

The G.W. Adams Educational Center (dba) Historic Prospect Place Estate 12150 Main Street; Trinway, Ohio 43842

VENDOR APPLICATION AND REGISTRATION FORM

Prospect Place Harvest Arts & Crafts Fair Saturday, Oct. 2, 2021; 10am – 5pm Rain or Shine

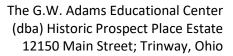
Prospect Place has started planning our Fourth Annual Harvest Arts & Crafts Fair. All proceeds raised support ongoing capital restoration and preservation projects. With your help and the help from our local and regional communities, we are looking forward to another outstanding fair. If you would like to participate, please complete the attached form and return with payment by September 26, 2021. Please tell your friends, the more the merrier!

Company Info:								
Com	pany Name							
DBA								
Mailing Address								
Phone					Email			
Web	site address _							
Individual Contact Info:								
Name					Title			
Phone					Email			
Type of products (check all that apply):								
	Fine art		Handmade		Jewelry		Print/Illustrations	
	Craft		Clothing		Fabric Art		Furnishings	
	Books		Pottery		Woodworking		Dolls	
	Cards		Sculptures		Canvas Art		Food	
0	ther (please d	lescribe)						

List items to be sold								
Other information you feel we should know								
Special space needs								
Exhibitor lots:								
Exhibitor requests the following lot and agrees t	o pay the following lot-rental fee (check one).							
Single lot (25' x 10') \$25.00	3							
Double/adjoining \$45.00								
Triple/adjoining \$65.00								
chairs and related accessories to display your go canopies/tents that can be staked, weighted or electricity available. Porta-johns will be availabl COMPLETED REGISTRATION FORMS MUST INCLU	JDE:							
	Completed application/registration form.							
2. Signed and dated Terms and Conditions3. Payment	document							
Method of payment: check\	/isaMCDiscoverAmex							
***Please make checks payable to: <u>G.W.</u> & Crafts Registration).	. Adams Educational Center (memo: 2021 Harvest Arts							
mail address: G.W. Adams Educational (PO Box 196 Trinway, Ohio 43842.	Center							
Total payment enclosed:								
Credit Card #:	Exp. Date/ 3-digit SC (on back)							
Cardholder signature:								
Zip code (required):								
Mail or email registration must be received by S	eptember 26, 2021.							

The G.W. Adams Educational Center (dba Historic Prospect Place Estate) is an all-volunteer Ohio registered 501-c-3 nonprofit organization. Our mission: to restore, preserve and protect Historic Prospect Place Estate for citizens of all ages.

^{*}Emailed applications will not be registered until fees are received.





TERMS AND CONDITIONS Prospect Place Harvest Arts & Crafts Fair Saturday, Oct. 2, 2021; 10am – 5:00pm Rain or Shine

Terms and Conditions:

- 1. Setup / Break Down All Exhibitors must be set up and ready to sell by 9:45 a.m. the day of the event. The grounds will be open and accessible at 8 a.m. Break down can start no sooner than 4:30pm and must be completed by 7:00 p.m. No Vendor is to close before the official closing time. Vendors are responsible for their selling spaces. Before leaving, be sure your area is clean and trash-free.
- 2. Staffing: Vendors spaces must always be manned and intact until event closes at 5:00 p.m. Prospect Place, The G.W. Adams Center, its staff or volunteers is not responsible for merchandise or display materials.
- 3. This is an arts & crafts event, intended to promote artists and crafts-folk. Items may not simply be purchased for resale.
- 4. This is a family-oriented event. The G.W. Adams Board of Trustees reserves the right to remove items deemed offensive or objectionable.
- 5. Exhibitor Spaces: Exhibitor spaces will be assigned. Placement, flow, competition, and adequate social-distancing will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include these needs in the application and we will make every effort to accommodate you. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked. This includes tables, stands, displays, merchandise or related materials.
- 6. One Vendor per lot; lots may not be shared or sub-let.
- 7. Acceptance: The Adams Center reserves the right to decline any application for space if it deems such action to be in the best interest of the Arts & Crafts Fair.
- 8. Payment: The full payment is a non-refundable registration donation for the selected space and is due with the submission of this agreement. The donation will be used to pay for on-going preservation of Historic Prospect Place Estate.
- 9. Electricity: There will be NO available electricity. Gas powered generators are not permitted.
- 10. Tables and Chairs: Vendors are responsible for their own tables, chairs and related merchandise display materials/necessities.
- 11. Outdoor exhibiting Rain or Shine: You are advised to brings shims to level your tables or stands, and tents/canopies. All tents and canopies must be secured to the ground, in case of windy conditions.
- 12. Cancellation of space: Application fees are not refundable. Prospect Place or The G.W. Adams Educational Center is not liable if weather or other conditions prevent the Vendor/Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health or other causes for non-participation.
- 13. Indemnification: Exhibitor/vendor agrees to indemnify and hold harmless The G.W. Adams Educational Center, Historic Prospect Place Estate, its management, staff and volunteers from and against any loss, expense, claims, damages, suits to person or property, including attorney's fees, arising out of or related to the operations of Exhibitors/Vendors at the Prospect Place Harvest Arts and Crafts Fair.
- 14. Applications: Application forms also available at the G.W. Adams Educational Center website at: www.gwacenter.org Look under events tabs.

Name (please print)							
Business name (please print)							
· · · · · · · · · · · · · · · · · · ·							
Signature	Date						