

2010 Arts and Craft Show & Vendor Fair Contract (Revised 10/22/2010):

Company Name: _____

Contact Name: _____ Space # Requested: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Website: _____ E-mail: _____

Requesting Participation for the following shows (circle all that apply): **fall** **winter**

Indiana Department of Revenue Sales Tax Number: _____ Requesting Electricity? Yes No

Detailed Item Description: _____

Event Details:

Show Name: Arts & Craft Show/Vendor Fair
Dates: Oct. 2 & 3, Nov. 27 & 28
Times: Saturdays 9 am – 4 pm
Sundays 11 am – 3 pm
Location: Lincoln Center Fieldhouse
2450 Lincoln St., Highland, IN 46322

Promoter Details:

Company Name: Highland Parks & Recreation
Contact Person: Angie Gora
Checks are payable to: Highland Parks & Recreation
Phone: 219-838-0114 Fax: 219-972-7584
Tables & Chairs are NOT provided
Set-up: Friday 4 - 8 pm, Saturday 7 am, Sunday 9 am
Take-down: Sunday by 4:30 pm

Individual Show Fees:

\$50 for 10x10 center space/session x 7% sales tax = \$53.50 \$75 for wall space/session x 7% sales tax = \$80.25

Sponsorship & Donations:

We are accepting ads for the program to off-set the cost of the entertainment. We are also accepting donated gift baskets, gift certificates, merchandise, services, etc. The fees listed below are per show.

- I would like to provide you with a jpg. image of our ad 10 days prior to the show:
 3.5" x 2" size = \$30 4.25" x 5.5" = \$50 5.5" x 8.5" = \$70

- I would like to advertise for the following show(s):
 Fall (10/2 & 10/3) Winter (11/27 & 11/28)

- I would like to provide you with the following donated item(s) to your care 10 days prior to the show:
Description: _____ Value: _____

- I would like to provide the donated items(s) for the following show(s):
 Fall (10/2 & 10/3) Winter (11/27 & 11/28)

Common Rules: Held rain or shine! **No Refunds.** Product categories must be itemized on the application. No crafter/vendor may sell food or beverage items without permission from the Recreation Director. Permission granted for food and beverage sales on a case by case basis (no repeats of businesses, no conflicts with concession, and proof of health permit and insurance may be required). No crafter/vendor may sell streamer poppers, snaps, silly string, stink bombs or fireworks. No live animals permitted in the building. Direct Sales businesses will be limited to one vendor per company (first come, first served). No crafter/vendor may sell guns, knives or items considered weapons. No disruptive items may be sold. Trash must be removed from your space when you leave. **No set-up until your vehicle is fully unloaded and moved to the designated parking area (the grass field east of the fieldhouse or standard parking lot).** Double parking only allowed behind vehicles that belong to the same craft/vendor booth.

Standard Rules: All work and displays must stay within designated spot. No boxes, extra merchandise or debris should be visible. Assigned area must be kept clean throughout the event and be left spotless afterwards. No soliciting to other crafters/vendors, approaching patrons, or distribution of advertising for anything other than what you are selling in your location. Crafters/Vendors are responsible for collecting and remitting all sales tax. Crafters/Vendors must participate for both days for the full duration of the show. Those who fail to participate for the full duration of the show will be banned for one-year from future shows at the Lincoln Center. Not all spaces are guaranteed electricity. Highland Parks and Recreation reserves the right to cancel a show due to insufficient registration (refunds issued if show is cancelled). Registration is not complete without payment and signed contract. Registration for *all* 2010 shows begins on January 4, 2010.

Sales Tax: All Crafters/Vendors are responsible for are responsible for collecting and remitting all sales tax. You must include the Retail Merchant's Certificate Number on the Craft/Vendor Show Application above. Your certificate must be posted within your booth for the full duration of the show. If you currently do not have a Registered Retail Merchant's Certificate (RRMC), you may register on-line www.in.gov/dor and click on forms/Business Tax Forms/On-Line BT-1. You may also register in person by visiting the Merrillville District Office located at 8368 Louisiana Ave., Ste. A, Merrillville, IN 46410. Phone (219) 769-4267 Fax (219) 769-9363. You will receive your certificate within 24-48 hours. As of February 1, 2010 the fee is \$25 for a RRMC.

Not-for Profit Groups: All agencies including: individuals, organizations, businesses, etc. are required to pay standard fees for space regardless of not-for-profit status.

Registration Procedures/Space Reservations for ALL Shows and ALL Crafters/Vendors:

Applications will be reviewed by the Highland Parks and Recreation staff on an individual basis. Highland Parks and Recreation reserves the right to limit the number of vendors selling similar products. Not all applications may be accepted. Wholesalers or flea market products will not be accepted. Photos of products and displays will be required with the application. If you wish for photos to be returned, please include a self addressed stamped envelope. The Highland Parks and Recreation staff reserves the right to not accept applications for items or displays made with poor craftsmanship or look unprofessional.

If application is approved, Crafters/Vendors may register for any of the three shows beginning on January 4, 2010. All spots are first come, first served. To guarantee your space for the shows, crafters/vendors are encouraged to register as early as possible. Regardless of past show participation, we will no longer hold spaces for any vendor, unless they are paid in advance.

Craft Show Set-up:

- Set-up Fridays 4-8 pm, Saturdays 7 am & Sundays 9 am
- **Crafters/Vendors MUST unload their vehicle completely and move their vehicle to the designated parking area prior to setting up.**
- Crafters/Vendors will be given a space number to put in the windshield of the vehicle while unloading. If the vehicle tag is not displayed the vehicle will be subject to ticketing or towing at the owner's expense.
- There will be a staff person checking the unloading area regularly to ensure vehicles are moved in a timely manner.
- Vehicles parked in the fire lane after unloading will be subject to ticketing or towing at the owner's expense.
- Take down must be complete by 4:30 pm on Sunday.

Agreement: I understand and agree with the rules. I am applying to participate as a crafter/vendor. I will follow the rules and regulations. If I do not adhere to all regulations or if I misrepresent myself, or my items I am selling, I will be asked to leave with no refund. I agree to indemnify and hold any affiliates and this promoter harmless from any claim or demand, including: reasonable attorney's fees, made by myself or any third party due to or arising from registering for this show, participating in this show or violating any rights of another party.

Name (Printed): _____

Name (Signed): _____ Date: _____

Office Use Only:		
Show Date: _____	Space #: _____	Receipt #: _____
Show Date: _____	Space #: _____	Receipt #: _____
Show Date: _____	Space #: _____	Receipt #: _____