

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. 7, 2023; 10am – 5pm
Rain or Shine

Prospect Place is planning our **Sixth Annual Harvest Arts & Crafts Fair**, and we'd love for you to join us. All proceeds raised support ongoing preservation, maintenance, operations, and educational outreach. 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 this form with payment by September 30, 2023. Please tell your friends, the more the merrier!

Company Info:

Your Name _____

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

Street Address _____

City, State, Zip _____

Phone _____ Email _____

Web site address _____

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).

- | | | |
|--------------------------|------------------------|---------|
| <input type="checkbox"/> | Single lot (25' x 10') | \$30.00 |
| <input type="checkbox"/> | Double/adjoining | \$50.00 |
| <input type="checkbox"/> | Triple/adjoining | \$70.00 |

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: 2023 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) _____

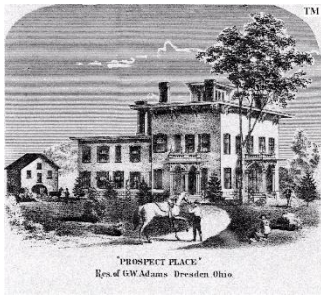
Cardholder signature: _____

Zip code (required): _____

Mail or email registration must be received by September 30, 2023.

*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.



TERMS AND CONDITIONS

Prospect Place Harvest Arts & Crafts Fair

Saturday, Oct. 7, 2023; 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. 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: 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, 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. 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 donation for the selected space and is due with the submission of this agreement.
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: 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 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 _____