



December 16, 2018

Hello Crafter/Vendors,

The Northern Columbia Community & Cultural Center (N4Cs) in Benton, PA will be having their Annual Craft and Vendor Show on **February 9th, 2019**.

Please complete and submit the following vendor application to be a vendor **no later than February 2, 2019**. We will do our best to ensure minimal duplication of items to be sold at the show. We will also assign the location of spaces based on the items you are selling so that similar types are not next to each other.

If you and/or your organization sell baked goods, canned items or any food related product you will need to provide a copy of your certification from the Department of Agriculture and your permit will need to be displayed during the event.

The fee for the show is \$30 per 10 x 10 space. Setup will be **Friday, February 8, 2019 from 2 PM to 7PM and Saturday, February 9 from 7am-9:30am**. The show hours will be **Saturday, February 9, 2019 from 10 AM to 3PM**. All vendors need to have setup complete no later than 9:30 am on Saturday. Vendors will not be permitted to tear down exhibits prior to 3pm.

For more information please contact Alison Wickizer at coordinator@n4cs.org.

Regards,

Alison Wickizer

Alison Wickizer

N4Cs Coordinator

Northern Columbia Community & Cultural Center

N4Cs Annual Craft Show
February 9, 2019 10AM-3PM
Northern Columbia Community and Cultural Center
42 Community Drive, Benton, PA

Business Name: _____
Contact Person: _____
Address: _____ City: _____ State: _____ Zip: _____
Business Phone: _____ Fax: _____ Cell Phone: _____
Email: _____ Website: _____

Exhibit Space Rate

INDOOR EXHIBIT SPACE

\$30.00 for a 10' X 10' space

\$10.00 for an additional space

\$5 per table (if needed)

Booth Cost is Non-Refundable

Booth will be assigned based on items being sold.

Method of Payment (Payable to N4Cs)

Amount: \$ _____

Cash Check

Visa/Master Card Account #: _____

Exp. Date: _____ VVC: _____

Mail to: N4Cs
P.O. Box 305
Benton, PA 17814

Contact:
Alison Wickizer, 570-925-0163
email: director@n4cs.org
Website: www.n4cs.org
Fax: 570-925-1099

Items you will sell:

Signature: _____

Date: _____

**Terms and Conditions for Exhibiting
At the N4Cs Craft and Vendor Show**

1. Crafter/Vendor Eligibility- The N4Cs shall have the right to determine the eligibility for inclusion at the N4Cs Craft Show, in accordance with its rules and regulations, and reserves the right to refuse any or all applications for space and to prohibit or remove any exhibit, display or part thereof, or proposed exhibit display or device which in the opinion of the N4Cs Craft Show is not a handmade craft.

2. Sub-Leasing and Sharing- crafter/vendor may assign, sublet, or apportion a part of the exhibit space assigned only with prior approval from N4Cs.

3. Exhibit Display Specification- Standard indoor booths will be 10 x 10 in size. Crafter/vendor is responsible for keeping his/her area and surrounding area clean and professional looking. Additional equipment, materials and/or services required by crafter/vendor must be purchased separately. Crafter/Vendor shall pay any repair damage to the exhibit facility caused by any action of the crafter/vendor. Use of booths and exhibit activities of crafter/vendor shall be subject to all requirements and instructions of the exhibit facility management pertaining to the use of their facility.

4. Schedule- Crafter/Vendors will comply with the official schedules established for move-in, show hours, and move out. All Crafter/Vendors will have displays ready by the official opening of the show and will not initiate breakdown or remove exhibit materials from the Exhibit Facility prior to the official closing of the N4Cs craft show.

5. Security- Security will be provided from the beginning of the show to the end of the show. The N4Cs shall not be held responsible for the loss of any material by any cause and urges crafter/Vendor to exercise precautions to discourage loss due to theft in the "exhibit areas" at any time. Crafter/Vendors are encouraged to insure crafts against loss or theft, and those wishing to do so, must do so at their expense.

6. Insurance and Indemnity- It is expressly understood and agreed by crafter/vendor that neither the N4Cs nor their employees nor their contractors shall be liable for loss or damages to the goods or properties of crafter/vendors. On signing the SPACE RENTAL AGREEMENT, Crafter/Vendor releases and agrees to indemnify the N4Cs, and hold them harmless from any suite or claim from property damage or personal injury (including punitive damages) by whomsoever sustained, including Crafter/Vendor and Crafter/Vendor's employees on or about crafter/vendor's display space or arising out of Crafter/Vendor's participation in the N4Cs Craft Show, expressly including such damage or injury resulting in any part of negligence of one or more of the aforementioned indemnities. The performance of this agreement by either party is subject to the acts of God, war, government regulation, disaster, civil disorder, the public enemy, curtailment or transportation facilities, or other emergency over which neither party has control making it illegal or impossible to provide the facilities to hold function. Crafter/Vendor agrees to maintain such insurance that will fully protect the N4Cs from any and all claims of any nature whatsoever, including claims under the Worker's Compensation Act, and for Crafter/Vendor's display. Crafter/Vendor agrees to indemnify and hold harmless the N4Cs from such claims, irrespective of insurance coverages. Crafter/Vendor further acknowledges that insurance covering the exhibit and/or property against damage and business interruption losses are the sole responsibility of Crafter/Vendor. In addition, the host Exhibit Facility is not liable to Crafter/Vendor for any damage to or for the loss or destruction of any exhibit or the property of Crafter/Vendor by fire or other casualty by an extended coverage endorsement to a fire insurance policy, whether all claims for any such loss or damage being expressly waived by Crafter/Vendor who agrees to indemnify and hold the host Exhibit Facility Management harmless for such claims.

7. Cancellation/Disruption Of The N4Cs Holiday Craft Show - Should any eventuality cause cancellation or disruption of the exhibition, the N4Cs Craft Show shall not be liable for any expenses incurred by Crafter/Vendor other than the rental cost of the craft space less expenses incurred by the N4Cs. In no case shall the amount of refund to Crafter/Vendor exceed the amount of the exhibit fee paid.

I have read and agree to all terms and conditions of page (1) Exhibit Space Rental Agreement and page (2) Terms and Conditions for Exhibiting at the N4Cs Craft Show and page (3) Crafter/Vendor Move In, Show Schedules, Rules and Regulations.

Authorized Signature _____ **Title** _____ **Date** _____



N4Cs Annual Craft Show

Move In, Show Schedules, Rules and Regulations

VENDOR SET-UP	Friday:	2:00 PM	to	7:00 PM
	Saturday:	7:00 AM	to	9:30 AM
SHOW HOURS	Saturday:	10:00 AM	to	3:00 PM

Payment:

Booth payment should accompany application. Booth cost is non-refundable and must be paid in order to reserve your booth.

Subletting:

Crafter/Vendor may assign, sublet, or apportion a part of the exhibit space assigned only with prior approval from N4Cs.

Exhibit Regulations:

All Crafter/Vendors must be completely set up before 9:30 AM on Saturday. Crafter/Vendors will not be allowed to move any material out of the building before the show closes Saturday. All material must be removed from the building on Saturday. Any material not removed from the building may incur a removal fee.

During show hours crafter/vendors CAN NOT use large dollies or equipment to bring additional product into the building. If you find the need to bring large dolly into the building during show hours, please contact the Show Manager for an escort. Crafter/Vendors CAN NOT block aisles at any time. All Crafter/Vendors must keep all products inside the 10' x 10' or pre-determined area.

Booth Location:

Booth will be assigned based on items being sold by N4Cs.

I have read and agree to abide by all rule and regulations set by the N4Cs Craft Show.

Authorized Signature _____ Title _____ Date _____

**RETURN ALL THREE (3) PAGES TO N4Cs, SIGNED BY FEBRUARY 2, 2019.
PLEASE KEEP A COPY OF THESE DOCUMENTS FOR YOUR RECORDS.**

Thank you for your support of the N4Cs Annual Craft and Vendor Show.