

# 2017 Homespun Christmas Fair

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**Exhibitor Form** The Homespun Christmas Fair is a production of the Homespun Craft Fair  
**November 25th and December 2nd, 2017**

### General Hours of Operation

Nov. 25 : 9am - 4pm

Dec. 2 : 9am - 4pm

**Sponsor Details** - Please fill out completely and only what is applicable to you

Business Name: \_\_\_\_\_ Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ Cell: \_\_\_\_\_

Description of items/products: \_\_\_\_\_

**Spacing Details** - All prices increase by \$25 on November 15, 2017

#### All Products / 1 Day

10x10 -\$100 & \$25 worth of retail product for raffle

10x20 -\$175 & \$25 worth of retail product for raffle

10x30 -\$225 & \$50 worth of retail product for raffle

#### All Products / 2 Days

10x10 -\$150 & \$25 worth of retail product for raffle

10x20 -\$250 & \$25 worth of retail product for raffle

10x30 -\$350 & \$50 worth of retail product for raffle

**Toy Drive** - All vendors must bring at least one, new, unwrapped toy for the Homespun Trees and Toy Drive

*Exhibitors must check in at show office before initiating construction. SET UP: Nov. 24, 2017 - 8am - 8pm / Dec. 1, 2017 8am - 8pm  
Exhibitors provided one 8' table and up to two chairs. All exhibitors are responsible for their own extension cords, decorations, etc. for their exhibits/displays.*

*All exhibitors must be completely set up by 8am morning of each show / All exhibitors must be completely torn down by 10am December 4, 2017*

Special Instructions: \_\_\_\_\_

Return this completed form immediately in order to to reserve your location. Reservation completed once paid in full.

**Booth Size:** (Circle one) 10x10 / 10x20 / 10x30 / Custom **Total due: \$** \_\_\_\_\_

**All balances due 60 days prior to show or upon receipt if within that time period**

**Mail registration by 11/13/2017:** Homespun Craft Fair / 7253 Dilley Lane , Redding CA, 96002

- Please note: Placement for new exhibitors is determined on a first come, first serve basis.
- The management assumes no risk. By acceptance of this agreement, the co-sponsor or exhibitor expressly releases the management from any and all liability from any damages, injury, or loss to any person or goods which may arise from the rental and occupation of exhibition space and Event premises.
- Contracts not in force unless countersigned by management and paid in full.
- By signing this you understand and agree to all the spacing details and to abide by all the rules and guidelines in this agreement.

### Permits & Licensing

\*Please fill out all boxes your business is legally required to possess

BUSINESS LIC.

RESALE PERMIT NUMBER

FOOD PERMIT NUMBER

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

**OFFICE USE ONLY** - The Homespun Christmas Fair is a production of the Homespun Craft Fair

DEPOSIT - DATE: CASH / PP: AMT: \$ BAL: \$

PAYMENT - DATE: CASH / PP: AMT: \$ BAL: \$

PAYMENT - DATE: CASH / PP: AMT: \$ BAL: \$





# 2017 Homespun Craft Fair

## RULES AND GUIDELINES

**1.** The word “Event” as used herein shall mean the Homespun Christmas Fair. The word “Sponsor” as used herein shall mean the Event management, or its agents or employees acting for it, in the management of the Event.

**2. Eligible Exhibits.** The Sponsor reserves the right to determine the eligibility of any company or product for inclusion in the Event and reserves the right to make booth changes for the good of the Event. **The Homespun Christmas Fair floor plan is subject to change without notice.**

**3. Exhibit Installation.** Exhibitor must check in at show office before initiating construction.

**SET UP HOURS PRIOR TO EVENT ARE:**

Nov. 24, 2017 8am - 8pm. Dec. 1, 2017 8am - 8pm.  
All exhibitors must be completely set up by 8am day of each show

**4. Exhibit Removal.** Nothing will be allowed to leave the exhibit areas before end of each exhibition day. All exhibits must be completely removed by 10am Monday Dec. 5, 2016 unless otherwise agreed upon. Any exhibit not completely dismantled and removed by this time will be removed and all fees will be charged directly to the Exhibitor by the Sponsor. Exhibitor will be charged for any damages caused by their exhibit to building.

**5. Exhibit Amenities.** Exhibitors are responsible for arranging and returning all tables and chairs provided by the Sponsor. Exhibitor must provide own decorations or such for their exhibits.

**6. Exhibit Staffing.** All exhibits must be staffed during show hours by at least one person. Exhibitors are requested to arrive at least 30 minutes prior to opening each day.

**7. Booth Operation.** Products may be sold from exhibit space. The Exhibitor shall hold harmless the Sponsor from any and all damages or theft of merchandise or materials from contracted exhibition space. No exhibits shall extend beyond allotted space unless authorized in writing by the Sponsor.

**8. Limitation of Liability.** The exhibitor agrees to make no claim for any reason whatsoever, including negligence, against the Sponsor, co-sponsor, its members or agents or employees or the lessors or the owners of the Event premises for loss, theft, damage or destruction of property, nor for any injury to themselves or employees while participating or otherwise in the Event.

**9. Defacing the Building.** Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls, or to the standard booth equipment, or for damage caused in any other manner. Exhibitors may not apply paint, lacquer, adhesives, or any other coating to building walls and floors or to standard booth equipment.

**10. Display Dimensions.** With the exception of island and peninsula booths, maximum exhibit height is 8 feet. Exhibitors in island and peninsula spaces wishing to go beyond the 8-foot height must submit display sketch for management approval.

**11. Rejected Displays.** The exhibitor agrees that his exhibit shall be admitted and shall remain from day to day solely on strict compliance with rules herein laid down. The Sponsor reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any exhibitor or his representatives, with or without giving cause.

**12. Exhibitors' Insurance.** At its sole cost and expense, Exhibitor is suggested to carry and maintain during the period of the Event personal injury, property damage and theft coverage under a policy of general public liability insurance. Exhibitor warrants that by signing this Exhibitor Contract, Sponsor has informed them of their need for public liability insurance in order to protect themselves, their employees and merchandise.

**13. Exhibit Care.** Contracted janitorial services will sweep aisles and empty trash canisters. Exhibitors are responsible for keeping exhibits clean and orderly, notifying the Sponsor of special or unusual maintenance needs within or adjacent to their exhibition area. Trash must be placed in aisles for pick up at close of show each evening. Exhibitors may be charged an additional fee if their trash waste is more than what is deemed a “normal amount of waste”.

**14. Attendance.** The Sponsor shall have sole control over attendance policies at all times.

**15. Sound Devices.** The use of devices for the reproduction of sound or music is permitted, but must be controlled. Sound of any kind must not be projected outside the confines of the exhibit booth.



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## RULES AND GUIDELINES

**16. Rescheduling of Show Policy.** Due to certain events that can preempt the Event, i.e., acts of God, police action, government emergency use of buildings, discretion of management, etc. If the Event is not held within 365 days of the original dates all Event fees will be returned, except as noted in Rule 26.

**17. Sub-Leasing.** Exhibitors may **NOT** sub-let their space, nor any part thereof, or invite other firms or individuals into their booth space without prior approval of the Sponsor.

**18. Security.** If necessary, the Sponsor will employ reputable security during the course of each Event. The duty of the security will be to protect the general exhibit against fire or other catastrophes. Neither the Sponsor, Event Management, nor the owners or lessors of the Event premises will assume any responsibility for the exhibitor's personal property. It is suggested that the exhibitor insure his property against loss and theft.

**19. Fire & Safety Laws.** Federal, State, County, and City Laws must be strictly observed. Cloth Decorations must be flameproof. Wiring must comply with fire department and underwriter's rules. Smoking in exhibits is forbidden. Crowding will be restricted. Exhibits cannot block aisles and fire exits. Additional fire regulations will be provided by Site Management as needed.

**20. Cancellation of Show Exhibit Space.** 30 days prior to the show, the total exhibit space cost is due, unless specifically noted. In the event of cancellation, this booth space payment is not refundable.

**21 Refunds.** Absolutely NO refunds will be given on any payments made for preregistration, space reservation deposits or final payment fees in the event of cancellation at any time by the Exhibitor.

**22. Non Guarantee.** The Sponsor shall remain free of harm of product sales, attendance, exclusive privileges or exhibitor successes.

**23. Collection.** If suit is instituted by the Sponsor to collect past due amount, Exhibitor agrees to pay actual costs and expenses of collection in addition to court costs and reasonable attorney fees and interest at the maximum rate permitted by law.

**24. Occupied Space.** In order to have your booth space considered "Occupied" either you or a representative for you must show up in person by 12pm the day preceding the Event to check in and take possession of your booth space. This may be done by phone for all Exhibitors more than 20 miles from the event.

**25. Unoccupied Space.** In the event Exhibitor has failed to occupy the space contracted for by 12:00 p.m., the day preceding the Event, the Sponsor shall have the right to utilize such space in any manner it chooses; Exhibitor shall be entitled to no refund.

**26. Representation.** No representations are/have been made by the Sponsor unless in writing.

**27. Sales Licenses.** If Exhibitor plans to sell merchandise on the premises, Exhibitor shall be responsible for complying with City, County and State licensing and tax requirements.

**28. Food Sales.** All Exhibitors planning to sell food on the premises shall be responsible for complying with City, County and State permitting, licensing and tax requirements. An extra fee or registration process may be required by each and or any of these organizations in addition to the regular Exhibitor fees charged by the Sponsor. Sponsor is not liable or responsible to make Exhibitor aware of these fees or registration processes beyond this.

**29. Acts of God, Fires, Strikes, Etc.** In the event that any outside cause, including war, fire, strike or other emergency, prevents the Event from being held, the Event Management may retain such part of exhibitor's rental as shall be required to recompense management for expenses incurred up to the time such contingency shall have occurred.

**30. Regulation Compliance.** Exhibitor shall utilize the premises in an orderly manner and in compliance with all present and future applicable Federal, State and local statutes, ordinances, rules and regulations.

**31. Amendments to Rules.** Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the Sponsor. The Sponsor may amend these rules and regulations at any time and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.