



NATIONAL  
**Cowgirl Museum**  
AND HALL OF FAME

# 2015 TABLE DESIGNER CONTRACT OF AGREEMENT

40<sup>th</sup> Annual Induction Luncheon  
Thursday, November 5, 2015

Please complete and return this form in the enclosed envelope to ensure your participation in the National Cowgirl Museum and Hall of Fame Induction Luncheon. **If you have any questions, please contact Emmy Lou Prescott at 817-509-8965 or emmylou@cowgirl.net**

Company or Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

## Please Check One:

- Will design centerpiece.
- Will design centerpiece **AND** wish to sit at the table I design. Tickets are \$125 each.
- Will NOT be able to design centerpiece this year.
- Will be designing centerpieces for the following individuals or companies:

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

## Signage for Table and Program

**Signage will state exactly what you write below.  
Space limited to 2 lines and 27 spaces per line.**

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

Agreed: \_\_\_\_\_ Date: \_\_\_\_\_

# National Cowgirl Museum and Hall of Fame

## 40<sup>th</sup> Anniversary Induction Luncheon

### Table Designer Guidelines 2015

**\*\*\*\*\*PLEASE NOTE GUIDELINES\*\*\*\*\***

- ✓ **Set Up:** Designers will be able to start setting up on **Wednesday, November 4<sup>th</sup> beginning @ Noon and ending at 7:00 P.M.** All table designs must be completed by 7:00 p.m. on Wednesday. There will be no designing Wednesday morning, unless you make prior arrangements with Emmy Lou Prescott. **If you are planning to purchase a ticket and attend the Induction Luncheon, and must sit at the table you designed, please let us know well in advance so accommodations can be made.**
  
- ✓ **Parking:** Will be discussed closer to the luncheon.
  
- ✓ **Dismantle:** You should be ready to dismantle your table at **2:30 P.M. and have everything removed by 5:00 P.M. on Thursday, November 5, 2015.** **The Museum will not be responsible for any items left on the tables after 5:00 p.m.**
  
- ✓ **Table and Chair Specifics:**
  - **Tables:** The tables seat 10 people and are **60 inch rounds**. From the edge of the table to the floor is **30 inches**. This is important for tablecloth size!
  - **Chairs:** The size of the backs of the chairs are 17 ½ inches across by 14 ½ inches down from the top of the chair to seat. The chair is 30 ½ inches tall from base of leg to the top of seat. **Please do not bring chairs.**
  - We will provide one **120 inch ruby color tablecloth** for each table, which will reach to the floor. You may provide your own tablecloth or overlay in addition to your centerpiece.
  - **We will supply all tableware including silverware, crystal, napkins and china.**
  
- ✓ **Decoration Do's and Don'ts:**
  - **ALL TABLE DECORATIONS SHOULD HAVE A WESTERN THEME OR A TOUCH OF WESTERN IN THE DESIGN.**
  - **IN CELEBRATION OF OUR 40<sup>th</sup> ANNIVERSARY, ALL TABLE DECORATIONS SHOULD HAVE SOME ACCENT COLOR OF RUBY OR SPARKLE (I.E. RHINESTONES).**
  - **No hay, candles or leaves can be used in your table design. However artificial hay or leaves will be acceptable.**
  - **NO CHARGERS, DISHES, BALLONS**
  - **The centerpiece must be designed so that one can see OVER, THROUGH, OR UNDER IT. If your table design is too high or too large, you will be given a table on the perimeter and toward the back of the room.**
  - The centerpiece should be **sturdy and secure.**
  - Chair backs and slipcovers are acceptable.
  - If you would like to add favors for guests to take with them, please make signage letting the guests know this.
  
- ✓ **Supplies:**
  - **You should bring dollies or carts to haul** your items to the Round Up Inn.
  - You should bring necessary **tools** to design the tables (i.e. scissors, tape, hand held vacuum cleaners, glue guns, etc.)

ANY QUESTIONS PLEASE CALL EMMY LOU PRESCOTT  
817-509-8965 OR EMMYLOU@COWGIRL.NET