

Unique, Boutique, & Antique Festival

Contact us by:

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VENDOR CONTRACT

PLEASE PRINT *This serves as a permanent contract between Highland County Agricultural Society 604 John St Hillsboro, Ohio 45133 and:*

Name: _____ Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell # : _____ Other # _____ Email: _____

Description of merchandise: _____

Sales Tax Permit # (copy also required) _____

VENDOR GUIDELINES

A. Renting Spaces

*1. The management will rent space only to vendors who follow Vendor Guidelines pertinent to federal, state, and local laws and ordinances, and exhibit appropriate vendor behavior. *2. Vendors will park in designated vendor parking areas. First come first serve basis. No assigned parking spots unless other arrangements have been made with management. Cargo trailers parking will be limited at barn areas

B. Setting Up at the Festival

*1. Vendors may set up Friday from 11:00 a.m. to 3:00 p.m. or Saturday at 7:45 a.m. unless prior arrangements are made, and must have all merchandise removed by 5 pm Sunday unless other arrangements are made.

*2. Management requires Vendors to be set up during show hours of show for days requested 3-7 Friday and 8-3 Saturday & Sunday. *3. No other vendor may set up in your space with you without prior approval from management.

C. Vending

*1. Vending must occur from rented spaces and may not exceed the space boundaries. *2. Vendors must maintain their lots in an orderly and clean manner to protect the safety of themselves and the shopping public. *3. Each Vendor is solely responsible for his/her merchandise/property and business transactions. Merchandise left unattended is done so entirely at the owners risk.

D. Selling Food

*1. All food concession stands must meet and remain consistent with the Highland County and State of Ohio Health Department standards. *2. A copy of your food permit must be on file with HCAS. *3. Only Food Vendors may sell food or drink, including canned or bottled.

E. MotorHome and Travel Trailer Requirements

*1. Any vehicle/trailer requiring electricity for heating or cooling is considered an RV. *2. According to state law, waste water of any type must be disposed of in a waste dump station. Dumping of any water is not allowed on the premises, anyone doing so will be asked to leave the festival.

F. Miscellaneous

*1. Vendors may bring small pets, but they must be on a leash or be restrained on their lots at all times. Pet owners are responsible for any property damage or personal injury caused by their pet. Pet owners must pick up after your pet. *2. No trash is to be left in your space after the show. *3. The festival and it's owners will not be liable for any personal injury or property loss/injury caused by calamitous weather, accidents, or theft. *4. Management reserves the right to restrict the sale, display or distribution of any printed materials, photographs, books, paraphernalia or other representations in order to maintain a proper, moral, wholesome, environment. You could be asked to leave the premises immediately if these rules are broken. *5. No electric heaters or air conditioners will be plugged in inside any barn.

G. Payments

*1. Credit Card, Check, or Cash only. *2. There is a \$30.00 charge on all returned checks *3. There will be a 3% convenience fee for using a Credit Card for payment. *4. **Any cancellation must be made 10 days prior to the festival**, any cancellation made after that time period will forfeit full rental fee.

Vendor Spot Rental -

\$10 per spot added if contract & payment is received after 10 days prior to the festival. Spot Rental fee is for that event, overnight stay is per night.

_____ **Inside Wharton Building or Multipurpose Building- enclosed building**

\$70 per spot 10x15 approx. Additional Spot adjacent is \$60

_____ **Inside Cattle Barns - Covered roof and open air barn**

\$60 per spot 10x15 approx. Additional spot adjacent \$ 50

_____ **Open Air Area - Located near horse arena and restrooms**

\$ 60 per spot 15x30 approx. Additional spot adjacent \$50

_____ **Overnight staying w/ electric & water - At or near Open Air Area or in Camping area**

\$ 35 per night - Must be self contained, NO TENT CAMPING

_____ **Food Vendor Trucks - limited spaces - set up Friday at 11 am**

\$ 75 per day w/electric and \$50 per day w/out Electric

_____ **Total Payment Amount Due**

I have read and agree to abide by the terms of this contract:

Signature of Exhibitor _____ Date _____

Signature of HCAS Management _____ Date _____