

Boone County Veterans Club
VFW Post 1461
Vendor/Craft Show

Dear Exhibitor,

The Boone County Veterans Club VFW Post 1461 will be hosting a Craft/Vendor Show on Sat Oct 16th 11am-4pm. This show will be in conjunction with our Club Open House.

Our plan this year will be the same layout as we have in the past. We will be advertising in several papers as well as flyers, Facebook, and signs on the VFW property.

Each space includes an 8" table and two chairs. Tables are on a first come basis. Electrical outlets are limited, so if needed please do not wait to get your spot.

At this time we have not yet decided what it will be but we will offer light lunch food items for purchase from 11am to 2pm.

If you are interested please read and fill out attached contract. Please remit signed contract along with the \$20.00 fee to the VFW Post 1461.

If you should have any questions please contact me at 815-544-2014 or s.gonzales803@gmail.com.

We hope to see you at our spring event.

Sheila Gonzales

Club Manager

Boone County Veterans Club VFW Post 1461 Vendor/Craft Show

Saturday, Oct 16th
11:00am – 4:00pm

Contract

The parties to this contract are Boone County Veterans Club VFW Post 1461 (hereafter "Host") and _____ (hereafter "Exhibitors").

Whereas, Host is hosting an Event known as VFW Fall Vendor/Craft Show to occur at VFW Post 1461 Belvidere IL on 10/16/21, beginning at 11:00am, and has the right to license concessions to vend at and during the Event and

Whereas, Exhibitor desires to vend _____ at and during said Event, and Whereas, Exhibitor has paid Host the sum of \$20 to vend at and during said Event, Host asks that payment be made to Boone County Veterans Club.

By signing contract Exhibitor agrees to following rules:

These rules are for your protection, your customer's protection, and for protection of the VFW; they also help to maintain the standards and quality of the show. Read them carefully before the show to be sure that your booth complies with them and to avoid any misunderstandings.

If you want to be in our next show, this is very important.

- All booths that are not occupied within one half hour of opening the show will forfeit their booth space and fee. Exhibitors are to ensure that their display is completely set up and ready to sell when the show opens.
- All exhibitors must contain their display, their work, and their storage boxes within dimensions of the space they rent.
- Exhibitor's booths must be of sound construction and must in no way obstruct or endanger the neighboring booth areas.
- Outlets are available, but must be requested and are first come first serve.
- If you are having a walk-in booth, you must provide adequate walk-in space within your designated area.
- Exhibitors staff shall be clothed and groomed in a clean, neat fashion and shall conduct themselves in an orderly fashion.
- Exhibitors are expected to keep their items neatly displayed at all times and to be at their booth during the hours the show is open.
- Each Exhibitor is responsible for following all federal, provincial, and municipal regulations and restrictions regarding their individual craft.
- Collection of retail sales tax and GST is the responsibility of the registered exhibitors.
- Smoking, drinking and recorded music are not permitted in the exhibition areas.
- Exhibitors shall not disassemble, pack up or remove any part of their display prior to the official closing time.

- Please be considerate of other Exhibitors. Cooperation is important.
- Do not leave your booth unattended for long periods of time. If you must leave please have someone to watch your booth for you or politely ask the exhibitor in the booth next to you to watch for a few minutes.
- Exhibitor shall set up Friday, Oct 15th beginning at 7:30 pm or Saturday, Oct 16th beginning at 8am.
- Exhibitor shall have access to the location for up to 1 1/2 hours after the Event's conclusion at 5:00 pm to dismantle and remove all items brought to the location by Exhibitor. Exhibitor shall leave the location clean of trash and substantially in the condition it was before Exhibitor occupied it.
- Exhibitor is solely responsible to obtain insurance coverage on property brought into the building. Exhibitor assumes full responsibility for items left in the facility. Host accepts no liability for lost, stolen or damaged property and is not required to carry additional insurance to cover Exhibitor's property.
- Exhibitor hereby agrees to indemnify and hold harmless the Host against any damages or claims that may arise in connection with Exhibitor's presence at the Event and Exhibitor's activities of any kind.

In witness to their agreement to the terms of this contract, the parties affix their signatures below:

_____	<u>Sheila Gonzales</u>
Exhibitor signature & date	VFW Post 1461 Boone County Veterans Club
Address _____	1310 W Lincoln Ave
City, state, ZIP _____	Belvidere IL 61008
Email _____	vfwpost1461@gmail.com
Phone _____	815-544-2014

please fill in highlighted information only and return with payment to VFW Post 1461

Date payment received _____	copy given to exhibitor: Y or N
Cash or Check # _____	set up time: _____
# tables _____	Electric: Y or N