

**CROOKSVILLE – ROSEVILLE POTTERY FESTIVAL
 JULY 15 – 17, 2021
 Crooksville Village Park
 VENDOR CONTRACT**

Please read, sign and return this sheet with your payment.

*Vendor Spaces are reserved on a First Come, First Serve basis with consideration given to Returning Vendors, who return their contracts by **April 19, 2021.**

Name of Business/Organization _____

Owner/Contact Person _____

Address _____

Phone _____ Email _____

Additional contact person _____ Phone _____

Email _____

ITEMS TO BE OFFERED:

Only items listed will be permitted, with approval. Add additional sheet if needed. Please be as detailed as possible. Our goal is to offer a variety of products to the public. We will do our best to not allow duplicate/like items among vendors, with the exception of Pottery. Please see Item 5 on Vendor Agreement sheet for prohibited items. Vendors' lists will be evaluated by festival staff for approval. You will be notified with denial or modifications needing made.

To assure your items are allowed submit contract ASAP.*

Electric spaces are very limited. 110v only will be available to non food vendors.

Electric spaces are strictly first come, first serve

Request Electric Yes _____ No _____

Size	Qty	Cost per Space	Total Amount	Amount Enclosed	Balance Due
10x10 area	_____ x	\$50.00	= _____	_____	_____
25X25 area	_____ x	\$200.00	= _____	_____	_____

REGISTER NOW with \$25 TO SECURE YOUR SPACE AND EXCLUSIVE RIGHT TO SELL YOUR ITEMS.

BALANCE DUE NO LATER THAN May 17, 2021 TO RETAIN YOUR SPACE.

Checks payable to: The Crooksville – Roseville Pottery Festival.

ALL fees must be paid prior to set up.

NO SPACES WILL BE RESERVED WITHOUT A SIGNED VENDOR CONTRACT & PAYMENT OF FEES

Crooksville - Roseville Pottery Festival
July 15-17, 2021
Crooksville Village Park
Vendor Space Agreement

1. **FESTIVAL HOURS** are Thursday (July 15): 1:00pm - 10:00pm, Friday (July 16) & Saturday (July 17): 10:00am - 10:00pm
SET UP IS WEDNESDAY 4:30pm - 8:30pm AND THURSDAY 8:00am – 10:00am. You will be notified as early as possible to any change to Set-Up times. Vendor Spaces should be prepared and ready for the public 15 minutes prior to opening each day.
2. **The rental is for Space only.** Vendors must provide their own set-up: tents, tables, chairs, displays, etc. Electricity is limited. If you need electric, please be sure to note so on your contract and submit contract early. You must supply your own heavy duty extension cords. At least a 100 ft Extension Cord is recommended.
3. **NO VEHICLES** are permitted to drive on Festival Grounds Thursday, 12:30pm – 10:15pm or Friday and Saturday 9:30am – 10:15pm. **For the safety of all, this will be strictly enforced.**
4. **Only items listed are to be offered and sold** at this Festival by you. Items added after contract submission will need to receive approval of The Crooksville - Roseville Pottery Festival Committee (herein, known as The Committee). A written request of additional items must be made and approved no later than July 5, 2020. With submission of your contract, your list will be evaluated by The Committee. You will be notified of approval, denial or with modifications needing made.
5. **ITEMS NOT ALLOWED:** Fireworks or any item related to fireworks (smoke bombs, jumping jacks, snaps, snakes, sparklers, firecrackers, etc) x-rated items, toy guns, knives or weapons of any kind.
6. The Committee may accept or reject any products and services offered. If you do not remove items we ask you to, you will be required to pack up and leave the premises. No refunds will be made if this shall happen.
7. Sub-letting or sharing of vendor space is not permitted. ALL participates must have The Committee's approval before Set-Up.
8. Flyers, samples, promotions, etc must be limited to your own space. You may not pass anything out anywhere else.
9. No vendor space is to be left unattended for any reason during main Festival hours.
10. Participants are required to hold the vendor space open for the entire Festival. Opening late or closing early may result in not being invited to participate in future Crooksville–Roseville Pottery Festival or any events of The Committee. All things associated with your space must be out of the Crooksville Village Park no later than Noon, Sunday, July 15, unless other arrangements have been made. When you leave, your space must be clear of trash, debris, equipment and left as you found it, or better than you found it. There will be a dumpster on site. We expect you to utilize the dumpster.
11. **This is an OUTDOOR Festival - COME PREPARED.** No fees returned due to weather conditions. Vendors should take precautions to protect your vendor space, tent and items in and associated with your space from weather, crowds and accidents. Vendors are responsible for any damage to the Crooksville Village Park and adjacent vendor spaces if your tent/covers/items are blown out of your space. It is suggested that you use weights of at least 20lbs each on the corners of your tent/shelter. If bad weather occurs, please check and clean up your space area immediately. The Committee is NOT responsible for: any damage and/or accidents caused by Vendors' tents/covers, any item(s) therein, or clean-up of your space.
12. **REFUNDS/CANCELLATION:**
Cancellation by Vendor: If the Vendor finds it necessary to cancel a minimum of sixty (60) days before the event, payment will be refunded in full. When notification of a Vendor's cancellation is received less than sixty (60) days before the event, payment will only be refunded if the Committee is able to re-let the space.
Cancellation by The Committee: If, as a result of circumstances beyond our control The Committee cancels the event, payment(s) from the Vendor will be refunded 1/3 for each day of the cancellation, subject to a deduction for any costs which have been incurred as a result of special requirements. Compensation will be payable by The Committee. Such refunds form the full extent of The Committee obligation to Vendor and no compensation will be payable by The Committee for any loss which the Vendor may suffer as a result of the cancellation. **NO REFUNDS WILL BE MADE BECAUSE OF POOR WEATHER IF THE EVENT IS HELD.**
13. **LICENSES** - Participants are responsible to meet Village of Crooksville, Perry County & State of Ohio licensing laws & codes.
14. **INSURANCE** -- Vendors are expected to carry their own insurance coverage to protect their merchandise and persons from damage, loss, or theft incurred while participating in the Crooksville – Roseville Pottery Festival. **INSURANCE: Vendors must provide a valid certificate of Liability Insurance, naming The Crooksville-Roseville Pottery Festival as an additional insured. VENDORS WILL NOT BE ASSIGNED SPACE UNTIL VALID INSURANCE CERTIFICATE IS RECEIVED. Your certificate should extend coverage inclusive of the entire event (July 16-18). Failure to provide a Certificate of Liability Insurance may delay acceptance of your application.** No insurance or guard services will be supplied by The Committee. Participation in the C-R Pottery Festival is at the vendor's own risk.
15. Policy, rules and fee schedules are subject to change without notice.

Mail signed contract along with payment to:

Lisa Osborn
Vendor Committee
The Crooksville Roseville Pottery Festival
P.O. Box 145
Crooksville, OH 43731

For more information:

Visit our Facebook Page: The Crooksville-Roseville Pottery Festival

Visit our webpage: potteryfestival.org

Contact Lisa Osborn, Vendor Chairperson
740-279-0839 lkosborn0305@gmail.com