



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. 5, 2019; 10am – 5pm
Rain or Shine

Prospect Place has started planning our Second 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 October 1, 2019. Please tell your friends, the more the merrier!

Company Info:

Company 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

☐ Other (please describe) _____

List items to be sold _____

Other information you feel we should know _____

Special space needs _____

Exhibitor lots:

Exhibitor requests the following lot and agrees to pay the following lot-rental fee (check one).

- ___ Single lot (25' x 10') \$25.00
___ Double/adjoining \$45.00
___ Triple/adjoining \$65.00

This is a RAIN or SHINE event conducted on our lawn. You are responsible for bringing your own tables, chairs and related accessories to display your goods. You are also highly encouraged to bring portable canopies/tents that can be staked, weighted or otherwise secured to the ground. There will be no electricity available. Porta-johns will be available for vendors and guests.

COMPLETED REGISTRATION FORMS MUST INCLUDE:

1. Completed application/registration form.
2. Signed and dated Terms and Conditions document
3. Payment

Method of payment: ___ check ___ Visa ___ MC ___ Discover ___ Amex

*****Please make checks payable to: G.W. Adams Educational Center (memo: 2019 Harvest Arts & Crafts Registration).**

mail address: G.W. Adams Educational Center
PO Box 196
Trinway, Ohio 43842.

Total payment enclosed: _____

Credit Card #: _____ Exp. Date ____/____ 3-digit SC (on back) _____

Cardholder signature: _____

Mail or email registration must be received by October 1, 2019

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

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.



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TERMS AND CONDITIONS

Prospect Place Harvest Arts & Crafts Fair

Saturday, Oct. 5, 2019; 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 and competition 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 bring 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 _____