Van Wert County 4-H Craft & Vendor Show
Saturday, December 3rd, 2016
10:00am-3:00pm

Craft & Vendor Application Form
The Van Wert County 4-H Program is hosting their second craft and vendor show! Our hope is to raise money for the 4-H Teen Camp Counselors Fees, and give our local artists a way to showcase their arts and crafts as well as products they sell.

Company Info:
Company Name: _____________________________________________________________
Mailing Address________________________________________________________________________
Phone: _______________________________________ Email: __________________
Website or Facebook Page: ______________________________________________________________

Individual Contact Info:
Name: _______________________________________________________________________________
Email: _____________________________
Phone: _______________________________________

Type of Product Sold: □ Fine Arts □ Sculptures □ Home products
□ Craft □ Jewelry □ Candles
□ Books □ Fabric Art □ Soaps
□ Cards □ Woodworking □ Healthy Living
□ Handmade □ Canvas Art □ Essential Oils
□ Clothing □ Food □ Other ____________
□ Pottery □ Upcycled □ Other products
□ Sculptures □ Jewelry □ Home products
□ Woodworking □ Canvas Art □ Essential Oils
□ Knitting/Crocheting

Please give a general description of the items to be sold: ______________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Special Space Needs: ___________________________________________________________________
____________________________________________________________________________________

Exhibitor requests the following booth size and agrees to pay the following booth rental fee (check one)
□ No Electricity, (10’ x 10’) Space $25.00 X ______* = ___________ (*=# of spaces needed)
□ Electricity, (10’ x 10’) Space $30.00 X ______* = ___________ (*=# of spaces needed)

Electricity is available on a limited, first come, first serve basis. Vendors must provide their own electrical cords and lights.
For your application to be considered, the following must be included:

- Please complete the application form (the front of this page)
- Please sign the Terms and Conditions on the next page
- Like us on Facebook (if possible) for updates! http://facebook.com/vanwert4h
- Mail or email photographs, of your products (Gottke.4@osu.edu if you email)
- Payment must be made check payable to OSUE-Van Wert Co.
- Contact Heather Gottke (419) 238-1214 with any questions.

Please mail this packet to: OSU Extension, 4-H
c/o Craft & Vendor Show
1055 S Washington St
Van Wert, OH 45891

*If paperwork is emailed (Gottke.4@osu.edu), the application will not be active until the fees are received.

By completing an Arts & Crafts Fair application, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies herein.

Printed Name: ___________________________ Signature: ___________________________

Thank you for your interest in the Van Wert County 4-H Craft & Vendor Show. Your registration will be confirmed by email within two weeks of the time we receive it. Please contact us if you have not received notification. For more information, please email Heather Gottke, 4-H Educator, at Gottke.4@osu.edu. Thank you for being a part of our program!

**Office use only below this line**

Date Registration Received: ________________ Payment Received ________________
Payment Method: __________________________ Check Number: ___________________
Date Confirmation Emailed: ________________ Space Assignment: ________________
Terms and Conditions

1. **Setup/Tear Down:** All exhibitors must be set up and ready to sell by 10:00am the day of the show. Exhibitors may begin setting up as early as 8:00am the day of the show. Tear down for the event can start no sooner than 3:00pm on the day of and must be completed by 5:00pm. No vendor is permitted to close before the official closing time. Sellers are responsible for their own selling spaces. Before you leave, your area must be clean and trash free.

2. **Staffing:** Exhibitors tables/booths must be manned at all times and intact until show closes at 3:00pm. The Van Wert County 4-H program is not responsible for merchandise or display materials.

3. **Exhibitor Responsibility:** Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. The Van Wert 4-H Program expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the show.

4. **Exhibitor Spaces:** Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your 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 any rails, stands or additional equipment.

5. **Acceptance:** The Van Wert 4-H Program reserves the right to decline any application for space if it deems such action to be in the best interest of Craft and Vendor Show.

6. **Payment:** The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event.

7. **Electricity:** Electricity will be available as a first-come, first-served basis as electricity is not available at all areas. Electrical service requires an additional fee.
   a. Outlets are NOT guaranteed.
   b. Extension cords are not included in the fee and must be provided by the Exhibitor.

8. **Tables and Chairs:** Each 10’ x 10’ booth space will be provided one eight (8) foot table and two (2) chairs. More chairs can be made available, tables are limited. Please express you needs to see if we can accommodate you in the application.

9. **Tent/Canopies:** Are not permitted inside the building. Please contact for questions.

10. **Indemnification:** Exhibitor agrees to indemnify and hold harmless the Van Wert County 4-H from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney’s fees, arising out of or related to the operation of the Exhibitors at the Van Wert County Vendor & Craft Show.

Name: _______________________________________________________ Date: _____________________