

2008 Arts and Craft Show & Vendor Fair Contract (Revised 6/23/08):

Company/Contact Name: _____ Space Requested: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Website: _____ E-mail: _____

Have you participated in this show previously? _____ When? _____

Date(s) of Show Participation: _____ Will You Require Electricity? _____

Items Description: _____

Event Details:

Show Name: Arts & Craft Show/Vendor Fair

Dates: Oct. 4 & 5, Nov. 29 & 30

Times: Saturdays 9 am – 4 pm

Sundays 11 am – 3 pm

Location: Lincoln Center Fieldhouse

2450 Lincoln St., Highland, IN 46322

Spot Prices: \$50 for 10x10 center space/session

\$75 for wall space/session

Promoter Details:

Company Name: Highland Parks & Recreation

Contact Person: Angie Clark

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 or Saturday 7 am

Common Rules: Held rain or shine! No Refunds. Product categories must be itemized on the application. No vendor may sell food or beverage items sold at the concession stand (i.e. soft drinks, water, candy bars, chips, etc.). No vendor may sell streamer poppers, snaps, silly string, stink bombs or fireworks. No live animals permitted in the building. All craft items must be handmade, no kits! Direct Sales businesses will be limited to one vendor per company (first come, first served). No 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.**

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 vendors, approaching patrons, or distribution of advertising for anything other than what you are selling in your location. Vendors are responsible for collecting and remitting all sales tax. 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-for Profit Groups: All agencies including: individuals, organizations, businesses, etc. are required to pay standard fees for space regardless of not-for-profit status.

Space Assignments:

Registration Procedures/Space Reservations Fall Show

- If you are a returning arts and craft vendor, you must register with payment for the October Show by September 1, 2008 otherwise your space will be given to another vendor.
- If you are a new arts and craft vendor, your space will be issued after September 1st for the October Show.
- If you are a vendor with a direct sales company, your space will be issued after September 1st for the October Show.
- Not all spaces are guaranteed electricity.

Space Assignments:

Registration Procedures/Space Reservations Winter Show

- If you are a returning arts and craft vendor, you must register with payment for the Winter Show by October 30, 2008. Otherwise, your space will be given to another vendor.
- If you are registering as a new vendor, spaces will be issued for the Winter Show after October 30th.
- If you are a vendor with a direct sales company, your space will be issued after October 30th for the Winter Show.
- Not all spaces are guaranteed electricity.

Craft Show Set-up:

- Set-up Fridays 4-8 pm & Saturdays 7 am
- **Vendors MUST unload their vehicle completely and move their vehicle to the designated parking area prior to setting up.**
- 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 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 towing at the owner's expense

Agreement: I understand and agree with the rules. I am applying to participate as a 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 #: _____