

Westfield Band Boosters Holiday Craft Show

November 18, 2017

Vendor Application/Agreement

Thank you for your interest in the Westfield Band Boosters 8th Annual Holiday Craft Show on November 18, 2017.

Here are some reasons we think you should display at our show:

1. We do not accept vendors selling commercially manufactured goods. All items must be hand-crafted or hand-embellished.
2. Westfield High School is located just north of the intersection of State Road 32 and US-31 in Hamilton County, one of the most affluent counties in Indiana.
3. Our event space is the size of 4 regulation basketball courts.
4. Our Advertising Plan includes:
 - Advertising in local print media, including the Indianapolis Star.
 - Posting on the local media's community calendars.
 - Social media campaign
 - Banners posted at key intersections in Westfield at least 2 weeks before the event.
 - Advertising in the K-6 school newsletters and on the schools' outdoor electronic sign boards.
 - Yard signs the week of the event.
 - Event-day signage directing customers to our show.
5. Our costs are reasonable: \$80 (\$70 with early registration) for a 10 x 10 booth.
6. Our hospitality is unmatched. We:
 - Provide a free breakfast snack.
 - Bring lunch orders to your booth.
 - Send a drink/snack cart around in the afternoon.
 - Have volunteers and carts to help you load in and out.
 - Have volunteers to watch your booth if you need short breaks.

If you would like to reserve a booth, please complete the attached vendor application/agreement and **submit it for receipt by June 1st** to the address below.

Happy Holidays!

Westfield Band Boosters

Contact Info:

Email: craftshow@westfieldbandboosters.org

Westfield Band Boosters

Attn: Holiday Craft Show Committee

PO Box 645

Westfield, IN 46074

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Vendor Directions (Map on next page)

Please check in at Door 23 at the north end of the school. After checking in, we will direct you to unload at the door closest to your booth. Once you have unloaded, please move your vehicle to the vendor parking lot. You will be able to re-enter WHS at Door 1 near the southwest corner of the school. All doors at WHS are numbered with large white numerals above the door. There will be signs posted inside the school directing you back to the craft show.

Directions

Using your own navigation? Head to 18339 N Union Street, Westfield, IN 46074.

Directions from I-465 (Indianapolis): Take US-31 North to the IN-32 Exit. At the end of the ramp, turn right (east) onto IN-32. At the first roundabout, take the second exit to continue east on IN-32. At the traffic light, turn left onto Union Street. Travel north on Union Street for approximately 1 mile to the stop sign at the intersection of Hoover and Union. Continue straight (north) on Union for 1/4 mile more, then take the second left to enter the parking lot at the north end of WHS.

Directions from I-65 (Northwest of Indianapolis):

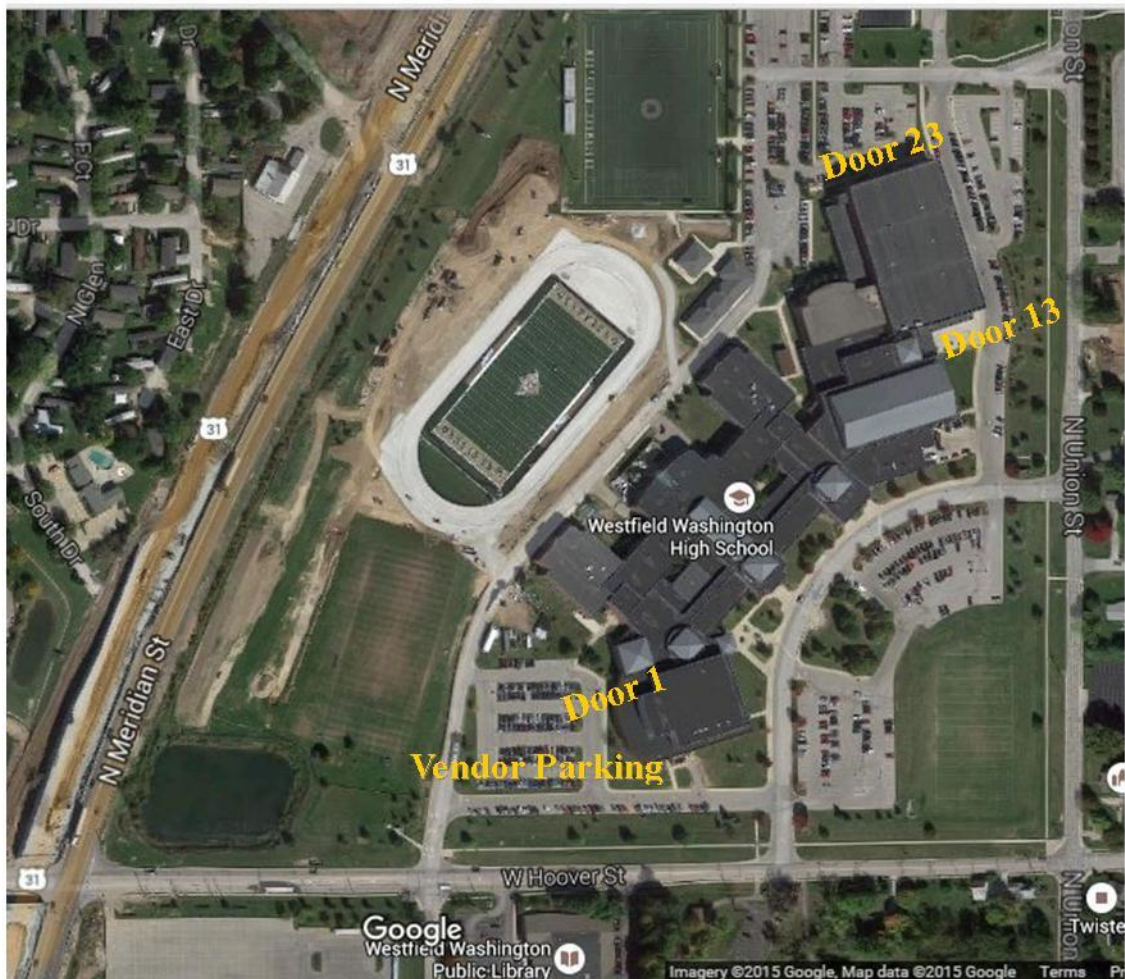
Option 1 (from south of exit 123): Take I-65 to I-465 North, which becomes I-465 East. Follow the I-465 directions above.

Option 2 (from north of exit 139): Take I-65 to IN-39 (Lebanon) and go north on IN-39. In about 1/4 mile, turn right to go east on Noble Street. After 1/2 mile, continue straight onto IN-32. After another 18 miles, turn left onto Wheeler Road. In 1/2 mile, turn right at the stop sign onto 181st Street. After about 1/2 mile, you'll see the school on the left, but continue to the stop sign at Union Street and turn left. After 1/4 mile, take the second left to enter the parking lot at the north end of WHS.

Directions from I-69 and Fishers: Take IN-37 north to 146th Street. Turn left and go 3.5 miles to Hazel Dell Parkway. In 3 miles, turn left onto IN-32. After another 3 miles, in downtown Westfield, turn right at the traffic light onto Union Street. Travel north on Union Street for approximately 1 mile to the stop sign at the intersection of Hoover and Union. Continue straight on Union for 1/4 mile more, then take the second left to enter the parking lot at the north end of WHS.

Directions from Kokomo: Travel south on US-31 to the 191st Street exit. At the roundabout at the end of the exit, turn left to go under the highway. In about 1/4 mile, at the roundabout, take the first exit onto East Street. In about 0.4 mile, turn right onto Union Street, which will then curve to the left. In about 1/2 mile, turn right into the parking lot at the north end of WHS.

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Please complete this form and mail all relevant information
and payment (a check postdated for July 1st, 2017) to:

Westfield Band Boosters, Attn: Holiday Craft Show Committee, PO Box 645, Westfield, IN 46074

Name:			
Address:			
City:			
State & Zip:			
Daytime Phone:		Evening Phone:	
Email:			
Website/Social Media:			
Description of art/craft: We only accept hand-crafted or hand-embellished items. <i>This is a large show. There will be some duplication of items &</i>			
Please include photos of your product and booth with the application. Applications without photos will be returned.			
Special Requests			

Please mark **ALL** items that you wish to reserve including all **FREE** items.

Item	Description	# of Free	# of Items	Cost per Item	Total Charge
10 x 10 ft Booth	Max 3 per Vendor	N/A		\$80.00 (\$70 early bird)	
Free Table	3' x 8' - 1 Free per Booth	0 or 1 (circle)	N/A	FREE	N/A
Additional Table	3' x 8' - Max 1 per Booth	N/A		\$10.00	
Chairs	Max 2 per Booth	0 / 1 / 2 (circle)	N/A	FREE	N/A
Electricity*	Access to electricity	N/A		\$10 <u>per booth</u>	
*Electricity charge is per booth ordered. Ex: 2 booths with electricity = \$20					
Application Fee Total:					

Application fee must be included with the application.

Early Bird fee of \$70 per booth applies to complete applications received on or before June 1st.

You must include your check with this application, but postdate your payment for July 1, 2017.

A check for your booth space must accompany your application for it to be processed. If your check is returned unpaid, this will cancel your application to the Holiday Craft Show and incur a \$35 returned check fee.

If you cancel your reservation before September 1st, you will receive a 50% refund. No refunds after September 1st.

A reservation confirmation will be emailed to you.

Show shopping hours will be 9:00 a.m. to 4:00 p.m. Setup is 6:00 a.m. to 8:30 a.m., and tear-down begins at 4:00 p.m.

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This agreement is between the "Exhibitor" named below and Westfield Band Boosters, Inc. ("WBB"), a not-for-profit corporation of the State of Indiana.

- The application/agreement submission deadline is July 1st. WBB will continuously fill openings as needed up to show time.
- Payments will be held until July 1, 2017. Exhibitor must postdate your check for July 1st, 2017.
- Exhibitor warrants that **all Exhibitor's products are authentic and either handmade or hand-embellished. Exhibitor may not sell commercially manufactured goods.**
- Exhibitor must provide and use floor-length table covers.
- WBB reserves the right to refuse any application. We have 166 vendor spaces available. Applications will be juried. Late applications will be juried and space assigned progressively until we are full.
- Exhibitor may reserve a maximum of 3 booths, 2 tables per booth, and 2 chairs per booth.
- Exhibitor may use their own tables and display equipment. Exhibitor **MUST** designate the number of **FREE** tables and chairs they wish to reserve using the form above. If no tables or chairs are designated, they **WILL NOT** be provided.
- Exhibit space will be marked on the floor. If the exhibit display exceeds the allotted space, Exhibitor must move the exhibit into the allotted space. If Exhibitor does not comply, Exhibitor must leave the show, and the application fee will not be refunded.
- Exhibitor may not encroach on neighboring spaces. Please be sure to allow for access to the exhibit in the allotted space.
- Exhibitor may not use any trademark owned by any other person or entity without on-site, written evidence of permission by the owner to do so. Exhibitor may not offer or sell any work in which any other person or entity owns copyright.
- Exhibitor shall furnish their own set-up needs at their own expense, except as specifically provided herein.
- Exhibitor is required to clean up their area before leaving.
- Exhibitor and their associates and children display and attend at their own risk.
- Exhibitor must provide their own insurance.
- WBB is not responsible for damage, theft, loss or injury incurred during setup for, conduct of, or cleanup after the Holiday Craft Show.
- **Exhibitor check-in is from 6:00 AM – 8:30 AM on Saturday, November 18, 2017.** Exhibitor must be set up by 9:00 a.m. **After 8:30 AM, booths for Exhibitors who have not checked in may be assigned to standby exhibitors.**
- **Breakdown will begin at 4:00 PM and not before.** Violators of this policy will not be invited back the following year.
- There will be no refunds given on or after **September 1, 2017**. Cancellations **before that date**, will be issued a **50% refund**. Refunds will not be issued for no-shows or lost booth space due to late check-in.
- Exhibitor is responsible for collecting and securing their own money and merchandise.
- Exhibitor or their representative **must be present** with their merchandise at their booth during the complete show from **9:00 a.m. through 4:00 p.m.** on November 18, 2017. Vendor assistants will be available to watch your booth for short periods of time if you must step away.
- Children must be accompanied by an adult and supervised at all times.
- Exhibitor shall not sublet or rent out his/her assigned space, nor transfer its rights and obligations under this agreement.
- Exhibitor is responsible for any required permits, licenses, and taxes required by the county, state, and all other authorities.
- Exhibitor is solely responsible for any damages or incidents that occur at Exhibitor's booth or involve Exhibitor's product(s).
- Exhibitor releases and will hold harmless WBB and Westfield Washington School Corporation from all liability for any damage, injury or loss to any person or property that may occur.

I have read all the information provided with this application, **and I agree** to abide by all the rules and guidelines described above. I am including with this application a check for the appropriate fee made payable to Westfield Band Boosters.

The application/agreement submission deadline is July 1st.

Signature: _____

Printed Name: _____

Date: _____

Payment Total: _____

For Official Use Only – EXHIBITORS: PLEASE DO NOT FILL OUT

Date Rcvd: _____ Amt Rcvd: _____ Check Number: _____

of Booths: _____ # of Tables: _____ # of Chairs: _____

of Outlets: _____ Date/Confirmation Sent: _____ Accept: y/n Date: _____ Method: Email Mail