

# Craft Fair Vendor Application

(Please Print Clearly)

Business Name \_\_\_\_\_

Business Contact \_\_\_\_\_

Address \_\_\_\_\_

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

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Web site \_\_\_\_\_

Indicate below the number of spaces requested and any charges. If you require 2 spaces, you will have to pay for 2 spaces.

\_\_\_\_\_ 10x10 Craft Vendor space @ \$40 \$ \_\_\_\_\_

\_\_\_\_\_ Electricity (1-20 AMP Outlet)

Total \$ \_\_\_\_\_

List all types items (craft or informational) for sale at the fair or specific information/exhibit item or product (attach additional sheets if necessary). If the item is not listed on this application, you will not be allowed to sell or display it at the fair. The fair reserves the right to limit the number of vendors with similar items. All items will be under review. We do not want to have too many of the same thing sold as it will decrease everyone's sales during the fair. Vendors may only sell items which are listed on the application and have previously been approved.

Arts and Crafts: Please be very specific and avoid generic terms such as "jewelry" as a description. Unapproved or unlisted item offerings will result in immediate removal of vendor from event along with forfeiture of fees.

Item	Price

Please describe your booth and provide 3 pictures (1) of the items that you will be selling or giving away (final product presentation), (2) your vendor setup/layout inside of booth, and (3) outside of booth. Be sure to include the vendor's name on the back of the photos. Vendor's photos will not be returned.

## FOR OFFICE USE ONLY

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Cash/Check: \_\_\_\_\_

All applications must be received One Month before the event. ***Only completed applications with signatures, the Release of Liability and Waiver Agreement, the Indemnity Agreement, and payment will be accepted. Make checks payable to Fayette County Parks & Recreation Department.*** A \$35.00 charge will be assessed for all NSF returned checks. Please make a copy of the complete application and forms to keep for your records. Incomplete applications will not be considered.

This is a juried event. Sending in an application does not guarantee acceptance. Vendors not selected will be placed on a waiting list and will be notified if an opening becomes available. If not selected, your check will be shredded. Vendors will be notified of their acceptance three weeks before the event by email.

For more information, contact: Fayette County Parks & Recreation Department at 770-716-4320.

**This is a rain or shine event. No refunds will be given.**

We wish everyone a successful show.

I HAVE READ THE VENDOR RULES AND RECEIVED A COPY OF THESE RULES AND REGULATIONS AND I AGREE TO ABIDE BY THEM. (All Rules and regulations are listed below. Please keep a copy for your records.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Business Name \_\_\_\_\_

Are you willing to have your name and contact information shared with the directors of other local fairs?  
\_\_\_\_\_ yes \_\_\_\_\_ No

#### **RELEASE OF LIABILITY AND WAIVER AGREEMENT**

I, (print name) \_\_\_\_\_, AGREE TO THE FOLLOWING:

That I am over eighteen years of age, and that I have read and understood this Release of Liability and Waiver Agreement.

That I hereby waive, release and discharge from any and all claims or liabilities for death, personal injury, property damage, theft, or damages of any kind, whether or not attributable to the negligence of Fayette County and/or any agents, successors, assigns, or employees of Fayette County which may arise out of my use of the facilities of the Fayette County Parks and Recreation Department.

That I do hereby agree to indemnity and hold Fayette County and/or any agents, successors, assigns, or employees of Fayette County from and against any and all damages, losses, liabilities, obligations, penalties, claims, litigation, demands, defenses, judgments, suits, proceedings, costs, disbursements, or expenses of any kind or nature whatsoever (including, without limitation, attorney's fees and experts fees and disbursement) which may at any time be imposed upon, incurred by or asserted or awarded against Fayette County and/or any agents, successors, assigns, or employees of Fayette County which relates to or in any way arises out of acts or omissions connected to my use of the facilities of the Fayette County Parks and Recreation Department, regardless of whether or not said acts or omissions were made by myself, my guests, or any vendors employed by myself in connection with my use of the facilities of the Fayette County Parks and Recreation Department.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Business Name \_\_\_\_\_

## INDEMNITY AGREEMENT

I, (print name) \_\_\_\_\_, AGREE TO THE FOLLOWING:

The use and reproduction of any and all photographs and/or video clips taken of me in any form whatsoever for use in the Fayette County Parks and Recreation newsletter, brochures, flyers, on the County and department websites, and in any other publications produced for the Fayette County Parks and Recreation Department.

The use of my name in any form whatsoever for use in the Fayette County Parks and Recreation newsletter, brochures, flyers, on the County and department websites, and in any other publications produced for the Fayette County Parks and Recreation Department.

I have read this document and am fully aware of the content and implications, legal and otherwise

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Business Name \_\_\_\_\_

### Rules & Regulations

#### Set Up/Break down

1. All vendors must sign in at vendor check-in tent prior to setting up. An official will direct you to your space as needed.
2. Set up will be available from 8:00 am – 9:50 am. All vehicles must be removed from the fair area by 9:40 am. Late arrivals will not be allowed to set up and you will forfeit your application fees.
3. You must be ready to open your booth 10 minutes prior to the fairs opening.
4. Vendors must unload their vehicles completely and **move/park their vehicle before setting up their booth.**
5. All vendors are expected to remain during specified times barring medical emergencies. If you cannot be open during the required times, please do not submit an application.
6. A soft break down can start after 4:30 pm. Please come prepared to stay open until 5:00 pm. For obvious safety reasons, vendors cannot bring their vehicles into the fair area until all patrons have cleared the area.
7. Vendors cannot move their vehicles into the fair area for loading until their booth area is completely packed and sitting on the side for quick loading after 5:00 pm.
8. All exhibitors/vendors are responsible for disposing of their own waste. Each exhibitor shall clear their space of all trash at breakdown.

#### Parking

1. No vehicles, except food trucks and fair vehicles, may remain on the fair grounds. **All vendors MUST PARK in the area reserved for vendor parking.** No vehicle or trailer will be allowed in the exhibition area during fair hours.
2. Vendor parking is available in designated lots.
3. Vendors are allotted **one (1) parking pass (per booth)** that must be displayed in the front window of the vehicle.

#### Craft Vendor Specific Regulations

1. We prefer that all crafts be hand crafted or homemade.

2. Craft vendors cannot sell or give away for free on-site consumable foods and beverages.

### **Informational Vendor Specific Regulation**

1. Informational vendors (businesses) are permitted to distribute literature, giveaways (marketing material), and procure customers for contacts and sales within their booth space only.
2. This is a non-political event. No booth will be rented to a political party endorsing a candidate standing for election. No booths displaying political advertising will be permitted.
3. The distribution or sale of any literature outside of the booths is strictly prohibited. Literature that does not violate any of the rules on the merchandise, booth types, or displays may be made available within the booth space. No distribution, canvassing, flyers, or vending of any kind may be done by strolling through the fairgrounds.

### **Additional Vendor Rules**

1. Display Area: Display areas are an average of 10-feet wide by 10-feet deep.
2. Vendors must provide their own display set-up: tent, panels, tables, chairs, etc. Tents or coverings must be self-supporting. Drilling or puncturing ground or asphalt surfaces is strictly prohibited.
3. Tent Weights: The fair requires that all vendors must use a tent and all tents must be properly weighed down. Please check for weather conditions. No ground stakes are permitted.
4. No generators are allowed to be used in the fair area with the exception of food trucks.
5. If you are requiring electricity, you must provide your own 100 foot, three wire, and grounded electrical extension cord of wire gauge adequate for your electrical appliance usage.
6. Displays must be professional and aesthetically pleasing. Handwritten signs must be neat and attractive.
7. Vendors must post prices in a legible manner and in a visible place within their booth.
8. Reselling or subleasing booth space is not permitted. You may not share a space with another vendor.
9. Vendors are expected to keep the area around their booth clean and litter free. Walkways must be kept clear for visitors and emergency personnel. Booths must be clean at all times. All vendors are responsible for removing their own trash.
10. All business activity must be confined within the designated rented space only. No distribution, canvassing, flyers, or vending of any kind may be done by strolling through the fairgrounds.
11. **No raffles in exchange for money may be held**, but booth prizes given away at random for no money purchase are allowed. The fair committee must approve in writing all giveaways and samplings. Please include a written description of your intent with the application. No beverage may be sold or distributed as a “sample” or as “free”.
12. This is a non-political event. No booth will be rented to a political party endorsing a candidate standing for election. No booths displaying political advertising will be permitted.
13. The Fair Committee reserves the right to cancel any vendor agreement/partnerships/sponsorship at any time, for any reason.
14. The Fair and its organizers do not warrant or guarantee any particular results of the Fair, nor does it guarantee a particular number of attendees or exhibitors.
15. All vendors are responsible for filing their own taxes with the state. All persons, companies or organizations renting booth/concession space do so as independent contractors and not as employees or agents of the Fair or its management herein, and as such assume all responsibility for withholding taxes, Social Security, State taxes, Public liability and Worker’s Compensation Insurance and also assume responsibility for insurance coverage to, from, and during the Fair and for accident or injury to himself and/or his equipment.

16. Pets are not allowed on the fairgrounds, however: officially designated "service animals" are permitted.
17. Vendors and all employees must be properly attired at all times.
18. All booths must be manned at all times during the fair.
19. Megaphones and electronic amplification are not permitted. No radios, tape players, offensive noise, or distractions are permitted in booth spaces. Common courtesy to event attendees, volunteers, and fair personnel is expected of all participants.
20. No bikes, scooters, skateboards, or roller blades are permitted.
21. No glass bottles are allowed on the premises. Items may not be served in a glass container of any kind.
22. Smoking is not allowed on the premises.
23. Alcoholic beverages and/or drugs and/or drug paraphernalia are not permitted on the property. Vendors will not be allowed to consume, serve or sell alcoholic beverages of any kind on fair property. Vendors are not permitted to bring alcohol on the premises.

Any violation of the rules and regulations stated above will exclude vendors from participating in future shows and may result in the loss of exhibit space without a refund. Your request to exhibit or sell will imply acceptance of these rules and regulations. Vendors who do not abide by our rules may be asked to leave and will not receive a refund.