration form if you are interested in presenting a lecture.
- Seminars will be finalized in January.
- We offer a limited number of paid seminars. These are chosen at the discretion of the show, and prices for admission to them are set by the show.

### **Other Information:**

- Due to **fire and safety regulations**, aisles must be kept clear of displays, furniture or other items. All displays and merchandise must be kept inside the allotted space. **We are not permitted to have open flames.**
- Signs and advertisements must be kept in allotted space. Banners/signs promoting you or your business may be hung from the draping.
- We are not permitted to place anything on the walls of the building.
- All exhibitors are expected to keep their exhibit space clean and attractive.
- Exhibitors may not display any object that would be considered offensive or in poor taste and agrees to remove said objects if asked to do so by management.
- All exhibitors are considered independent contractors and all necessary permits, licenses, insurance, credentials, and taxes are the sole responsibility of all participants.
- Each exhibitor is responsible for the security at their booth during expo hours. We provide security during show hours. The building is locked after hours, and roving security and an alarm system are provided during off hours.
- Alcoholic beverages, illegal substances, or illegal activities are not permitted on premises.
- Management expects and requires all exhibitors to behave in a professional and ethical manner at all times. No inappropriate language or body contact is permitted.
- Management reserves the right to ask exhibitors to leave because of unprofessional, unethical, or unacceptable behavior that exhibits gross disrespect for another person or persons and/or their rights and/or property. If exhibitor is asked to leave, all fees, deposits, and payments are forfeited, and they may be prohibited from participating in future events.
- In the event that a show becomes unusable or cancelled due to causes not within our control, exhibitors release The Galactic Expo and Katherine King from all claims, damages, or loss. Refunds will be issued on a pro-rated basis, less all expenses incurred by the show.
- The Galactic Expos reserves the right to determine the eligibility of each exhibitor to participate in the shows. This right may be exercised before or during the show, even if booth deposits or payments have been made.
- **Management assumes no risk.** By acceptance of this agreement, the Exhibitor agrees to hold harmless Katherine King and The Galactic Expos, and releases the Management from any and all liability for damage, injury, or loss to any person, property, or goods, which may arise during or as a result of this event.

**\*\*\*Prices for services are required to be clearly posted\*\*\***

*All exhibitors set their own prices for services and merchandise.*

*It is your responsibility to collect payment from the customer.*

**Questions? Contact Katherine King: [katherine@galacticexpo.com](mailto:katherine@galacticexpo.com)**

**1701 Portland Avenue ~ Nashville, TN 37212-3811 615-463-7677 or 615-582-7099**



**Galactic Expo**  
1701 Portland Avenue Nashville, TN 37212  
615-463-7677 or 615-582-7099  
615-463-3290 fax

**May 16-17, 2009**

The Galactic Expo is held at the:  
**Tennessee State Fairgrounds**  
500 Wedgewood Avenue, Nashville, TN 37203  
Agriculture Hall & Banquet Halls

## SHARING VENDOR APPLICATION

- Please write or print clearly.
- Read terms & conditions and sign registration form / contract on back.
- Deposit with completed registration form is required to hold your space.
- Make checks payable to: The Galactic Expo. Mail to: 1701 Portland Avenue Nashville, TN 37212-3811.
- Booth assignments being in August. Returning exhibitors will be placed first.
- Questions?: Contact: Katherine 615-463-7677 or 615-582-7099 or katherine@galacticexpo.com

### Name on Optional 2nd Booth Sign, Program Listing, & Website should read:

(One sign included with each booth fee generally goes to the primary booth holder. This additional sign is \$5 and includes one table of contents listing . **City & State to be printed on sign**

### Description for Program:

(30 words total per booth-even if sharing. (You may send 100-150 words per exhibitor for website, at no charge)

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### One Phone number OR e-mail OR website to list in program:

(You may include more than one contact, just count it as part of your 30-word description)

**Names for ID Badges:** 1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

### **I would be interested in doing a 30-45 minute mini-seminar on one of the following topics:**

(30 word or less description. You may send 100-150 for website)

1).Title: \_\_\_\_\_

Description: \_\_\_\_\_

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2).Title: \_\_\_\_\_

Description: \_\_\_\_\_

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\*We do give exclusivity to some products. Be sure to inform the show of all products or services being offered in your booth.

**The Galactic Expo**  
1701 Portland Avenue Nashville TN 37212-3811  
katherine@galacticexpo.com www.galacticexpo.com  
615-463-7677 615-582-7099

Name of Primary Person in Booth: U

Booth choices: First choice: \_\_\_\_\_ Second choice: \_\_\_\_\_ Third choice: \_\_\_\_\_

**TABLE OF CONTENTS CATEGORIES.** (One per booth/sign included with fee. Additional categories may be purchased for \$2)

\_\_\_\_\_ *Alternative Healers, Bodywork, Energywork, Massage Therapies.*

\_\_\_\_\_ *Books ~ Gifts ~ Clothing*

\_\_\_\_\_ *Aromatherapy*

\_\_\_\_\_ *Crystals ~ Jewelry*

\_\_\_\_\_ *Astrology & Aura Photography*

\_\_\_\_\_ *Health ~ Nutrition ~ Supplements ~ Health Information*

\_\_\_\_\_ *Authors ~ Tours ~ Retreats*

\_\_\_\_\_ *Psychics ~ Intuitives ~ Mediums ~ Channels*

\_\_\_\_\_ *Body ~ Mind ~ Spirit*

\_\_\_\_\_ *Visionary Art ~ Music*

Each booth comes with metal folding chairs as needed and one rectangular table.

Table sizes are: 6' x 30" or 8' x 30". Coordinate tables & chairs with Primary booth holder please.

Tables ordered after May 1<sup>st</sup> are \$12 each. Electric ordered after May 1st is \$35.

**COST OF BOOTHS:** Booths are \$240 each. **The five oversize booths are marked on the floorplan.**

**Booth Fee: #** \_\_\_\_\_

**Additional Booth Signs (\$5)** \_\_\_\_\_

\_\_\_\_\_ (Includes one table of contents listings.)

**Additional Table of Contents Listings (\$2)** \_\_\_\_\_

\_\_\_\_\_ (one listing is included with each sign)

**Additional 6' Tables (\$8)** \_\_\_\_\_

\_\_\_\_\_ (bring table covering)

**Additional 8' Tables (\$8)** \_\_\_\_\_

\_\_\_\_\_ (bring table covering)

**Additional ID Badges/Admission (\$4)** \_\_\_\_\_

\_\_\_\_\_ (up to 4 are included with booth fee)

**Electricity (\$25 for island booths only)** \_\_\_\_\_

\_\_\_\_\_ (Aisle booths only. No charge for wall booths)

**Additional Program Advertising** \_\_\_\_\_

\_\_\_\_\_ (\$25 ~ \$50 ~ \$75. See advertising sheet)

**Additional Tote Bag Advertising** \_\_\_\_\_

\_\_\_\_\_ (check with us for pricing. Limited availability)

(up to 600 bags are given away FREE at the expo)

**TOTAL DUE:** \_\_\_\_\_

**Less Deposit:** \_\_\_\_\_

\_\_\_\_\_ (A \$100 deposit required with primary form. )

**BALANCE DUE:** \_\_\_\_\_

\_\_\_\_\_ **Balances due in full by January 31, 2009**

**Contact Information** *Notify the Galactic Expo of any change or risk losing your booth if we are unable to contact you:*

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

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

City / State / Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Please link me to your website using my: E-mail Website No link

**I have read, understand and agree to abide by the terms and conditions of this contract.**

As the primary contact person, I agree to be responsible for all payments and fees and to inform all other exhibitors and helpers in my booth of all terms and conditions. All exhibitors are required to sign a registration form.

I understand that if I cancel participation in this event within 30 days of set-up day, I lose all fees and monies paid.

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

I will help spread the word about the Expo in my area or my business. I will help in the following ways:

\_\_\_\_\_ I will email an Expo flyer to my database. Please send to email above.

\_\_\_\_\_ Send me \_\_\_\_\_ 8 1/2" x 11" flyers. I will post them around my area, in my office/business, or send to my clients.