



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

## VENDOR/EXHIBITOR APPLICATION AND REGISTRATION FORM

Prospect Place, Harvest Arts & Crafts Fair  
**Saturday, Oct. 5, 2024;** 10am – 5pm  
Rain or Shine

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. Porta-johns provided for vendors and guests.

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 the Historic Prospect Place Estate for citizens of all ages.

### 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. Breakdown 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: Exhibitor spaces must always be manned and intact until the 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 a family-oriented event. The G.W. Adams Board of Trustees reserves the right to remove items deemed offensive or objectionable.
4. 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. Exhibitors must ensure that none of their display equipment extends beyond the space they have booked. This includes tables, stands, displays, merchandise or related materials.
5. One exhibitor per lot; lots may not be shared or sub-let.
6. 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 event.
7. Payment: The full payment is a non-refundable donation for the selected space and is due with the submission of this agreement.
8. Electricity: There will be NO available electricity. Gas powered generators are not permitted.
9. Tables and Chairs: Exhibitors are responsible for their own tables, chairs, and related merchandise display materials/necessities.
10. 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.
11. Cancellation of space: Registration fees are non-refundable donations. Prospect Place or The G.W. Adams Educational Center is not liable if weather or other conditions prevent the 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.
12. 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 Mystic Market at the Mansion.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Business Name (as it should appear on our website and marketing material) \_\_\_\_\_

Street Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

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

List items or services 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 donation fee (check one).

- Single lot (25' x 10') \$30.00
- Double/adjoining (50' x 10) \$50.00
- Triple/adjoining (75' x 10') \$70.00

**Payment:**

Registration and payment must be received by **Saturday, September 28, 2024.**

Checks payable to: G.W. Adams Education Center (memo line: 2024 Arts & Crafts Fair donation)  
12150 Main Street  
Trinway, Ohio 43842

Credit Card: Card type (MC, Visa, Amex, Disc.) \_\_\_\_\_

Cardholder name (as written on the card) \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ Billing State \_\_\_\_\_ Billing ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_