



December 8, 2015

Hello Crafters,

The Northern Columbia Community & Cultural Center (N4Cs) in Benton, PA is hosting their annual Craft Show on February 6th & 7th, 2016. This event is open to the public and will have an entrance fee (\$3 for 18+ years old; Free for those 17 and younger) to support N4Cs non-profit mission of "enhancing the quality of life in Benton and surrounding communities."

The Benton Volunteer Fire Company will be hosting their annual gun show the same weekend; hoping to draw over 1,000 firearm, hunting and outdoor enthusiasts. Therefore, we're working collectively to attract more individuals to both events. Our facility is located behind the Benton Volunteer Fire Company and within walking distance of parking areas for both locations.

Please complete and submit the following application to be a vendor **no later than Monday January 18th, 2016**. We will do our best to ensure minimal duplication of items to be sold at the Show. Therefore, if you are the first person to submit the items you are selling, there will be no other vendor allowed to sell that same item. 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 Dept. of Agriculture and your permit will need to be displayed during the show.

The fee for the weekend is \$45 per 10 by 10 space. Setup will be Friday February 5th, 2016 from 11 AM to 8PM. The show hours will be Saturday February 6th from 10 AM to 4 PM and Sunday February 7th from Noon to 4 PM. All vendors need to be setup no later than 9:30 am on Saturday and 11:30 am on Sunday. No one shall leave prior to 4PM either day.

For more information you can contact me, Linda Cline, at N4Cscraftshow@gmail.com.

Regards,

Linda Cline
Craft Show, Chair
Northern Columbia Community & Cultural Center

N4Cs Craft Show Application
February 6th & 7th, 2016
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

10' X 10' \$45

Booth Cost is Non-Refundable

Booth will be assigned based on items being sold.

Method of Payment:

Amount: \$ _____

Check # _____ (made payable to **N4Cs**)

Visa/Master Card Account # _____ Exp. Date: _____

Name/Signature on Credit Card _____

Note: You may fax your registration if credit card is used for payment.

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

Phone:
Linda Cline, 570-925-0995
email: N4Cscraftshow@gmail.com
Website: www.n4cs.org

Fax: 570-925-0199

List of Items You Plan to Sell and or/Display:

Authorized Signature _____ **Date:** _____

Terms and Conditions for Exhibiting at the N4Cs Craft Show

1. Crafter 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- No Crafter may assign, sublet, or apportion the whole or any part of the exhibit space assigned, nor permit any other party to exhibit therein, nor distribute any promotional or advertising materials in the occupied space other than those displayed, or sold by Crafter in the regular course of business.

3. Exhibit Display Specification- Standard indoor booths will be 10' x 10' in size. An approximate 8' high back drop and 36" high side drapes. Crafter is responsible for keeping his/her area and surrounding area clean and professional looking. Additional equipment, materials and/or services required by Crafter must be purchased separately. Crafter shall pay any repair damage to the Exhibit Facility caused by any action of the Crafter. Use of booths and exhibit activities of Crafter shall be subject to all requirements and instructions of the Exhibit Facility Management pertaining to the use of their facility.

4. Schedule- Crafters will comply with the official schedules established for move-in, show hours, and move out. All crafters 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 to exercise precautions to discourage loss due to theft in the "exhibit areas" at any time. Crafters 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 that neither the N4Cs nor their employees nor their contractors shall be liable for loss or damages to the goods or properties of Crafters. On signing the CRAFT SPACE RENTAL AGREEMENT, Crafter 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 and Crafter's employees on or about Crafter's display space or arising out of Crafter'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 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's display. Crafter agrees to indemnify and hold harmless the N4Cs from such claims, irrespective of insurance coverages. Crafter further acknowledges that insurance covering the exhibit and/or property against damage and business interruption losses are the sole responsibility of Crafter. In addition, the host Exhibit Facility is not liable to Crafter for any damage to or for the loss or destruction of any exhibit or the property of Crafter 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 who agrees to indemnify and hold the host Exhibit Facility Management harmless for such claims.

7. Cancellation/Disruption Of The N4Cs 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 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 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 Move In, Show Schedules, Rules and Regulations.

Authorized Signature _____ Title _____ Date _____



N4Cs Craft Show

Move In, Show Schedules, Rules and Regulations

VENDOR SET-UP	Friday:	11:00 AM	to	8:00 PM
	Saturday:	7:00 AM	to	9:30 AM
SHOW HOURS	Saturday:	10:00 AM	to	4:00 PM
SHOW HOURS	Sunday:	12:00 AM	to	4:00 PM

Payment:

Booth payment should accompany application. Booth cost is non-refundable.

Subletting:

Under no conditions shall a Crafter sublet exhibit space or any thereof, even in the event of cancellation.

Exhibit Regulations:

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

During Show Hours Crafters 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. Crafters CAN NOT block aisles at any time. All Crafters must keep all products inside the 10' x 10' or pre-determined area.

Booth Location:

Booth will be assigned based on items being sold.

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 JANUARY 18TH, 2016.
PLEASE KEEP A COPY OF THESE DOCUMENTS FOR YOUR RECORDS.**

Thank you for your support of the N4Cs Craft Show.