- **Early Registration Discounts**
  Turn in your contract by October 16, 2026 and receive **5% off your total booth charges.**

- **Pricing Structure**
  Exhibit at all 6 shows: Pricing is $850 for the 1st & 2nd 10x10 booths (each), and $800 for each 10x10 booth thereafter. (Pricing remains the same as it has been since 2011!)

  Exhibit at 4-5 shows: Pricing is $900 for the 1st & 2nd 10x10 booths (each), and $850 for each 10x10 booth thereafter.

  Exhibit at 2-3 shows: Pricing is $950 for the 1st & 2nd 10x10 booths, (each) and $900 for each 10x10 booth thereafter.

  Exhibit at 1 show: Pricing is $1,000 for the 1st & 2nd 10x10 booths, (each) and $950 for each 10x10 booth thereafter.

- **Payment Plan**
  Total booth charges will be split into 11 payments. The first payment will be due at the time of contract submission, with the remaining 10 payments due monthly on the 15th of each month.

- **Door Prizes Update**
  In order to provide attendees with a variety of door prizes that are a true sampling of products for sale in the Vendor Faire, each exhibitor is required to provide two door prizes with a retail value of $10 for every booth space you secure. One of the booth prizes will be a physical prize delivered to the CKC/GASC Information Desk to be utilized at the show management's discretion, the other per booth prize will be in the form of a voucher that show management will print for attendees to redeem for a door prize at your booth.
  *(For exhibitors with more than 3 booth spaces, vouchers will be for the total number of booths, physical prizes will be a max of 3 physical prizes per event). Refer to page 11 for this updated text.

- **Get the tables you need**
  As always, CK Scrapbook Events will provide one 8' table, per 10' x 10' exhibit booth **(when ordered prior to show)**. To receive additional table(s), you must order and pay for them in advance through the show decorator. **If you own your table, that is fine.**

  Keep in mind that one 8' table is always included with each Demo Booth.

- **Added value and new ways to connect with customers**

  Diamond Affiliate program! To qualify, you must have participated at the Platinum Affiliate level for both of the 2025 & 2026 show seasons. By participating on an all-show basis, you are entitled to participate in our Diamond Affiliate program with benefits such as priority booth placement and logo placement as an official partner with CKC & GASC.

  If you would rather design your own Affiliate package to address your company objectives, the Platinum, Gold, Silver, and Bronze Affiliate programs offer A La Carte options. Decide on your commitment level, the extent to which you will participate in the CKC & GASC events, and select the options that work best for you.

  Finally, customize your Affiliate opportunities and choose the program benefits that hold the most value to you! Based on your program participation, you can select the exact ways you'd like to be recognized for your efforts. Plus, enhance your recognition and marketing efforts by purchasing additional promotional opportunities such as advertising in our show programs or inserting a coupon in the CKC & GASC email blast sent to all pre-registered attendees!

Now that you've studied up on the changes to the CKC & GASC Exhibitor and Affiliate program, you're ready to start registering! We'll contact you in the following months to confirm your show placement as we look forward to a successful event season in 2027!

Questions or need help? Contact Todd Friedli at 801.414.8254 or e-mail todd@ckscrapbookevents.com

2027 CKC & GASC COVER SHEET

Company* _____ Contact _____

Address _____ City _____ State ___ Zip _____

Phone _____ E-mail _____

Web site URL _____

* List company name exactly as you would like it to appear on recognition materials.

EMAIL contract to: todd@ckscrapbookevents.com

MAIL

CK Scrapbook Events, LLC
Attn: Todd Friedli
2334 Mont Blanc Drive
Riverton, UT 84065

Submit these forms, required from every CKC exhibitor/Affiliate:
□ CKC Cover Sheet
□ Terms & Conditions
□ W-9 (Only if teaching classes)

Submit these additional forms based on participation:
□ Exhibitor Contract
□ Class Proposal Form
□ Affiliate Program Enrollment Forms
□ Affiliate Program & Promotional Opportunities Form

BECOME AN OFFICIAL SHOW AFFILIATE

The excitement of Creating Keepsakes Conventions (CKC) and Great American Scrapbook Convention (GASC) is contagious and full of activities and benefits to help you profit as an official exhibitor. You're sure to find many opportunities to build enthusiasm about your products and keep avid scrapbookers raving about your company.

How can you get involved? Impress crowds of scrapbookers and increase brand awareness with latest-and-greatest product donations. Teach a class, host a make-and-take and/or present a technique project to earn valuable time with scrapbookers as you inspire new ideas and techniques. Get your company name and image out when you participate in a variety of other activities, including crop games, contests and more! If you're an exhibitor, your participation in the Affiliate Program can give you added advertising to boost sales in the Vendor Faire, plus prime real estate on the exhibitor floor. We hope you take advantage of all the opportunities available. If you have any questions or would like to discuss additional ways to be promoted at the conventions, contact: Todd Friedli at 801.414.8254 or todd@ckscrapbookevents.com

EXHIBITOR INFORMATION REQUEST

1. Please list the exhibitor(s) you would NOT like to be placed next to: _____ _____ _____

2. If you have 4 or more booths, would you prefer them: ___in a straight line ___quad formation ___doesn't matter.

3. I would like my booth location to be (please check all that would work – **requests not guaranteed**):

___ right of the entrance	___ near door prize pick-up	___ towards the back
___ left of the entrance	___ towards the front	___ on a corner
___ near door prize drop-off	___ in the middle	___ near concessions

4. List the top 5 product/product brands you would like listed in the show program:

_____

_____

EXHIBITOR GUIDELINES

1. *CK Scrapbook Events, LLC* reserves the right to determine 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.
2. All exhibits must be professional in appearance. All additional stock not immediately being displayed must be placed out of sight whenever possible. Exhibits must meet facility and fire marshal guidelines.
3. Unloading should be done quickly as space is limited. Vehicles may not be parked in loading area for extensive periods of time. Violators may be ticketed and/or towed at the exhibitor's expense.
4. Exhibits must remain open and staffed at all times during the official exhibition hours. Any exhibit set up or torn down during exhibition hours will be fined $100 due to the added risk of injury to other exhibitors, attendees or show staff. Please note that pallets or any booth tear-down items may not be brought onto the show floor until announcement is made that the show floor is clear of all attendees.
5. No food or drink, or other promotional measures are permitted without written authorization of *CK Scrapbook Events, LLC* in advance of the convention. Distribution of helium balloons is not allowed. Distribution of any material must be approved by *CK Scrapbook Events, LLC* and must be distributed from within the exhibitor's own space.
6. The convention is open to the general public. Exhibitors shall provide buyers with receipts for all sales. Exhibitors shall be solely responsible for obeying state or local sales tax laws.
7. It is not allowed for an uninvited exhibitor to enter another exhibitor's booth at any time. Violators will be subject to ejection from the convention and fined $500. Exhibitors shall not photograph or record by any means another exhibitor's booth without the express permission of said exhibitor.
8. Salesmen may not loiter, solicit, trade or congregate in the aisles, booth entrances, or in the lobby areas. Selling or soliciting in the aisles or any show area is PROHIBITED.
9. Exhibitors are restricted to their designated space, access aisles, and service areas until the convention opens to the public. *CK Scrapbook Events, LLC* shall have sole control over admission of visitors to the exhibits or functions. No exhibitor or buyer will be admitted without a badge.
10. Use of audio or any other device that creates excessive noise or disrupts adjoining booths is prohibited.
11. If offering a Make & Take in your booth, the maximum price you can charge is $10.00.
12. For safety purposes, all children under the age of 16 must remain in their assigned booth during set-up and tear-down time periods.

EXHIBITOR PAYMENT/CANCELLATION TERMS

If payment is not received in full by the final payment deadline, exhibitor will be removed from show and sent to collections. Booth fees are due to *CK Scrapbook Events, LLC* 60 days prior to event**. Exhibitors will not be allowed on the show floor until all booth fees have been paid in full.**

All cancellations must be made in writing to *CK Scrapbook Events, LLC* and received 90 days before the show, Management will refund up to 75% of all fees if cancellation is prior to 90 days of event. **NO REFUNDS WILL BE MADE FOR CANCELLATION WITHIN 90 DAYS OF CONVENTION.**

If the exhibitor does not meet the rules and regulations or terms of the completed registration forms, the coordinators reserve the right to retain any or all payments made by exhibitor. An exhibitor may initially be declined space or be removed from a show should they have any outstanding balances to be paid to CK Scrapbook Events, LLC.

In the event that classes, which the class sponsor has contracted to teach, must be cancelled after class information has been published, (either via the internet or traditional printed materials), and refunds must be issued to the participants, the class sponsor agrees to pay to *CK Scrapbook Events, LLC* a $13.00 administrative fee per registered student per class hour to underwrite the cost associated with issuing those refunds and to offset lost revenue. In the event cancellation occurs within 45 days of the close of pre-registration or on-site at the event, the sponsor will pay the entire class price per ticket sold.

CK Scrapbook Events, LLC reserves the right to bill Affiliates at the buy-in rate for Affiliate requirements which are unmet or not fulfilled.

LIABILITY, SECURITY, & INSURANCE

All exhibitors must obey all rules and regulations set by the Show Location Management (SLM), its officers, directors, & agents, city, Fire/Police Departments & *CK Scrapbook Events, LLC*. No smoking will be allowed inside any show facility.

CK Scrapbook Events, LLC and SLM 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 signing the application for exhibit space, agrees to protect, indemnify, and hold harmless *CK Scrapbook Events, LLC* and SLM from any 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. *CK Scrapbook Events, LLC* and the SLM 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, *CK Scrapbook Events, LLC* and the SLM to the exhibitor for any breach of this contract shall be for the refund of amounts paid by the exhibitor less the deposit.

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.
CK Scrapbook Events, LLC or the SLM will not offer insurance protection.

SHOW CANCELLATIONS AND ACTS OF GOD
The producers of *CK Scrapbook Events, LLC* and the SLM will not be responsible if the convention is canceled due to terrorism, war, fire, earthquake or other Acts of God. If the coordinators cancel the convention, all registration fees paid by exhibitors will be refunded.

COMPETITION
CK Scrapbook Events, LLC does not guarantee that competing businesses will not be allowed to exhibit at this event.

ISSUES NOT COVERED HEREIN
The coordinators 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 the coordinators.

CK Scrapbook Events, LLC reserves the right to demand release of space before or during the show for failure or refusal of exhibitors or their representatives to conform to the rules and regulations or failure to pay all space rental costs or other applicable fees; to rent the booth to another exhibitor at any time; to offer requested space when available to make space assignments; to reject any applications as this is a closed convention and displays and products must conform to the general nature of the convention and be compatible with the character and objective of the convention. *CK Scrapbook Events, LLC* reserves the right to amend, without written notice these rules, regulations and conditions or to issue amendments or modifications as it deems necessary.

Advertisement Terms
To be included in the show materials handed out to each attendee, all logos and coupons must be received and **paid in full** by the deadlines indicated. Advertiser assumes responsibility for providing advertising material prior to the deadline date. If an advertiser's materials are not received by the deadline, a $25 rush fee will be applied. *CK Scrapbook Events, LLC* cannot be held responsible for logos and coupons not included in the show materials if they are not received by the deadlines herein. Once this contract is signed and submitted, all contracted fees are due regardless of whether client completes the contracted activity or not. All logos and coupons are subject to approval by *CK Scrapbook Events, LLC.*

By signing below, you the exhibitor agree to all outlined here on the Terms & Conditions.

Signature of Authorized Applicant

Date

2027 CKC & GASC EXHIBITOR CONTRACT

Company* _____ Contact _____

Phone _____ E-mail _____

Name of billing contact_____ Phone_____

Check all that apply: □ Manufacturer □ Retail store □ Independent consultant/Rep. □ Other: _____

* List company name exactly as you would like it to appear on recognition materials.

CONVENTION	10X10 BOOTH INCREMENTS	# OF BOOTHS
□ **CKC-St. Louis** April 16-17, 2027 Gateway Center Collinsville, IL	□ First two 10' x 10' booths □ Add'l 10' x 10' booths	1st & 2nd _____ Add'l _____ **St. Louis Booth Count Total** _____
□ **GASC-Arlington** June 11-12, 2027 Arlington Expo Center Arlington, TX	□ First two 10' x 10' booths □ Add'l 10' x 10' booths	1st & 2nd _____ Add'l _____ **GASC Booth Count Total** _____
□ **CKC-Charlotte** July 9-10, 2027 Hickory Metro Convention Center Hickory, NC	□ First two 10' x 10' booths □ Add'l 10' x 10' booths	1st & 2nd _____ Add'l _____ **Charlotte Booth Count Total**_____
□ **CKC-Houston** July 30-31, 2027 Caney Pines Convention Center New Caney, TX	□ First two 10' x 10' booths □ Add'l 10' x 10' booths	1st & 2nd _____ Add'l _____ **Houston Booth Count Total** _____
□ **CKC-Lancaster** August 13-14, 2027 Lancaster County Convention Center Lancaster, PA	□ First two 10' x 10' booths □ Add'l 10' x 10' booths	1st & 2nd _____ Add'l _____ **Lancaster Booth Count Total** _____
□ **CKC-Manchester** October 1-2, 2027 The Center of New Hampshire Manchester, NH	□ First two 10' x 10' booths □ Add'l 10' x 10' booths	1st & 2nd _____ Add'l _____ **Manchester Booth Count Total** _____

DEMO BOOTHS

Demo booths are located with pipe and drape on the show floor.

□ CKC-St. Louis 1 booth @ $595 = $ _____
□ GASC-Arlington 1 booth @ $595 = $ _____
□ CKC-Charlotte 1 booth @ $595 = $ _____
□ CKC-Houston 1 booth @ $595 = $ _____
□ CKC-Lancaster 1 booth @ $595 = $ _____
□ CKC-Manchester 1 booth @ $595 = $ _____

Demo Booth/Table Total = $ _____

CROP SALES TABLE

Check the show(s) and specify the night where you'd like to host a crop sales table:

□ CKC-St. Louis #____nights @ $100 $ ____
□ GASC-Arlington #____nights @ $100 $ ____
□ CKC-Charlotte #____nights @ $100 $ ____
□ CKC-Houston #____nights @ $100 $ ____
□ CKC-Lancaster #____nights @ $100 $ ____
□ CKC-Manchester #____nights @ $100 $ ____

Crop Sales Table Total = $ _____

No charge for Diamond or Platinum Affiliates.

PAYMENT SUMMARY

Total Vendor Faire booth cost (refer to Pricing Structure on Pg. 1 or 6)	**$**
Total Demo Booth cost	**$**
Total Crop Sales Table cost	**$**
Total Advertising cost	**$**
5% Early Bird Discount (if applicable)	**$**
Grand Total due	**$**
Monthly Payment (Grand Total/11)	**$**

Payment
□ VISA □ MasterCard □ American Express □ Discover

Credit Card Account # _____

Exp. Date _____ CVV Code _____

Cardholder's Name _____

Authorized Signature _____

2027 PAYMENT SCHEDULE

The Grand Total due will be split into 11 payments. The first payment will be taken at the time of contract submission. The remaining 10 payments will be invoiced and charged on the 15th of each month, thereafter.

Pricing Structure!
Exhibit at all 6 shows: Pricing is $850 for the 1st & 2nd 10x10 booths (each), and $800 for each 10x10 booth thereafter.
(Pricing remains the same as it has been since 2011!)

Exhibit at 4-5 shows: Pricing is $900 for the 1st & 2nd 10x10 booths (each), and $850 for each 10x10 booth thereafter.

Exhibit at 2-3 shows: Pricing is $950 for the 1st & 2nd 10x10 booths (each), and $900 for each 10x10 booth thereafter.

Exhibit at 1 show: Pricing is $1000 for the 1st & 2nd 10x10 booths (each), and $950 for each 10x10 booth thereafter.

2027 CKC & GASC DIAMOND-LEVEL AFFILIATE ENROLLMENT

Company* _____ Contact _____

Phone _____ E-mail _____

Check all that apply: □ Manufacturer □ Retail store □ Independent consultant/Rep □ Other: _____

* List company name exactly as you would like it to appear on recognition materials.

For our most highly involved, supportive exhibitors the Diamond Affiliate program rewards you for your continued participation that contributes to the success of CKC & *GASC! By participating in all shows, according to the requirements below, you are entitled to participate in our most premier Affiliate program, including recognition benefits such as priority booth placement and logo recognition as an official partner with CKC & *GASC. *please note that the booth placement policy for GASC will remain the same as previous years.*

PARTICIPATION REQUIREMENTS

□ **DIAMOND**

To qualify, you must have participated at the Platinum Affiliate level for both of the 2025 & 2026 show seasons.

Required to exhibit and teach at all shows listed below:

□ CKC-St. Louis □ GASC-Arlington □ CKC-Charlotte □ CKC-Houston □ CKC-Lancaster
□ CKC-Manchester

Diamond

	Required to attend and have a crop sales table or sponsor an activity for 1 of the crop nights
	Teach 3 unique classes per day (Exceptions must be approved) *Note: CK Scrapbook Events, LLC reserves the right to cancel under-performing classes or when rooms are limited.*
	Provide requested product and participate in the Thursday Night Work & Shop
	Spotlight Sponsor at 2 crops as assigned by CK Scrapbook Events, LLC
	Provide 5 items valued at $10 to be used for crop prizes/giveaways.
	Provide 1 prize valued at a minimum of $25
	Welcome attendees during Early Bird festivities (Friday morning before Vendor Faire opens). Announce your show special. Provide giveaways and/or prizes with combined retail value of $100.

*To qualify as a Diamond Affiliate, you must participate in all the above requirements.

DIAMOND LEVEL BENEFITS

As an elite Diamond Affiliate level, you will be offered the exclusive benefit of priority show placement and priority booth placement inside the Vendor Faire.

- Recognized as an official CKC & GASC event partner
- Exclusive participation and recognition in the Thursday Night Work & Shop
- Company logo in show materials
- Company logo on event marketing pieces
- Company logo on convention website
- Recognition as Spotlight Sponsor at applicable crops
- Company logo on event signage
- 2 dedicated custom email blasts

2027 CKC & GASC PLATINUM-LEVEL AFFILIATE ENROLLMENT

Company* _____ Contact _____

Phone _____ E-mail _____

Check all that apply: □ Manufacturer □ Retail store □ Independent consultant/Rep □ Other: _____

* List company name exactly as you would like it to appear on recognition materials.

For our top-tier exhibitors looking to customize your Affiliate participation while continuing to receive top-tier recognition benefits, the Platinum level Affiliate program is for you. Participate as a Platinum Affiliate at the shows you choose, according to the requirements below, including recognition benefits such as priority booth placement and logo recognition as an official partner with CKC & *GASC. **please note that the booth placement policy for GASC will remain the same as previous years.*

PARTICIPATION REQUIREMENTS

□ **PLATINUM**
Please select the shows you would like to participate in at this level:

□ CKC-St. Louis □ GASC-Arlington □ CKC-Charlotte □ CKC-Houston □ CKC-Lancaster
□ CKC-Manchester

Platinum

	Required to attend and have a crop sales table or sponsor an activity for 1 of the crop nights
	Teach 3 unique classes per day (Exceptions must be approved) *Note: CK Scrapbook Events, LLC reserves the right to cancel under-performing classes or when rooms are limited.*
	Spotlight Sponsor at 1 crop as assigned by CK Scrapbook Events, LLC
	Provide 5 items valued at $10 to be used for crop prizes/giveaways.
	Provide 1 prize valued at a minimum of $25
	Welcome attendees during Early Bird festivities (Friday morning before Vendor Faire opens). Announce your show special. Provide giveaways and/or prizes with combined retail value of $100.

*To qualify as a Platinum Affiliate, you must participate in all the above requirements.

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PLATINUM LEVEL BENEFITS

As a Platinum Affiliate level, you will be offered the exclusive benefit of priority show placement and priority booth placement inside the Vendor Faire.

PLATINUM BENEFITS

- Company logo in show materials
- Company logo on convention website
- Company logo on event signage
- Recognition as a Spotlight Sponsor at applicable crops

2027 CKC & GASC GOLD, SILVER, BRONZE AFFILIATE ENROLLMENT

Company* _____ Contact _____

Phone _____ E-mail _____

Check all that apply: □ Manufacturer □ Retail store □ Independent consultant/Rep □ Other: _____

* List company name exactly as you would like it to appear on recognition materials.

For those exhibitors who find that they would rather design their own Affiliate package, the A La Carte Affiliate selection alternative is available. Participate as a Gold, Silver, or Bronze level Affiliate in the areas you choose, depending on your commitment level and the extent to which you will participate in the CKC & *GASC events. For those valued exhibitors with limited time or resources, we have also provided you with a buy-in option for all of the Affiliate choices. **please note that the booth placement policy for GASC will remain the same as previous years.*

PARTICIPATION REQUIREMENTS

Gold- Select **four** or more requirements of your choice, on a per show basis
Silver- Select **three** requirements of your choice, on a per show basis
Bronze- Select **two** requirements of your choice, on a per show basis

Select		√
	Provide 1 prize valued at a minimum of $25	
	Teach 2 unique classes per day (Exceptions must be approved) *Note: CK Scrapbook Events, LLC reserves the right to cancel under-performing classes or when rooms are limited.*	
	Participate and sell at a crop	
	Provide 5 items valued at $10 to be used for crop prizes/giveaways.	
	Welcome attendees during Early Bird festivities (Friday morning before Vendor Faire opens). Announce your show special. Provide giveaways and/or prizes with combined retail value of $100.	

Please select the shows you would like to participate in at this level:

□ CKC-St. Louis □ GASC-Arlington □ CKC-Charlotte □ CKC-Houston □ CKC-Lancaster
□ CKC-Manchester

2027 CKC & GASC AFFILIATE BENEFIT & PROMOTIONAL OPPORTUNITIES

Company* _____ Contact _____

Phone _____ E-mail _____

Check all that apply: □ Manufacturer □ Retail store □ Independent consultant/Rep □ Other: _____

* List company name exactly as you would like it to appear on recognition materials.

Choose the Affiliate benefits that hold the most value to you! Based on your Affiliate participation, you can select the exact ways in which you'd like to be recognized for your participation. In addition, as an official CKC & GASC participant or Affiliate, your name and link to your website will be automatically listed on the event website for each CKC & GASC in which you participate.

OPTIONAL BENEFITS AVAILABLE TO ALL CKC & GASC AFFILIATES

Diamond and Platinum Affiliates are automatically included in all Affiliate optional benefits as indicated.

Earned Gold Level Affiliates- Choose up to 4 Affiliate optional benefits
Earned Silver Level Affiliates- Choose up to 2 Affiliate optional benefits
Earned Bronze Level Affiliates- Choose up to 1 Affiliate optional benefits

In addition, regardless of your Affiliate level, you can purchase benefits above and beyond those you earn.

Promotional Benefits:	Included for	√	to select optional
Early Bird Festivities participation	Diamond Platinum		Gold Silver Bronze
Exclusive html e-mail blast to registered attendees	Diamond Platinum		Gold Silver Bronze
½ page ad in the show materials (or $100 discount on a full page ad)	Diamond Platinum		Gold Silver Bronze
Participate and sell at the crop	Diamond Platinum		Gold Silver Bronze

2027 ADDITIONAL PROMOTIONAL OPPORTUNITIES AVAILABLE FOR PURCHASE

Enhance your recognition and marketing efforts by purchasing enhanced promotional opportunities: √

Coupon included on the exhibitor coupon email Promote your show special to the most avid attendees.		$75 per coupon, per event
Black and white show materials ad Advertise your products and services to CKC & GASC event attendees by advertising in the official show program.	____ ____ ____	$250 full page $150 ½ page $100 ¼ page per event

EXHIBITOR TABLES

Each exhibitor will receive one free 8' table per 10' X 10' booth. Additional tables can be ordered and paid for through the show decorator.

DOOR PRIZES

In order to provide attendees with a variety of door prizes that are a true sampling of products for sale in the Vendor Faire, each exhibitor is required to provide two door prizes with a retail value of $10 for every booth space you secure. One of the booth prizes will be a physical prize delivered to the CKC/GASC Information Desk to be utilized at the show management's discretion, the other per booth prize will be in the form of a voucher that show management will print for attendees to redeem for a door prize at your booth. *(For exhibitors with more than 3 booth spaces, vouchers will be for the total number of booths, physical prizes will be a max of 3 physical prizes per event). **Please Note: These Door Prizes are a contribution to the event, per booth, and required of every exhibitor. They are separate from any affiliate level prize requirements.

2027 CKC & GASC CLASS PROPOSAL

Company* _____ Contact _____

Phone _____ E-mail _____ Web Site URL _____

Check all that apply: □ Manufacturer □ Retail store □ Independent consultant/Rep □ Other: _____

* List company name exactly as you would like it to appear on recognition materials.

CLASS PROPOSAL

□ **Please submit a W-9 with your class proposal.**

Proposed for (Check all that apply. Submit a separate form for each class.): Please note you must be an exhibitor or have your product represented on the vendor floor to propose classes. Limited exceptions apply.

□ CKC-St. Louis, due 11/1/26
□ CKC-Houston, due 2/1/27
□ GASC-Arlington due 12/15/26
□ CKC-Lancaster, due 2/15/27
□ CKC-Charlotte, due 1/15/27
□ CKC-Manchester, due 4/15/27

We're looking forward to a great year and we are thrilled you are interested in teaching at our events! As you are preparing your classes, please take note of the following suggestions and policies:

What type of class should I teach? Students enjoy a variety of classes including 12x12 layouts, cards, mini albums, mixed media, digital and photo decor with both a simple design or interactive elements and techniques. When considering projects or pages with a specific theme, please make sure the theme is clearly stated in the class description. We have noticed classes with broader themes appeal to a larger audience. Please make sure that your students will be able to complete the class project in the allotted time frame of your class.

Please submit new class proposals for the new show year (one form per unique class). The class title, description and project you propose **must** differ from the previous year's classes. New classes can teach similar techniques as the previous year.

We are here to help you. Please don't hesitate to contact us with any questions about classes, projects or pricing. We want your classes to be successful!

The information below is required before a class will be accepted.

Class Title _____
Please limit the length of your class title. Excessively long titles may be edited for length on the web site and on printed tickets.

Class Instructor _____ **Class Sponsor** _____

Instructor Cell Phone _____ **Instructor E-mail** _____

Detailed Class Description: Must include title that is catchy, enticing and descriptive, class sponsor link, clear description of project, class supplies needed for the class, skill level, information on what will be made during class, product received/played with in class and techniques learned in class. Please send your class description(s) via e-mail to **Brooke Mathewson** at brooke@ckscrapbookevents.com Class description template can be sent upon request.

The following information must be submitted via e-mail before your class proposal will be accepted:
□ Class title and description (see detailed class description above)
□ Web ready/Hi-Res Image of class projects in a jpg format. Image is required and will be posted on our web site to help promote your class.
□ Yes, my class includes a class handout with step-by-step instructions and an image of the completed project.

Class price and length:
Pricing details: ***Please note that there is a $13.00 class fee per student per hour, to the show promoter.*** If you choose to teach a 1 ½ hour class, the class fee per student is $19.00. A 2 hour class has a class fee of $25.00 per student.
Minimum class price is $13.00 per hour (with no class reimbursement to instructor).

Class Length: □ 1 hour □ 1.5 hours □ 2 hours (upon approval)

□ Yes, my class project can be completed during length of class.

Class Price: _____
(Please list the class price to be posted on the website. Class price should include your cost plus the class fee as noted above.)

Please let us know of your A/V needs by checking the appropriate box below. CK Scrapbook Events, LLC will provide a cart, power and screen in your classroom if you request it. Each instructor will be responsible for providing their own LCD projector and laptop. CK Scrapbook Events, LLC will provide AV contact information for each facility should you need to order any equipment.

Class Size

□ # of desired students: ____
□ Flexible
□ Max out room

Time Request*

□ Flexible □ Saturday morning
□ Friday morning □ Saturday afternoon
□ Friday afternoon/evening

* CK Scrapbook Events, LLC will try to accommodate all requests for time preferences. Please list any information you would like us to consider. **Please note that all class sponsors are subject to having evening classes if space does not allow for enough morning and day space.**

Audio/Visual Needs

□ Cart, power and screen

□ No A/V Needed

Note: A microphone will be provided for class size of 60+ students (based on availability)

Skill Level

□ Beginner
□ Intermediate
□ Advanced
□ All-levels
□ Fast-paced

Agreement to Instruct: By submitting this form, the class sponsor agrees that a representative of the sponsor company will teach this class at CK Scrapbook Events, LLC, as mutually agreed between the company sponsor and *CK Scrapbook Events, LLC*. The class sponsor agrees that if the named instructor is unable to teach after the class registration materials have been published, either via the web site or traditional printed materials, that it is the class sponsor's responsibility to secure a comparable substitute instructor. *CK Scrapbook Events, LLC* retains the right to approve or deny any instructor for any reason. In the event that classes, which the class sponsor has contracted to teach, must be cancelled after class information has been published, (either via the internet or traditional printed materials), and refunds must be issued to the participants, the class sponsor agrees to pay to *CK Scrapbook Events, LLC* a $13.00 administrative fee per registered student per class hour to underwrite the cost associated with issuing those refunds and to offset lost revenue. In the event cancellation occurs within 45 days of the close of pre-registration or on-site at the event, the sponsor will pay the entire class price per ticket sold. Class reimbursements will be issued Net 45 from show date. (Please allow 60 days for receipt of class reimbursements). To receive a class reimbursement, *CK Scrapbook Events, LLC* must have a current W-9 on file. Should you have any questions, contact **Brooke Mathewson** at brooke@ckscrapbookevents.com.

Other *CK Scrapbook Events, LLC* policies:

Capping Classes: When submitting class proposals, consider class sizes and list the maximum number of students you are able to accommodate for each show and class. This is the number of students you are committing to teach and the amount of space we are holding for you and your class at the show. If there are extenuating circumstances and class totals need to be changed prior to the event closing *CK Scrapbook Events, LLC* will charge a per student penalty of: $13.00 per 1 hour class, $19.00 per 1 ½ hour class and $25 per two hour class.

Onsite Sales in classes: There is **no selling** of any products allowed in the classrooms or hallways. Any and all products sold must be sold on the vendor floor from your booth. If you do not have a booth, you cannot sell product from your classroom or hallway. While we do encourage sales of retired class kits at your booth, please do not sell class kits for current classes which are offered in the class schedule and event from your booth. All class ticket sales for current classes must go through the CKC & GASC ticket booth.

Volunteers: We will plan on having a volunteer available to assist you in class. While we appreciate and acknowledge how hard our volunteers work please do not provide them with a class kit as a "thank you." *CK Scrapbook Events, LLC* provides volunteers with compensation in the form of gift cards, free passes, and additional gifts. While most instructors are complying with this policy, others are not and we have noticed that not complying with this policy causes resentment amongst volunteers and also encourages theft of class kits.

***CK SCRAPBOOK EVENTS, LLC* reserves the right to refuse your proposal. We will notify you via-e-mail if your class is accepted.**

Signature of Authorized Applicant

Date